

KELLY TOWNSHIP MUNICIPAL AUTHORITY 8/14/24 MEETING MINUTES

At 4:07 PM Chairman Chris Baylor called the meeting to order with the following in attendance:
Treasurer Lucas Criswell, Asst. Secretary/Treasurer Clint Morris, Dave Madl III HRG, Robin Martin, Esq., Matthew Koch and Contessa Koch.

Citizens on Agenda: None

A motion was made by Lucas Criswell and seconded by Clint Morris to approve 7/10/24 Meeting Minutes as recorded. All in Favor. Motion carried.

A motion was made by Lucas Criswell and seconded by Clint Morris to approve the KTMA Financial Reports for July. All in Favor. Motion carried.

A motion was made by Lucas Criswell and seconded by Clint Morris to approve the Kelly Crossroads Financial Reports for July. All in Favor. Motion carried.

REPORTS

Solicitor's Report – Rob Martin, Esquire

Nothing to report.

Engineer's Report – Erin Threet (HRG)

Buffalo Creek Sewer Line Replacement

Dave Madl provided an update for the Rt.15 Sewer Replacement Project. Preliminary comments were received from USDA for the environmental review. The survey and the base mapping are complete, the hydraulic modeling is finished, and they are narrowing down the best size for the force main. HRG will put in the alignment and start the design process in the next few weeks.

Manager's Report – Matthew Koch

Riverwoods

Aaron Bath, the Executive Director for Riverwoods will be meeting Matt and Contessa on Wednesday, August 21st to discuss the Authority's interest in (possibly) purchasing some land from them. We will also be discussing the old allocation payment agreement between Riverwoods and KTMA.

CD Maturity

The CD with Turbotville National Bank will mature August 20, 2024. Matt will check around for the best CD rates.

Newman Commons

Tim Turner the contractor for the Newman Commons project contacted Matt and asked if the Authority would be willing to pay for installation of a manhole that was missing on his copy of the print for the project. Matt explained to the Board that the manhole was on the print that was approved by HRG and the Authority. The Board denied his request. They feel that this was a simple change order.

Employee Handbook

The Authority employee handbook is still in the process of being updated. Chris Baylor and Rob Martin met with Matt and Contessa to review the policies and procedures. It is still a work in progress, but almost complete. Once the changes are made and Rob has reviewed them, a draft copy should be sent to the Board members allowing for time to review before next month's meeting. The goal is to have the handbook complete and implemented by January 1, 2025.

Employee Handbook continued

In reviewing current procedures, Chris and Rob felt that there are a few items that need immediate attention. Those items are weekend work compensation and current comp time overage. Currently, when an employee works a weekend, they add comp time to be used later. This procedure has led to large accumulations of total comp time for employees.

This policy should be changed to read that on their designated two (2) hour per day weekend schedule they will be compensated at a rate of two (2) times their normal hourly rate. This practice will be compliant with current labor laws. The Board agreed that this policy needs to be changed.

A motion was made by Lucas Criswell and seconded by Clint Morris to change the Required Weekend Work policy effective Monday, August 19, 2024. A full-time employee required to work on their designated two (2) hour per day weekend schedule will be compensated at a rate of two (2) times their normal hourly rate. All in Favor. Motion carried.

The second item is the accumulated comp time policy. As part of the new handbook, a recommendation is being made that an employee may only accumulate 1 week of vacation (40 hrs.) and 360 hours of PTO for a total limit of 400 hours.

Currently, two employees exceed this limit. Because the current policy is unclear, it is recommended that these employees be compensated for time accumulated over the 400-hour limit to bring all employees compliant with the new policy. The Board agreed and felt it was fair to compensate the employees for their time and change this policy to prevent this from happening in the future.

A motion was made by Clint Morris and seconded by Lucas Criswell to compensate the 2 employees for time over the 400-hour limit as written in the new handbook. All in Favor. Motion carried.

NEW BUSINESS

Heating/AC Unit Replacement

The heating/AC unit has been having problems not cooling or heating at times. We received a quote from Keiser's Plumbing and Heating for 2 mini splits to be installed at each end of the building. The Board would like 2 more comparable quotes before they decide.

Retirement

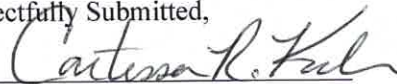
A retirement letter was presented to the Board from Len Koch. As of August 16, 2024, Len will be retired from the Kelly Township Municipal Authority after 14 years of service. The Board accepted this resignation and agreed to pay out the earned remaining comp/vacation time.

A motion was made by Clint Morris and seconded by Lucas Criswell to compensate Len Koch for his remaining earned comp/vacation time. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn at 4:40pm and go into an executive session. All in Favor. Motion carried. All were excused except for the Board members.

A motion was made by Chris Baylor and seconded by Lucas Criswell to return the meeting to regular session and adjourn at 5:17pm. All in Favor. Motion carried.

Respectfully Submitted,

By: 
Contessa R Koch, Recording Secretary