

KELLY TOWNSHIP MUNICIPAL AUTHORITY 05/13/26 MEETING MINUTES

At 4:00 PM Chairman Chris Baylor called the meeting to order with the following in attendance:
Secretary Robert Hamm, Asst. Secretary/Treasurer Clint Morris, Treasurer Lucas Criswell, Solicitor Robin Martin, Engineer Josh Satteson HRG, Director Matthew Aikey, Bookkeeper Contessa Koch & Bookkeeper in training Kirsten C Minier.

Citizens on Agenda: None

Executive Session: None

A motion was made by Lucas Criswell and seconded by Robert Hamm to approve 03/18/26 Meeting Minutes, the KTMA Financial Reports and the Kelly Crossroads Financial Reports as recorded. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Clint Morris to approve the following three checks, totaling \$1,660.00, from the Construction Account as part of the KTMA Route 15 Force Main Replacement:

- 1) Construction Check# 1239 for \$700.00 to Commonwealth of PA - DEP for NPDES Disturbed Acreage Fee.
*UPDATE: Check#1239 VOIDED - Dylan Millow, EI at HRG, incorrectly calculated the initial amount due and has now provided update per email 5/27/2026, confirmed acreage is 1.88 acres and the correct amount due is \$200.00 (see below)
- 2) Construction Check# 1240 for \$460.00 to PA Department of Transportation for HOP Application #409901.
- 3) Construction Check# 1241 for \$500.00 to UCCD/Clean Water Fund for the NPDES Permit filing fee.
- 4) Construction Check# 1242 for \$200.00 to Commonwealth of PA - DEP for NPDES Disturbed Acreage Fee.

All in Favor, Motion Carried.

REPORTS

Solicitor's Report – Rob Martin, Esquire

Kelly Crossroads Agreement

Currently the Municipal Authority handles all aspects of the operations of The Kelly Crossroads Sanitary Sewer System for which it was intended that the Township would pay the Authority a monthly fee of \$1,300 for operation, \$300 for administration, and the Township would retain ownership of the Crossroads treatment plant.

Going forward one of the following two options is advised:

- a) Enforce the existing agreement and the Township catch up the funds owed, \$1,600 -monthly since inception, to the Municipal Authority.
 - Robert Hamm questioned, and Matt Aikey confirmed that the balance in Crossroads bank account is not sufficient to cover all the payments owed to us.
- b) The Township transfers its interest in the facility & the Municipal Authority then assumes ownership.
 - Attorney Matson will need to prepare a resolution.
 - Subdivision would be necessary.

This will be discussed with the Township Supervisors and Attorney Matson.

Engineer's Report – Josh Satteson (HRG)

Rt 15 Sanitary Sewer Forcemain Replacement Project

Permit(s) status:

- Chapter 105 Permit (Street Crossing Permit) - submitted (Municipal Authority is exempt from this fee)
- Chapter 102 Permit (erosion sedimentation) - submitted
- Railroad permit to CEDA KOG - submitted
- Waiting on PUC for a docket # to submit for clearance to cross the railroad bed.
- Highway occupancy permit – needs to have phone call so they can remember what discussions were last year.
- PENNVEST Permit – unable to submit until we have the Chapter 105 & 102 Permits in hand-should have them back for the next time we can apply in July. Grants awarded within two months when offered, if not, it will be October.

USDA – Municipal Authority turned down result of terms offered, initially told the rate would be 2.80%, 3.75% was presented

PENNVEST & DEP – Matt Aikey intends to meet with Leslie on June 10th

- Engineer must be present
- If awarded grant funds, we must be bidding and have plans within 6 months of offer.

RPR inspection requirement

- During construction phase of project (HRG estimates 6 months)
- PENNVEST will reimburse if you have RPR Inspections at 100%.
- Matt Aikey advised we leave the RPR inspections at 100% and we can always scale it back if needed.

Josh stated that he will have to wait to see what PENNVEST requires and it should only be the report proposal, however there is potential for categorical exclusion which means that the report would not be required. The PENNVEST & DEP meeting is June 10th, the same day as our next scheduled Board meeting. Josh will not be able to provide us with a final proposal for the project, but he can provide us with a draft. Josh stated that only item that would not be included in the draft would be a small PENNVEST dollar amount. He will try to get the draft to the Board in advance of the Board meeting, so they have time to review. With the proposal, the Authority will be able to see the difference between hiring HRG full-time for the RPR Inspections or utilizing a Municipal Authority employee.

Harold Pawling Lane

Map of our collections area was submitted to CEDA-COG, and they are ready for the next round of CDBG submissions. Union County Commissioners handle communications for CDBG submissions in the County, with Stacey Richards being the primary contact. Kelly Township Municipal Authority is the only one asking for funding from the Utilities side. Board will reach out to request receiving additional funds.

Roundabout Project

HRG is still waiting for the right-of-way acquisition.

DCED Tour

DCED approached Josh Satteson to provide a wastewater training class on September 3rd for them. Josh requested permission to give DCED a tour of the facility and it was approved by the Board with Matt Aikey having the final approval.

Executive Director's Report – Matthew Aikey

Kelly Crossroads Agreement

Discussed earlier with Solicitor report

Sludge Income Report

The Sludge Income Report for April was \$14,080.50. The Authority needs to generate approximately \$16,000.00 to break even with the cost of treatment. 125-130 tons of sludge a month is going out.

Capital Improvement Plan

The Capital Improvement Plan is done & Matt will meet with Josh in the next few weeks to go over this 8-year plan.

Annual DEP Inspection(s)

The annual DEP plant inspections for Kelly Township Municipal Authority & Kelly Crossroads occurred last week and both passed.

KTMA needs to begin doing CBOD (Biological Oxygen Demand) testing on the hauled in waste. Currently we are not required to do this because the waste does not go through our system. Matt Aikey is working with DEP to provide them with this information at least once a year. Since our lab is not accredited, Matt will contact Milton to see if they are able to test our samples, because they are an accredited lab. The results of these samples will be used on a yearly basis & will now be shown on our DMR's.

New Hook Lift Truck

KTMA is considering purchasing a new Hook Lift Truck. The Authority spent \$50,580 last year to haul waste to the landfill because of not having our own truck. Currently it takes 9 trips (loads) to haul the waste from Kelly Crossroads back to the Authority for treatment. With the new truck it will take one trip. Chris Baylor stated that the following financing options had been discussed at the Finance Committee meeting prior to this Board meeting.

- Municipal Lease would offer ability to budget & show debt service when requesting additional funding.
- Bank assets are earning interest but not the rate offered on the Municipal lease.
- Purchase outright by paying cash

Final recommendation from the Finance Committee was to pay cash since the Municipal Authority is looking at some larger projects in the upcoming years and will need to request financing for those projects.

CDL license required

Kevin Koch & Matt Aikey are the only two employees who currently have their CDL license. The Authority will pay the cost for the employees to obtain this license if interested. John, Logan & Andy all have interest in obtaining their CDL's. Cost of obtaining CDL is approximately \$10,000. As result of the expense to the Authority, Robin Martin, Esq will prepare a Reimbursement Contract with a "claw back condition" so that if an employee terminates employment with the Authority within a short period upon obtaining this license, the employee will be obligated to "pay back" the Authority.

In addition to just the truck, cans are required to haul sludge. The Board discussed the purchase of 1 new & 2 used cans, spending no more than \$10,000.

Motion was made by Lucas Criswell and seconded by Clint Morris to purchase Truck in the amount of \$269,235 with cash. All in favor. Motion carried.

Motion was made by Lucas Criswell and seconded by Robert Hamm to approve the purchase of 1 new & 2 used cans, spending no more than \$10,000. All in favor. Motion carried.

New Business

Matt presented total funds in the banks and pointed out that with as much work that has been done over the last year the overall liquid assets are only down by approximately \$21,000! More recently, this past month our Net Income has gone up by over \$200,000.

The meeting was adjourned at 4:55pm. All in Favor. Motion carried.

Respectfully Submitted,

By: 

Kirsten C Minier, Recording Secretary