

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

MINUTES:

The March 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

Also Present:

.Joan London, Esq.
Jamie Schlesinger, Concord Public Financial Advisors, Inc.
Michael Sassaman, Project Manager, Arro
Kerry Ustaszewski
Loretta Shipe, Asst. Secretary

Absent:

Benjamin Overley, Asst. Treasurer
Brian Boland, Esq.

Visitors:

Mary Jane Morgan
Laura Morgan
Bernie Nowatarski
Jim Lorah

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

The February 28, 2008 minutes were approved on a motion by Elaine Bildstein, seconded by Lynn Leinbach. **Motion passed.**

NEW BUSINESS:

Mary Jane Morgan of 612 Lenox Avenue questioned the progress of the repairs on the Lenox/George Street sewer lines. Kerry Ustaszewski stated that he and Michael Sassaman, of Arro Engineering, feel that the Antietam Valley Municipal Authority has done everything possible to repair this sanitary sewer line. Michael Sassaman explained this situation. This is now an issue for Lower Alsace Township. Elaine Bildstein, Lower Alsace Township Manager stated that she would call the S.E.O. from Technicon and have him contact Kerry. A long conversation followed.

Mr. Jim Lorah, of 709 Friedensburg Road, attended the meeting to ask the board if there are any future plans to extending the sewer lines on Friedensburg Road. Mr. Lorah explained that he and his wife bought a property at 1728 Friedensburg Road with a failing on-site system. Mr. Lorah explained that a new system on his property would cost approximately \$30,000.00. He stated that if there were plans to extend this sewer line he would install a holding tank for a few years and then hook to the public sewer system when it was available. A long discussion followed. The Board explained to Mr. Lorah that there were no immediate plans to extend the sanitary sewer lines at this time.

COMMITTEE REPORTS

FINANCE COMMITTEE:

1. General Account & Payroll Account Checks for Approval:

Check Nos. 1680 through 1695 and 1697 in the amount of \$32,227.98 from the General Account dated 3/28/08 were approved on a motion by Lynn Leinbach, seconded by Elaine Bildstein. **Motion passed.**

Check No. 1696 in the amount of \$508.75 from the General Account dated 3/28/2008 made payable to J. W. Leinbach was approved on a motion by Pamela Keeler, seconded by Elaine Bildstein. **Motion passed.** Lynn Leinbach abstained.

2. General Account & Payroll Account Checks for Ratification:

Fourteen EFT's and Check Nos. 1696 through 1708 in the amount of \$23,203.23 from the Payroll Account dated 02/28/08 through 3/20/08 as well as Check Nos. 1662 through 1679, dated 2/29/2008 through 3/20/2008, in the amount of \$24,241.26 for a combined total of \$47,444.49 were approved on a motion by Lynn Leinbach, seconded by Elaine Bildstein. **Motion passed.**

Treasurer's Report –Month ending February of 2008:

Accounts:

M&T

General Checking Account	\$	0.00
Payroll M & T	\$	0.00
Clearing Fund	\$	0.00

Commerce Bank

Savings	\$	961,088.57
Payroll	\$	1,255.66
Checking	\$	5,042.68
Clearing Fund	\$	5,369.48

Other

Morgan Stanley		
Beginning Balance:	\$	21,441.68

Project Fund 2002:

Receipts	\$	101.39
Expenses	\$	0.27
Ending Balance	\$	<u>-101.66</u>
	\$	0.00

<u>Leesport Bank</u>	
Beginning Balance	\$ 1,402,902.24
Receipts	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 1,402,902.24
 Total Cash Available	 \$ 2,397,100.31

Revised Treasurer's Report –Month ending January of 2008:

Accounts:

M&T

General Checking Account	\$ 0.00
Payroll M & T	\$ 0.00
Clearing Fund	\$ 413,888.54

Commerce Bank

Savings	\$ 177,416.50
Payroll	\$ 3,602.05
Checking	\$ 4,718.68
Clearing Fund	\$ 55,100.28

Other

Morgan Stanley Beginning Balance:	\$ 21,441.68
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Project Fund 2002:

Receipts	\$ 101.09
Expenses	\$ 0.30
Ending Balance	\$ 0.00
	\$ 101.39

Leesport Bank

Beginning Balance	\$ 1,460,934.62
Receipts	\$ 0.00
Expenses	\$ 58,032.38
Ending Balance	\$ 1,402,902.24

Total Cash Available \$ 2,079,171.36

Revised Treasurer's Report –Month ending December of 2007:

Accounts:

M&T

General Checking Account	\$ 0.00
Payroll M & T	\$ 0.00
Clearing Fund	\$ 445,533.73

Commerce Bank

Savings	\$ 26,539.19
Payroll	\$ 2,280.96
Checking	\$ 18,788.22
Clearing Fund	\$ 9,689.61

Other

Morgan Stanley	
Beginning Balance:	\$ 21,441.68
<u>Project Fund 2002:</u>	\$ 101.79
Receipts	\$ 0.30
Expenses	\$ <u>0.00</u>
Ending Balance	\$ 101.09
<u>Leesport Bank</u>	
Beginning Balance	\$ 1,569,168.40
Receipts	\$ 0.00
Expenses	\$ <u>108,233.78</u>
Ending Balance	\$ 1,460,934.62
Total Cash Available	\$ 1,985,309.10

Revised Treasurer's Report –Month ending November of 2007:

Accounts:

M&T

General Checking Account	\$ 0.00
Payroll M & T	\$ 0.00
Clearing Fund	\$ 399,123.18

Commerce Bank

Savings	\$ 126,091.12
Payroll	\$ 2,883.95
Checking	\$ 5,015.29
Clearing Fund	\$ 10,863.15

Other

Morgan Stanley	
Beginning Balance:	\$ 21,441.68

Project Fund 2002:

Receipts	\$ 100.48
Expenses	\$ 0.31
Ending Balance	\$ <u>0.00</u>
	\$ 100.79

Leesport Bank

Beginning Balance	\$ 1,720,521.98
Receipts	\$ 0.00
Expenses	\$ <u>151,353.58</u>
Ending Balance	\$ 1,569,168.40

Total Cash Available \$ 2,134,687.56

Revised Treasurer's Report –Month ending October of 2007:

Accounts:

M&T

General Checking Account	\$ 0.00
Payroll M & T	\$ 0.00
Clearing Fund	\$ 263,750.15

<u>Commerce Bank</u>	
Savings	\$ 174,625.26
Payroll	\$ 12,170.81
Checking	\$ 9,698.14
Clearing Fund	\$ 48,262.62
<u>Other</u>	
Morgan Stanley Beginning Balance:	\$ 21,441.68
<u>Project Fund 2002:</u>	
Receipts	\$ 100.18
Expenses	\$ 0.30
Ending Balance	\$ <u>0.00</u>
	\$ 100.48
<u>Leesport Bank</u>	
Beginning Balance	\$ 1,778,731.93
Receipts	\$ 0.00
Expenses	\$ <u>58,209.95</u>
Ending Balance	\$ 1,720,521.98
Total Cash Available	\$ 2,250,571.12

Revised Treasurer's Report –Month ending September of 2007:

<u>Accounts:</u>	
<u>M&T</u>	
General Checking Account	\$ 0.00
Payroll M & T	\$ 0.00
Clearing Fund	\$ 325,700.54
<u>Commerce Bank</u>	
Savings	\$ 28,662.28
Payroll	\$ 1,643.29
Checking	\$ 2,271.75
Clearing Fund	\$ 9,916.08
<u>Other</u>	
Morgan Stanley Beginning Balance:	\$ 21,441.68
<u>Project Fund 2002:</u>	
Receipts	\$ 99.88
Expenses	\$ 0.30
Ending Balance	\$ <u>0.00</u>
	\$ 100.18
<u>Leesport Bank</u>	
Beginning Balance	\$ 1,997,241.97
Receipts	\$ 0.00
Expenses	\$ <u>218,510.04</u>
Ending Balance	\$ 1,778,731.93
Total Cash Available	\$ 2,168,467.73

Revised Treasurer's Report –Month ending August of 2007:

Accounts:M&T

General Checking Account	\$	0.00
Payroll M & T	\$	0.00
Clearing Fund	\$	290,709.32

Commerce Bank

Savings	\$	96,399.26
Payroll	\$	2,481.47
Checking	\$	2,125.31
Clearing Fund	\$	5,388.48

Other

Morgan Stanley		
Beginning Balance:	\$	21,441.68

Project Fund 2002:

Receipts	\$	99.88
Expenses	\$	0.00
Ending Balance	\$	99.88

Leesport Bank

Beginning Balance	\$	3,400,000.00
Receipts	\$	0.00
Expenses	\$	1,402,758.03
Ending Balance	\$	1,997,241.97

Total Cash Available \$ 2,415,887.37

Motion was made by Pamela Keeler, seconded by Lynn Leinbach to accept February's Treasurer's Report as well as the Revised Treasurer's Reports from August of 2007 through January of 2008 as amended. **Motion passed.**

CAPITAL IMPROVEMENT COMMITTEE:**Kerry Ustaszewski presented the Capital Improvement Committee Report.**

1. It was mentioned by Kerry Ustaszewski that Exeter Township is considering putting in a Sludge Dryer. Michael Sassaman explained that they would take sludge cake or liquid sludge and put it in the sludge dryer. This would dry the sludge to 90 - 95% solids and 5% to 10% water. Once this material goes through this dryer it is considered Class A Bio-solid and can be used anywhere for fertilizer. Paul Herb would like to attend a monthly meeting to discuss the possibility of AVMA getting involved with this project.

CONSTRUCTION PHASE ENGINEERING REPORT**Michael `Sassaman presented the Construction Phase Engineering Report**

1. Michael Sassaman reported on contract schedules.

Contract 1A: Pumping Station Upgrade – Pumping Station Upgrade is completed.

Contract 1B: Pumping Station Upgrade Electrical is completed.

Contract 2A: – WWTP Upgrade – H. Robson, Inc. has completed all work except grading, seeding and paving work to be finished in the spring of 2008.

Robson submitted a drawing and cost estimate for the areas of additional paving. The additional cost to pave areas to make a complete paving job is \$28,938.15. Motion was made by Lynn Leinbach seconded by Pamela Keeler to approve Change Order No. 12 for paving in the amount of \$23,691.15. **Motion passed.**

Robson submitted a Change Order Request for time and costs associated with underground utilities that were unmarked or inaccurately marked. The first request was for \$39,385.72. ARRO requested additional information and clarification from Robson. Robson re-submitted the claim with some additional information and revised the cost to \$34,636.06. This reflects a reduction of \$4,749.66. ARRO again reviewed the request and brought additional concerns to Robson's line at the headworks building. Section 01010, Part 1, section 1.9, paragraph G of the Project Manual states that "utility relocations or modifications are considered part of the Bid Price and no extra compensation will be allowed. They also corrected line items that were taxable and non taxable. The resubmitted Change Order Request is now in the amount of \$29,223.36 for the underground utility conflicts. This is approximately \$10,000.00 less than the original claim. Arro feels that while this could be argued further or taken to arbitration it is probably in the Authority's best interest to accept and settle the matter. Motion was made by Lynn Leinbach seconded by Elaine Bildstein to accept Change Order No. 11 in the amount of \$29,223.36. **Motion passed.**

Contract 2B, 2C & 2D – WWTP Upgrade – Completed.

2. No applications for payment:

SAFETY COMMITTEE

There was no Safety Committee Report at this time.

FINANCE COMMITTEE:

Pamela Keeler presented the Finance Committee Report.

1. A brief discussion was held regarding outstanding SSM invoices. It was noted that on three different occasions Pamela Keeler requested a breakdown of the RFI's to determine how much each RFI costs. This information was never received. Pamela made the motion, seconded by Lynn Leinbach to pay all the miscellaneous engineering invoices and discuss the remaining Construction Phase Services invoices after the requested information is received. **Motion passed.**

2. It was mentioned that Elaine Bildstein and Pamela Keeler met with Tom White of Morgan Stanley

PERSONNEL COMMITTEE

There was no Personnel Committee Report at this time.

PENSION COMMITTEE:

There was no Pension Committee Report at this time.

SUPERINTENDENT'S REPORT

Kerry Ustaszewski presented the Superintendent's Report.

1. Kerry Ustaszewski reported that DMRs were included in the packet.
2. Because of heavy rains, the flow was heavy. The solids get pushed around from one tank to another. This is the reason that so much money was spent on C.F. Heckman.
3. There was an issue on Ochre Street at the Dolan/Castlewood area. The manhole that was placed down in Ochre was covered up by Dolan's paving. AVMA had to uncover the lid and raise it up so it is now at street grade. Mr. Dolan telephoned and asked if he owes any money for this repair. Kerry stated that it took two workers two hours of labor. The labor was the result of the manhole being covered.
4. There was an issue in the Digester Building one Saturday morning when David Herb was working. Almost the entire digester emptied into the building itself. A check valve stuck open on a submersible pump that pumps right into the bottom of the Digester. All the flow came back through the pump and filled up the digester with sludge as well as methane and other gases. Kerry stated that he called Michael Sassaman in Chicago and he was very helpful. He also spoke with Lou Ritter who was also helpful. A short explanation followed.

SOLICITOR'S REPORT:

There was no Solicitor's Report at this time.

ENGINEER'S REPORT:

Michael Sassaman from ARRO Engineering presented the Engineer's Report.

1. Lenox Avenue Sewer Lining Project – Abel Recon has finished the main line lining work and has submitted a bill for that work in the amount of \$19,486.50. This amount is in agreement with the original proposal for this portion of the work. The laterals were determined to not be suitable for lining as proposed due to their configuration. It was decided that the laterals would be air tested and grouted if necessary. That work was completed on March 24, 2008. The laterals were tested three feet up each lateral and all four of them were grouted. A bill for the lateral work was not yet submitted to AVMA.

Arro recommends payment of the first invoice for the lining and bypass pumping work. Motion was made by Lynn Leinbach, seconded by Pamela Keeler to pay Abel Recon \$19,486.50. **Motion passed.**

2. Chapter 94 Report – ARRO submitted the Tributary Sewer System information to the City of Reading for their Chapter 94 preparation. Part of that submission was the "Sewer Use Resolution" dated May 27, 1982. The City inquired about a copy of the "Adopted City Sewer Use Ordinance."

ARRO prepared the AVMA Chapter 94 Report. The 2007 report indicates that a Projected Hydraulic Overload based on the "3 Month Max" flows will continue to occur for the next 5 year projection period. The Annual Average daily flows are projected to be below the plant capacity of 1,225 MGD. No Organic overload is projected.

ARRO recommends that DEP be asked to consider adding a "Maximum Monthly" flow limit for the purposes of Chapter 94 Hydraulic loading projections. Mike stated that he will get a cost estimate to prepare a report to compare the plant maximum design flow to the DEP design criteria to justify the change.

OFFICE MANAGER'S REPORT:

Loretta Shipe presented the Monthly Office Manager's Report

1. When the accounts were closed with M&T, the Clearing Fund was also closed. A new account must be opened with Commerce Bank for the sewer revenue. This new account is needed for the Mount Penn Borough Municipal Authority to transfer the sewer revenue funds. New signature cards were distributed for authorized signatures to open this account.
2. It was decided that Mr. Robert Dunkel, Jr. will not receive sewer credit. It can not be determined how much water went down into his floor drain.

UNFINISHED BUSINESS:

There being no further business a motion was made by Lynn Leinbach, seconded by Elaine Bildstein to adjourn the meeting. Motion passed and the meeting adjourned at 10:00 PM.

Respectfully Submitted,

Loretta L. Shipe,
Assistant Secretary