

## KELLY TOWNSHIP MUNICIPAL AUTHORITY 2/12/25 MEETING MINUTES

At 4:00 PM Chairman Chris Baylor called the meeting to order with the following in attendance: Secretary Robert Hamm (via phone), 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 Lucas Criswell and seconded by Clint Morris to approve 1/8/25 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 January. 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 January. All in Favor. Motion carried.

A motion was made by Lucas Criswell and seconded by Clint Morris to approve Revenue Check# 1207 in the amount of \$120,000.00 for February 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**

A formal written supplement request was presented to the Board requesting additional funding to complete the USDA application. Supplement #1 – Phase 1 in the amount of \$15,000.00 is for time and materials. Supplement #1 – Phase 2 in the amount of \$5,000.00 is for General Permit 5 in the preliminary design and permitting phase.

A motion was made by Lucas Criswell and seconded by Clint Morris to approve the supplement request as written. All in favor. Motion carried.

#### **Harold Pawling Lane**

HRG completed the cost estimate for this project totaling \$290,000.00. Matt will email it to Angie at SEDA-COG, and HRG will complete the application. It includes 10 homes with laterals and 400' of sewer main. The timing for the project may be approximately 2 years to receive the funds for the project.

#### **Roundabout Sewer Replacement**

Matt reviewed and approved the plans for the sewer replacement during the roundabout project. HRG will move forward with a final review. It is also recommended that KTMA apply for grant funding for \$500,000.00, the full amount of the project. HRG could help KTMA employees with the application process. If the grant is approved KTMA will receive 85% of the total amount approved leaving 15% to be paid by the Authority.

**Manager's Report** – Matthew Koch

**2025-2026 Budget**

A draft budget for the 2025-2026 fiscal year was presented to the Board for review and comment.

**Plant Main Pump**

The order was placed with Exeter Supply for the quoted supplies to complete the 2<sup>nd</sup> and 3<sup>rd</sup> pump repairs. The order is expected to be delivered sometime in the first week of March.

**Office Renovations**

The office building needs updates to the heating/cooling system as well as a few other renovations. Matt has reached out to two contractors to get quotes.

**Harold Pawling Lane**

KTMA continues to work with HRG to secure funding for this project.

**CD Maturity**

A 12-month CD which we currently have with Service 1<sup>st</sup> matured February 9, 2025. After checking current rates with multiple banks, the best option was to let the CD roll over to a 12-month CD at an annual yield of 4.25%.

**NEW BUSINESS**

**Sewer Rate Increase**

After a review and discussion of the recent cost increase in operation expenses, the Board agreed to a sewer rate increase of approximately 14%. The increase will be \$40.00 for Residential customers and \$86.00 for Commercial customers effective April 1, 2025.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve a sewer rate increase of approximately 14%. \$40.00 for Residential customers and \$86.00 for Commercial customers effective April 1, 2025. All in Favor. Motion carried.

**Authority Director Position**

The Authority is hiring for the position of Authority Director. The advertisement to hire for the position was presented to the Board for review. The ad will be posted with a deadline of March 10, 2025.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn and go into an executive session at 4:45pm to discuss the Authority Director Position. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Lucas Criswell to return the meeting to regular session at 5:02pm. All in Favor. Motion carried.

A motion was made by Lucas Criswell and seconded by Clint Morris to approve the advertisement for the Authority Director position as presented to the Board. All in favor. Motion carried.

A motion was made by Chris Baylor and seconded by Lucas Criswell to adjourn. The meeting was adjourned at 5:13pm. Motion carried

Respectfully Submitted,

By:   
Contessa R Koch, Recording Secretary