

KELLY TOWNSHIP MUNICIPAL AUTHORITY 12/18/24 MEETING MINUTES

At 3:55 PM Chairman Chris Baylor called the meeting to order with the following in attendance: Vice Chairman Cody Lytle, Secretary Robert Hamm, Treasurer Lucas Criswell, Asst. Secretary/Treasurer Clint Morris, Josh Satteson HRG, Robin Martin, Esq., Matthew Koch and Contessa Koch.

Citizens on Agenda: None

A motion was made by Clint Morris and seconded by Lucas Criswell to approve 11/13/24 Meeting Minutes as recorded. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve the KTMA Financial Reports for November. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve the Kelly Crossroads Financial Reports for November. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve Construction Check# 1201 in the amount of \$1,946.44 to Exeter Supply for main pump valve replacement repair. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve Construction Check# 1202 in the amount of \$21,595.40 to HRG for Rt 15 Sewer Replacement Project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve Construction Check# 1203 in the amount of \$527.50 to LB Water for main pump valve replacement repair. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve Revenue Check# 1205 in the amount of \$100,000.00 for December Working Capital. 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 is continuing to work on getting a cost estimate for this project. Due to the holidays, there is a bit of a delay in getting the numbers. An update will be provided at next month's meeting.

Roundabout Sewer Replacement

The plans for the Roundabout Sewer Replacement project are complete and a copy was presented to the Board at tonight's meeting. The project is moving forward. HRG is working on a cost estimate and hopes to have it completed for review at next month's meeting.

Harold Pawling Lane

Nothing new to report currently.

Manager's Report – Matthew Koch

Plant Main Pump

As discussed at last month's meeting, we have completed our piping and valve rebuild on one of our three main pumps. We would like to move forward with a second pump piping and valve replacement. A quote was presented to the Board from Exeter Supply in the amount of \$8,508.68 for this second phase.

A motion was made by Clint Morris and seconded by Cody Lytle to accept the quote from Exeter Supply in the amount of \$8,508.68 and to double the order so all of the supplies are on hand to repair the 3rd pump as well. All in Favor. Motion carried.

Harold Pawling Lane

The Authority completed and submitted the survey forms to SEDA-COG. The project qualified for CDBG funds with a 68.7% low to moderate income level. We are in the process of completing the application forms for Union County with the help of HRG. HRG is working on a probable cost estimate to finalize this application.

Landfill Recertification

The Department of Environmental Protection along with Lycoming County Resource Management (Landfill) currently require sludge generators to recertify their biosolid waste every twenty years. We have met all the required test parameters as well as the vector attraction reduction requirements. Our application was submitted and approved by DEP as well as the Lycoming County.

Authorized Signers for Bank Accounts

KTMA would like to update the authorized signers for all bank accounts with Susquehanna Community Bank. A letter of authorization was drafted updating all approved authorized signers. The letter also states that only one signature is required for all transactions.

A motion was made by Lucas Criswell and seconded by Robert Hamm to approve the letter to Susquehanna Community Bank updating the approved signer list as well as requiring only one signature for all transactions effective immediately.

(A copy of the Manager's Report is included in the official minutes)

NEW BUSINESS

Election of Officers for 2025

A motion was made by Lucas Criswell and seconded by Robert Hamm to keep the officers the same as 2024 and as follows: All in favor. Motion carried.

Chris Baylor – Chairman
Cody Lytle – Vice Chairman
Robert Hamm – Secretary
Lucas Criswell – Treasurer
Clint Morris – Asst. Secretary/Treasurer

Robert Hamm agreed to serve another five-year term on the Authority Board. His term will expire 12/31/24. The Township Supervisors will need to reappoint Robert Hamm to the Authority Board.

A motion was made by Lucas Criswell and seconded by Clint Morris to appoint Slivinski Law Offices, LLC – Robin S. Martin, Esquire as KTMA’s solicitor for 2025. All in favor. Motion carried.

A motion was made by Lucas Criswell and seconded by Clint Morris to appoint HRG as KTMA’s engineer for 2025. All in favor. Motion carried.

Laborer Position

Interviews were conducted by Matt Koch, Robert Hamm and Clint Morris for the open position for a laborer. It is recommended to the Board to hire Kody Kreamer of Mifflinburg at the starting wage of \$21.50 with a start date to be determined after the beginning of the new year.

A motion was made by Clint Morris and seconded by Robert Hamm to hire Kody Kreamer for the laborer position at the starting wage of \$21.50 with a start date to be determined after the 1st of the new year. All in Favor. Motion carried.

Authority Director Position

The Authority will be hiring for the position of Authority Director. A job description of this position was presented to the Board for review and discussion.

A motion was made by Lucas Criswell and seconded by Clint Morris to approve the Authority Director job description as written. All in Favor. Motion carried.

Sewer Rates

The Board decided to table this item to be discussed and voted on at a future meeting.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn and go into an executive session at 4:20pm. All in Favor. Motion carried. All were excused except for the Board members.

A motion was made by Chris Baylor and seconded by Robert Hamm to return the meeting to regular session and adjourn at 5:21pm. All in Favor. Motion carried.

Respectfully Submitted,

By: 
Contessa R Koch, Recording Secretary