

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MEETING OF JULY 24, 2008**

**MINUTES:**

The July Meeting of the Antietam Valley Municipal Authority was held on the above-captioned date with the following answering the roll call:

Timothy Waldman, Chairman  
Elaine Bildstein, Vice-Chairperson  
Lynn Leinbach, Secretary  
Pamela Keeler, Treasurer  
Benjamin Overley, Asst. Treasurer

**Also Present:**

.  
Joan London, Esq.  
Michael Sassaman., Arro  
Kerry Ustaszewski  
Loretta Shipe, Asst. Secretary

The Chairman, Timothy Waldman called the meeting to order at 7:30 PM with the Pledge of Allegiance to the flag.

The June 27, 2008 minutes were approved on a motion by Lynn Leinbach, seconded by Elaine Bildstein. **Motion passed.**

**NEW BUSINESS:**

**COMMITTEE REPORTS**

**FINANCE COMMITTEE:**

**1. General Account & Payroll Account Checks for Approval:**

Check Nos. 1815 through 1842 and Check Nos. 1844 and 1845 in the amount of \$51,415.93 from the General Account dated 7/25/08 and Check No. 1843 payable to J.W. Leinbach in the amount of \$152.62 dated 7/25/08 for a total of \$51,568.55 as well as Check Nos. 1743 through 1749 and seven EFT's in the amount of \$11,211.47 from the Payroll Account dated 7/25/2008 for a combined total of \$62,780.02 were approved on a motion by Pamela Keeler, seconded by Benjamin Overley. Lynn Leinbach abstained. **Motion passed.**

**2. General Account & Payroll Account Checks for Ratification:**

Seven EFTs and Check Nos. 1740 through 1742 dated 07/11/08 in the amount of \$10,226.54 from the Payroll Account as well as Check Nos. 1807 through 1814 dated 06/27/08 through 07/11/08, in the amount of \$12,278.77 from the General Account for a combined total of \$22,505.31 were approved on a motion by Pamela Keeler, seconded by Benjamin Overley. **Motion passed.**

**Treasurer's Report –Month ending June of 2008:****Accounts:****Commerce Bank**

Savings	\$ 118,490.30
Payroll	\$ 4,008.28
Checking	\$ 1,590.06
Sewer Revenue	\$ 62,447.22

**Other**

Morgan Stanley Beginning Balance:	\$ 621,441.68
--------------------------------------	---------------

**Project Fund 2002:**

Receipts	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 0.00

**Leesport Bank**

Beginning Balance	\$ 1,228,838.19
Receipts	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 1,228,838.19

<b>Total Cash Available</b>	<b>\$ 2,036,815.73</b>
-----------------------------	------------------------

Motion was made by Lynn Leinbach, seconded by Elaine Bildstein to accept June's Treasurer's Report. **Motion passed.**

**CAPITAL IMPROVEMENT COMMITTEE:**

**Benjamin Overley stated that he was deferring the Capital Improvement Committee Report to the Engineer.**

**ENGINEERING REPORT**

**Michael Sassaman presented the Engineering Report.**

1. H. Robson completed the work from the June 17<sup>th</sup> final inspection. We met with Robson at the site last week to discuss the grass and weeds. The grass is slow to get growing this time of year. Robson installed hoses and sprinklers and asked AVMA staff to turn them on and off to water the seed. Robson did cut the weeds and replaced some topsoil and seeding in areas that eroded.

2. Applications for Payment: Applications for payment are presented as follows:

Contract 2A – Application #20 Final – Howard Robson -\$89,966.15.

ARRO recommends payment of the final amount unless AVMA wants to hold some amount to insure that Robson will address the grass issue until it is satisfactory. They said they would come back in spring and re-seed or do what is necessary.

Motion was made by Pamela Keeler, seconded by Lynn Leinbach to hold \$4,000.00 from Robson's final payment for seeding. **Motion passed.**

A Final Compensating Change Order to deduct the "Unit Price Items" that were not used from the contract. The Change Order deducts \$61,663.75 from the contract price. Motion was made by Pamela Keeler, seconded by Benjamin Overley to accept the final compensating change order. **Motion passed.**

3. Aeration Blowers – ARRO is working with some manufacturer representatives and is continuing to work on a report and recommendations.

4. New Clarifier Weir Brush System – The CIC discussed the idea of installing a weir cleaning system on the new clarifier. The WWTP staff is cleaning them by hand at least weekly at this time. Kerry Ustaszewski reported that the summer help is cleaning algae in the new final clarifier daily. It was mentioned that there are two different systems available. One is made with steel brackets and the other is made with aluminum. It was mentioned that the CIC Committee would like to see these two systems in operation. This will be discussed further at the next CIC meeting.

5. Oxidation Ditch Rotors – ARRO has received a response from Lakeside and they described the previous efforts on this matter and recommended replacement of the rotor. The previous reviews pointed to an alignment problem and AVMA may want to have Eastern Environmental address the alignment issues before going ahead and just replacing the rotor. ARRO has asked the Lakeside representative for detailed alignment specs. This information has not yet been received. Mike suggested that maybe there is a manufacturer O&M Manual in the AVMA files.

6. Aeration Tank Bridge and Handrails – The CIC Committee discussed the bridge and handrails at Plant No. one aeration tanks. If they are to be replaced ARRO should prepare specs and a drawing for bidding. Robson wanted \$10,000.00 for the railings and \$38,000 for the bridge. This price included removing the old and installing the new. The material price quotes from the aluminum supplier was \$7,000.00 for the railing and \$25,000.00 for the bridge. This issue will be tabled for next year's budget.

7. F. Wanner Pump Station Pump – The CIC discussed the suggestion to install the second pump in the new pump station wet well. The provisions for this pump were included in the recent project but the pump was not. This pump would provide a back-up to the old pumps in the old pump station. ARRO contacted Riordan Materials Co. to inquire if the cost of the pump was less than \$10,000.00 to see if this must be bid or not. The pump installed is a NP3171 w/434 impeller, 34hp. This pump cost is \$17,320.00. Add \$250.00 for PA Steel Act and \$300.00 for shipping. There is a second discharge connection already installed. Based on this it would have to be bid. ARRO can prepare bidding specs if the Authority wishes to proceed. The total cost should be less than \$30,000.00 installed. The controls are already installed to operate this second pump. ARRO can prepare the specs for bidding and assist with bidding and review of bids for \$4,000.00 or less.

Motion was made by Lynn Leinbach, seconded by Benjamin Overley to proceed with bidding process for the back-up pump at the F. Wanner Pump Station. **Motion passed.**

8. I/I Program – ARRO is working on developing an I/I program outline for the Authority to review. ARRO will also work with the staff to look into what is required to operate the Oxidation ditches in a “Storm Flow Mode”.

9. Dolan “Transitional Age Community” Development – No action this month.

10. Mike mentioned that he has phoned the DEP regarding the CO&A. He has not received any response. Kerry mentioned that he would telephone Edward Coriveau at the Harrisburg office.

11. Kerry mentioned that he will be meeting with Michael Sassaman to develop an Emergency Response Plan and Standard Operating Procedures.

#### **SAFETY COMMITTEE**

**Kerry Ustaszewski presented the Safety Committee Report at this time.**

1. Kerry Ustaszewski reported that training on the confined space meter and blower will be held on Wednesday, July 30, 2008.

#### **FINANCE COMMITTEE:**

**Pamela Keeler presented the Finance Committee Report at this time.**

1. The letter received from SSM regarding the outstanding balance due for RFI’s was briefly discussed. Pamela Keeler mentioned that we would take further action after we get a response and update from Brian Boland, Esq.

#### **PERSONNEL COMMITTEE**

**Lynn Leinbach stated there was no Personnel Committee Report at this time.**

#### **PENSION COMMITTEE:**

**Elaine Bildstein presented the Pension Committee Report at this time.**

1. Elaine Bildstein reported that she met with Mr. Duda of Duda Actuarial Consulting. A Pension Plan Proposal for Actuarial Services for the 2009-2010 Calendar Years was included in the packet. Motion was made by Benjamin Overley, seconded by Lynn Leinbach to hire Duda Actuarial Consulting for our actuarial services. **Motion passed.**

#### **SUPERINTENDENT’S REPORT**

**Kerry Ustaszewski presented the Superintendent’s Report.**

1. Kerry Ustaszewski reported that DMRs were included in the packet.

2. A tree fell on our property on the other side of the creek. Herb Davis came and checked out the other four or five trees that contribute to the leaf problem in the clarifier. Herb gave a price of \$15,000.00 to \$20,000.00 to take these trees down. He stated that a crane must be brought in because of the electric wires. Other options were discussed. Michael Sassaman stated that you usually don't cover a clarifier unless you have odor problems. A net to keep the leaves out was discussed briefly. Benjamin Overley recommended getting some additional estimates. This will be discussed further at a later date.

3. Loretta Shipe was directed to send an invoice to Mr. Gaylor, of 2704 Orchard Lane, for the supplies and employee overtime from the fuel oil that entered the sanitary sewer system.

#### **SOLICITOR'S REPORT:**

**Joan London, Esq. presented the Solicitor's Report at this time.**

1. Joan London, Esq. stated that the Diane Trieb agreement was forwarded by Brian Boland, Esq. There has been no response.
2. Joan London, Esq. reported that an agreement was mailed to J. P. Mascaro requesting that the Agreement be extended year to year. There has been no response.

#### **OFFICE MANAGER'S REPORT:**

**Loretta Shipe presented the Monthly Office Manager's Report**

1. It was mentioned that Stanley Steamer cleaned the Conference Room and Office carpets. They cleaned up nicely. It was noted that David Miller tightened all the chairs in the Conference Room.
2. Pamela stated that we are going to clean out the files and discard all unnecessary information according to the Business Record Retention Schedule. Pam mentioned that anyone interested could help. Michael Sassaman stated that there is a business on Tuckerton Road called United Document Destruction. Lori is to research different shredding options. It was discussed contacting MPBMA and the Borough of Mt. Penn to see if they have anything to be shredded.
3. Benjamin Overley mentioned that MPBMA is installing new drive by electronic radio read meters. A short discussion followed.
4. Penn View Mobile Home Park's request for credit was discussed. It was noted that their water usage was lower. Lori is to calculate a credit according to our formula for the two quarters in question. This credit will be approved at the August meeting.
5. Lynn Leinbach mentioned Solar Power. A long discussion followed. Lori is to research this to see what information and grants are available.

**UNFINISHED BUSINESS:**

**There being no further business a motion was made by Benjamin Overley, seconded by Elaine Bildstein to adjourn the meeting. Motion passed and the meeting adjourned at 9:00 PM.**

Respectfully Submitted,

Loretta L. Shipe,  
Assistant Secretary