

**ANTIETAM VALLEY MUNICIPAL AUTHORITY  
MEETING OF JUNE 27, 2008**

**MINUTES:**

The June 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:**

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Joan London, Esq.  
Bradley Smith, P.E., 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 May 22, 2008 minutes were approved on a motion by Benjamin Overley, seconded by Lynn Leinbach. **Motion passed.**

**NEW BUSINESS:**

**COMMITTEE REPORTS**

**FINANCE COMMITTEE:**

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

Check Nos. 1786 through 1803 and Check Nos. 1805 and 1806 in the amount of \$26,619.87 from the General Account dated 6/27/08 and Check No. 1804 payable to J.W. Leinbach in the amount of \$401.50 dated 6/27/08 for a total of \$27,021.37 as well as Check Nos. 1732 through 1739 and seven EFT's in the amount of \$11,492.06 from the Payroll Account dated 6/27/2008 were approved on a motion by Benjamin Overley, seconded by Pamela Keeler. Lynn Leinbach abstained. **Motion passed.**

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

Fourteen EFTs and Check Nos. 1721 through 1731 dated 05/30/08 through 06/13/08 in the amount of \$21,961.40 from the Payroll Account as well as Check Nos. 1765 through 1785 dated 05/22/08 through 06/19/08, in the amount of \$367,646.33 from the General Account for a combined total of \$389,607.73 were approved on a motion by Benjamin Overley, seconded by Pamela Keeler. **Motion passed.**

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

Savings	\$ 223,766.80
Payroll	\$ 2,308.76
Checking	\$ 1,094.18
Sewer Revenue	\$ 34,266.99

Other

Morgan Stanley Beginning Balance:	\$ 621,441.68
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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>\$ 2,111,716.60</b>
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Motion was made by Benjamin Overley, seconded by Elaine Bildstein to accept May's Treasurer's Report. **Motion passed.**

**CAPITAL IMPROVEMENT COMMITTEE:**

**Benjamin Overley stated that there was no Capital Improvement Committee Report.**

**ENGINEERING REPORT**

**Bradley Smith, P.E., presented the Engineering Report.**

1. WWTP Improvements Project – H. Robson completed the paving, grading and seeding work although the grass is slow to grow this time of year. Robson installed hoses and sprinklers and asked AVMA staff to turn them on and off to water the seed.

A final inspection walkthrough was conducted on June 17 with Robson, Arro and Kerry. A short list of items to address was prepared and Robson has addressed those issues.

2. There are no applications for payment this month.

3. Lenox Avenue Sewer Lining – Abel Recon has submitted their final bill, application #2, for the sewer lining project in the amount of \$7,891.25. The final price was \$27,377.75 because the laterals were not lined but were grouted and tested. Arro recommends payment. Motion was made by Lynn Leinbach, seconded by Elaine Bildstein to pay Abel Recon, contingent on Kerry Ustaszewski's investigation, for application #2 in the amount of \$7,891.25. **Motion passed.**

4. Aeration Blowers – Arro met with the CIC meeting to discuss the blower situation and lack of DO in the aeration tanks during hot weather. Arro has received some laboratory data and met with some manufacturer representatives and is continuing to work on a report and recommendations.

5. 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. The CIC discussed tabling this matter until it can be included in the budget for 2009.

6. Oxidation Ditch Rotors – Arro has contacted Lakeside and is waiting for a response. We will contact some other manufacturers to see if replacement of the equipment with something improved would be cost effective.

7. Aeration Tank Bridge and Handrails – The CIC committee discussed the bridge and handrails at Plant 1 Aeration tanks. If they are to be replaced Arro should prepare specs and a drawing for bidding. Robson wanted \$10,000 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.

8. F. Wanner P.S. 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. The pump installed is a NP3171 w/434 impeller, 34hp. This pump cost now is \$17,320.00. Add about \$250 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.

Motion was made by Benjamin Overley, seconded by Pamela Keeler to have ARRO prepare a Professional Services Agreement and bidding specs to install this second pump at the F. Wanner Pump Station. **Motion passed.**

9. Exeter Sludge Dryer Response – Exeter Township is looking for a response to the commitment of taking sludge to them for drying and disposal. Arro has drafted a letter stating that AVMA would bring an annual amount of dewatered sludge to Exeter if the cost is comparable to AVMA's land filling costs.

Motion was made by Lynn Leinbach, seconded by Benjamin Overley to send Exeter Township a Letter of Intent regarding AVMA's intent to participate in the sludge drying project.

10. I/I Program – Arro is 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".

11. Bellevue Builders – Midland Ave. Subdivision – Arro reviewed the submission from John W. Hoffert Surveyors for two lots and responded with a letter requesting a minor revision to the planning module exemption form. The revisions were completed and received. Arro recommends approval and signing the exemption forms.

12. Derr Weyandt – Columbia Avenue Subdivision – Arro reviewed the submission from John W. Hoffert Surveyors for three lots and responded with a letter requesting a minor revision to the planning module exemption form. The revisions were completed and received. Arro recommends approval and signing the exemption forms.

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

### **SAFETY COMMITTEE**

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

1. Kerry Ustaszewski reported that Exeter Supply’s vendor will come in to meet with AVMA staff to explain the use of the confined space meter, gas meter and the fresh air blowers.
2. Kerry asked Timothy Waldman when the next Mt. Penn Fire Company public meeting would be held. Timothy stated that training sessions were held on Tuesday evenings at 7:00 PM and public meetings would restart in September. Kerry stated that he wanted to attend to thank everyone involved in the fuel oil situation.

### **FINANCE COMMITTEE:**

**Pamela Keeler presented the Finance Committee Report.**

1. Pamela Keeler reported that she attended a meeting with Brian Boland, Esq. and Richard Schloesser regarding the outstanding SSM invoices. The meeting went well. The total due is \$32,389.58. This total includes \$3,755.74 for general engineering services. Each RFI was researched and discussed at length. Richard stated that he would check on the RFI’s that were questioned. According to the research there were only thirty six legitimate RFI’s. We were allowed forty RFI’s under the Agreement.

Motion was made by Lynn Leinbach, seconded by Benjamin Overley to pay general engineering invoices to SSM in the amount of \$3,755.74. **Motion passed.**

### **PERSONNEL COMMITTEE**

**Lynn Leinbach presented the Personnel Committee Report.**

1. Lynn Leinbach stated that she feels strongly that an AVMA employee carry the back-up cell phone. She does not feel that someone from an outside facility should carry this phone. Kerry mentioned that our insurance company representative stated that if someone other than an AVMA employee would carry this back-up phone they should sign a waiver stating they are not an AVMA employee. This waiver would state that they are acting as an independent contractor. A long discussion was held regarding pursuing an Inter-

municipal Agreement with either The Borough of Mt. Penn or the Mount Penn Borough Municipal Authority.

**PENSION COMMITTEE:**

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

1. Elaine Bildstein reported that she and Pamela Keeler met with Tom White of Morgan Stanley.
2. Elaine Bildstein is meeting with an actuary and she will report back with a proposal at a later date.

**SUPERINTENDENT'S REPORT**

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

1. Kerry Ustaszewski reported that DMRs were included in the packet.
2. Kerry stated that while he was on vacation, David Herb met with Deborah Hoag, of the City Of Reading. They wanted to see the three points of connection into the city.
3. Discovery was made that James Gaylor, of 2704 Orchard Lane, was responsible for approximately two hundred gallons of fuel oil entering the sanitary sewer system via. his floor drain. Kerry and David Herb were at a seminar at the time. When they arrived at AVMA the staff and emergency personnel had the situation pretty much under control. Measures were taken so none of this oil reached the plant or the creek. The necessary supplies have been reordered. Kerry mentioned that a representative from DEP came in the next day. Bob DiGilarimo, of the DEP, phoned with some questions and gave Kerry and the crew a telephonic pat on the back. Elk Transportation handled the disposal of this oil.
4. Motion was made by Lynn Leinbach, seconded by Benjamin Overley to purchase a floating aerator for Plant One in the amount of \$900.00.
5. The Chlorine Analyzer and compound loop have been installed. They are working okay. A few small kinks are being worked out. Kerry mentioned that Ross Crawford, of LRM, has been back a few times to check things out on his own time.

**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 not signed. Kozloff Stoudt will forward this agreement to Diane Trieb.
2. The contract between AVMA and J. P. Mascaro was briefly discussed. Joan London, Esq. stated that the contract was originally for three years. AVMA had the option of extending the contract for four or five years. Joan London, Esq.'s recommendation was to have Kozloff Stoudt negotiate a year to year agreement with J. P. Mascaro.

Brad Smith, of ARRO, mentioned that he attended Exeter Townships meeting and it is going to take approximately two years to construct the sludge dryer.

**OFFICE MANAGER'S REPORT:**

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

1. Motion was made by Pamela Keeler, seconded by Elaine Bildstein to have Sweep, Sparkle and Shine clean on a bi-monthly basis.
2. Motion was made by Timothy Waldman, seconded by Benjamin Overley to give William Graser sewer credit for one additional quarter according to our formula.

**UNFINISHED BUSINESS:**

**There being no further business a motion was made by Lynn Leinbach, seconded by Pamela Keeler to adjourn the meeting. Motion passed and the meeting adjourned at 9:05 PM.**

Respectfully Submitted,

Loretta L. Shipe,  
Assistant Secretary