

**ANTIETAM VALLEY MUNICIPAL AUTHORITY
MEETING OF NOVEMBER 20, 2008**

MINUTES:

The November 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-Chairman
Pamela Keeler, Secretary
Benjamin Overley, Treasurer
Christine Staron, Asst. Treasurer

Also Present:

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Chad Lubas, Esq.
Michael Sassaman., Arro
Kerry Ustaszewski
Loretta Shipe, Asst. Secretary

Visitor:

William LeGrande

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

The October 23, 2008 minutes were approved on a motion by Elaine Bildstein, seconded by Benjamin Overley. **Motion passed.**

NEW BUSINESS:

Mr. William LeGrande, of 2159 Queens Court, requested partial sewer forgiveness. Mr. LeGrande explained that most of the water was used watering trees, plants and bushes. Pictures of his backyard were shown to the Board. After a brief discussion, a Motion was made by Elaine Bildstein, seconded by Pamela Keeler to deny a sewer credit. **Motion passed.**

COMMITTEE REPORTS

FINANCE COMMITTEE:

1. General Account Checks for Approval:

Check Nos. 1964 through 1985 in the amount of \$46,345.85 from the General Account dated 11/21/08 were approved on a motion by Benjamin Overley, seconded by Pamela Keeler. **Motion passed.**

2. General Account & Payroll Account Checks for Ratification:

Fourteen EFTs and Check Nos. 1778 through 1783 dated 10/31/08 and 11/14/08 in the amount of \$21,024.78 from the Payroll Account as well as Check Nos. 1954 through 1963 dated 10/27/08 through 11/05/08 and one transfer for a total of \$90,493.57 from the General Account for a combined total of \$111,518.35 were approved on a motion by Benjamin Overley, seconded by Pamela Keeler. **Motion passed.**

Treasurer's Report – Revised Month ending September of 2008:Accounts:Commerce Bank

Savings	\$ 128,775.33
Payroll	\$ 2,384.51
Checking	\$ 4,710.60
Sewer Revenue	\$ 248,220.04

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	\$ 1,134,980.79
Receipts	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 1,134,980.79

Total Cash Available	\$ 2,140,512.95
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Treasurer's Report – Month ending October of 2008:Accounts:Commerce Bank

Savings	\$ 73,405.97
Payroll	\$ 2,289.57
Checking	\$ 2,767.92
Sewer Revenue	\$ 444,671.04

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

<u>Leesport Bank</u>	
Beginning Balance	\$ 1,134,980.79
Receipts	\$ 0.00
Expenses	\$ 0.00
Ending Balance	\$ 1,134,980.79
 Total Cash Available	 \$ 2,279,556.97

Motion was made by Benjamin Overley, seconded by Pamela Keeler to accept September's Revised Treasurer's Report and October's Treasurer's Report. **Motion passed.** Pamela Keeler requested that Loretta Shipe update the available balance on November's Treasurer's Report to match the balance obtained from Leesport Bank.

CAPITAL IMPROVEMENT COMMITTEE:

Benjamin Overley presented the Capital Improvement Committee Report.

1. Kerry Ustaszewski mentioned that he spoke with Scott Landis of Landis, Inc. regarding video camera equipment. Kerry questioned their availability during wet weather events because this is the best time to video. A short explanation followed.

ENGINEERING REPORT

Michael Sassaman presented the Engineering Report.

1. Howard Robson has addressed the seeding issues by re-seeding and placing topsoil and mulch in areas where grass did not grow. There has been a good bit of rain lately to get this new seed started.

H. Robson met with the plant staff to investigate the sticking sluice gates at the Chlorine Contact Tanks. It seems that if the gates are lowered gently, they do not stick. Operating personnel were instructed on this and will try to operate them this way.

Motion was made by Benjamin Overley, seconded by Elaine Bildstein to approve the final payment due to Howard Robson, payment application No. 21 in the amount of \$4,000.00. **Motion passed.**

2. Capital Improvements Committee – CIC Discussed developing a five year capital improvements plan. This will be worked on.

3. New Clarifier Weir Brush System – ARRO discussed the idea of building a test weir brush system with Kerry. If approval to buy some materials is given we could come up with a unit to test. Materials and fabrication should be under \$1,000.00.

4. Oxidation Ditch Rotors – As authorized at the last AVMA meeting, ARRO contacted Lakeside and left a message to arrange a service technician for a one day service call at a cost of between \$1,700 and \$2,000. We asked them to make arrangements with Kerry directly. Eastern Environmental would be present as well to perform any necessary alignment and see if it is within tolerances before we go further to consider replacing the rotor assembly.

5. F. Wanner Pumpstation 2nd Pump – ARRO has received documents from Eastern Environmental. They include a request for additional plans and specs, a shop drawing schedule, emergency contact list, equipment supplier list, a construction schedule that indicates delivery of the pump around February 12, 2009 and construction starting around February 13th and finishing around February 25, 2009. ARRO is reviewing the Flygt Pump Submittals now.

6. Friedensburg Road Sewer Extension – ARRO is completing the plan and profile drawing and specifications. We could be ready to advertise for bids in early December.

SAFETY COMMITTEE

Kerry Ustaszewski stated that there was no Safety Committee Report at this time.

FINANCE COMMITTEE:

Pamela Keeler presented the Finance Committee Report.

1. Pamela Keeler distributed the Proposed Budget for 2009. Pamela explained that a few changes would be made. It was mentioned that there is no rate increase planned for 2009. Benjamin Overley mentioned a rate increase for MPBMA for billing services provided. A short discussion followed. Pamela mentioned that she would like to have one more budget meeting before the December meeting.

Motion was made by Christine Staron, seconded by Benjamin Overley to give the AVMA employees a 3% raise for 2009. **Motion passed.**

2. Loretta Shipe mentioned that she spoke with James Schlesinger of Concord Public Financial Advisors, Inc. regarding the remaining balance of \$902,373.00 from VIST Bank loan. James mentioned that if AVMA wants this remaining money it must be drawn down by December 1, 2008. A short discussion followed. Motion was made by Benjamin Overley, seconded by Pamela Keeler to draw down the balance of this loan from VIST Bank, in the amount of \$902,373.00. **Motion passed.**

3. Motion was made by Benjamin Overley, seconded by Elaine Bildstein to purchase \$50.00 gift cards from Commerce Bank for all employees. **Motion passed.**

PERSONNEL COMMITTEE

Pamela Keeler 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 suggested having Tom White of Morgan Stanley attend a meeting at AVMA to discuss the Pension plan with the employees before the December meeting. All other board members agreed that this was a good idea. Elaine Bildstein stated that she would arrange a meeting for a Tuesday morning at 9:00 AM.

SUPERINTENDENT'S REPORT

Kerry Ustaszewski presented the Superintendent's Report.

1. Kerry Ustaszewski reported that DMRs were included in the packet. All results are within the limitations set forth on the NPDES Permit.
2. Kerry stated that the backflow preventers have been discussed for years. Kerry checked with Rich Genova, of MPBMA, to make sure that the double backflow preventer at the head of the plant met their requirements. Rich Genova is fine with the system the way it is.
3. There is tree leaning which should be removed. Bob Plank of Plank Tree Service gave an estimate of \$350.00. Motion was made by Benjamin Overley, seconded by Christine Staron to have this tree removed.
4. We have not received the bill yet from Barrasso Excavation, Inc. for the work completed on Carsonia Avenue.

SOLICITOR'S REPORT:

Chad Lubas, Esq. presented the Solicitor's Report.

1. Chad Lubas, Esq. reported that Brian Boland, Esq. prepared the Utility Improvements Agreement and Financial Security Agreement for Dolan's Transitional Age Community Development. Brian Boland, Esq. would like AVMA to authorize the Secretary and Chairman to execute this Agreement before the December meeting if this meets his approval. Pamela Keeler requested that Chad Lubas, Esq. inquire as to who will be receiving the tapping fees for this project. Motion was made by Benjamin Overley, seconded by Christine Staron to execute the agreement if it meets with Brian Boland, Esq.'s approval. **Motion passed.**

OFFICE MANAGER'S REPORT:

Loretta Shipe presented the Monthly Office Manager's Report

1. Dye testing was performed at Rachel Lasky's property on Perkiomen Avenue. It was found that the water from the leak entered the sanitary sewer system via the floor drain. No credit will be issued. Kerry mentioned that there was also a leak upstairs which they might also question.
2. Motion was made by Pamela Keeler, seconded by Elaine Bildstein to authorize preparation of the amendment to the Sewer Credit Resolution. **Motion passed.**
3. City of Reading Transportation & Treatment Rates were lower this year. Last year the rate was \$59.8621 per EDU, the new rate is 57.8524.

UNFINISHED BUSINESS:

Elaine Bildstein explained that she spoke to Brian Sands regarding Anthony's Restaurant. The problem is that Brian Sands is very busy. There will be an update at a future time.

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