

KELLY TOWNSHIP MUNICIPAL AUTHORITY 04/08/26 MEETING MINUTES

At 4:00 PM Chairman Chris Baylor called the meeting to order with the following in attendance:

Vice Chairman Cody Lytle, Secretary Robert Hamm, Asst. Secretary/Treasurer Clint Morris, Solicitor Robin Martin, Engineer Josh Satteson HRG and Director Matthew Aikey.

Citizens on Agenda:

Executive Session:

A motion was made by Cody Lytle and seconded by Robert Hamm to approve 03/18/26 Meeting Minutes as recorded. All in Favor. Motion carried.

A motion was made by Cody Lytle and seconded by Robert Hamm to approve the KTMA Financial Reports for March. All in Favor. Motion carried.

A motion was made by Cody Lytle and seconded by Robert Hamm to approve the Kelly Crossroads Financial Reports for March. All in Favor. Motion carried.

A motion was made by Cody Lytle and seconded by Robert Hamm to approve Construction Check# 1237 in the amount of \$8,376.99 to Envirep for main plant decant pump repair and BC#1 repair of pumps. All in Favor. Motion carried.

A motion was made by Cody Lytle and seconded by Robert Hamm to approve Construction Check# 1238 in the amount of \$5,247.55 to Keystone Pump and Power for headworks bypass pumping during the valve replacement repair. All in Favor. Motion carried.

REPORTS

Solicitor's Report – Rob Martin, Esquire

Nothing to report

Engineer's Report – Josh Satteson (HRG)

Rt 15 Sanitary Sewer Forcemain Replacement Project

HRG submitted all engineering information requested by USDA for funding. A condensed version of the preliminary engineer's report was presented to the Board along with 3 cost estimate alternatives. They are as follows:

1. West Side of State Route 15 – Cost Estimate \$5,894,000.00
2. East Side of State Route 15 – Cost Estimate \$4,318,000.00
3. No Construction/No action – Cost Estimate \$0

Estimate #2 - The East Side of State Route 15 is the most cost-effective option. USDA will use this information to generate an offer for the project. Once an offer is received, HRG will provide a final engineering agreement for the completion of the project to the Authority for signature. The next meeting with USDA is scheduled for April 14, 2026, to finalize the funding request.

Engineer's Report – Josh Satteson (HRG)

Harold Pawling Lane

HRG reached out to Angie Kemberling at SEDA-COG for an update. Nothing new to report at this time.

Last September grant funding was approved in the amount of \$117,949.00 to replace 400' of sewer main and laterals for 10 homes. The application request was for \$290,000.00 and included the Authority putting \$29,000.00 toward the project. The Board agreed to accept the grant funding and wait to see if more funding is available this year to pay for the remainder of the project.

HRG plans to request the same amount of money again this year, but the money will not be awarded until June.

Roundabout Project

HRG is still waiting for the right-of-way acquisition. This process may take a few months. Bidding for construction is projected for late 2026 and early 2027.

Executive Director's Report – Matthew Aikey

Kelly Crossroads Agreement

Matt continues to work with USDA to provide all necessary documents to complete the acquisition of the Kelly Crossroads treatment plant. There are a few items that still need completed.

- A letter of transfer from the Township Solicitor
- Bond Council Resolution
- Resolution from the Township for transfer of ownership

USDA also requested a signed certification that states KTMA will assume the debt and assets of the Kelly Crossroads treatment plant. There is approximately \$250,000.00 owed on the loan. Matt Aikey suggested paying off the loan, so it is free and clear.

Solicitor Martin will contact Township Solicitor, Jason Brudecki, to discuss the information needed from the Township.

Sludge Income Report

The Sludge Income Report for March was \$14,130.00. The Authority needs to generate approximately \$16,000.00 to break even with the cost of treatment. Employees are bench testing new polymers to get the weight of the sludge down to cut cost.

Capital Improvement Plan

The 8-year capital improvement plan for KTMA infrastructure was presented to the Board for review. This will be discussed in detail at the master plan committee meeting April 22, 2026.

PPC Plan (Preparedness, Prevention and Contingency Plan)

Matt Aikey is working on updating the PPC plan with all current and correct information. In the event of an emergency with a chlorine leak or chemical spill all employees must act in accordance with this plan. There are A kits and B kits for chlorine emergencies. Currently, we have a 1-ton cylinder chlorine kit, but we do not have any 150-ton kits.

A motion was made by Clint Morris and seconded by Robert Hamm to purchase all kits needed in the event of an emergency. All in favor. Motion carried.

Safety Manual

Keystone Insurers Group is working on a safety manual for the Authority. Chris Baylor asked how it is going updating the safety gear and equipment. Matt Aikey is getting prices and is working with Keystone Risk Management to set up employee training. It will be presented to the Board for review once it is complete.

Once both the PPC Plan and Safety Manual are approved all employees will be required to review and sign an acknowledgement of the documents.

Township Ordinances

Matt Aikey set up a meeting with Dave Hassenplug to discuss the Township ordinances that pertain to sewage treatment. When he reviewed the current ordinances, they were limited to on-lot systems and the basics of connection to the sewer system. There is nothing mentioned regarding grease trap inspections, permit requirements, property inspections, illegal discharge, illegal dumping, sewer extensions by private individuals etc...

Solicitor Martin stated that when the Authority was set up it was set up as a 2nd class Township. This means that we have a population density of less than 300 people per square mile. Municipalities code says that the Township creates a Municipal Authority. The Township had to create it, but they only appoint the Board of Directors. They oversee the Authority, but they do not run it. Our rules and regulations can include fines and penalties and we as the Authority can enforce them. The Municipalities Act allows municipal authorities to enforce their bylaws.

The only ordinance of the Township states that if you are in the Township and you are within 150' of the sewer system you must hook on.

The Board agreed that Matt Aikey should meet with Dave Hassenplug to review the procedures of the Authority and the rules and regulations.

New Business:

Solar Panels

Robert Hamm suggested checking in to the cost of solar panels for the electricity used. He stated that the new panels that they have out now do not take up that much space and we may be able to pay for our electricity for a year. Ultimately, it would pay for itself. The Board agreed. Matt Aikey said this may be an option for the new building as well.

Bookkeeper Position

Matt Aikey interviewed 4 individuals for the bookkeeper/treasurer position. Three of the four were good candidates, but one stood out a little more than the rest as a potential hire as the bookkeeper/treasurer, Kirsten Minier. Her qualifications and overall attitude made her the top candidate and are exactly what the Authority is looking for to fill the position.

Operator Position

Matt Aikey conducted multiple interviews for the operator position, and it was decided that two applicants were strong candidates, Jason Smith and Andrew Gates. Both were highly qualified in different areas of plant operations.

A motion was made by Cody Lytle and seconded by Robert Hamm to authorize Matt Aikey to proceed with offering the bookkeeper position and two operators positions to the potential hires pending completed and successful background checks. All in favor. Motion carried.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn and go into an executive session at 4:46pm. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Robert Hamm to return the meeting to regular session at 4:57pm. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn. The meeting was adjourned at 4:57pm. All in Favor. Motion carried.

Respectfully Submitted,

By: 

Contessa R Koch, Recording Secretary Pro Tempore