

## KELLY TOWNSHIP MUNICIPAL AUTHORITY 1/8/25 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 Cody Lytle and seconded by Robert Hamm to approve 12/18/24 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 December. 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 December. All in Favor. Motion carried.

A motion was made by Cody Lytle and seconded by Robert Hamm to approve Construction Check# 1204 in the amount of \$10.00 to Zooks Liquid Hauling for refund of administrative fee for septic pumping in error. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve Revenue Check# 1206 in the amount of \$120,000.00 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**

The plans are complete for this project and were presented for review. The HOP (Highway Occupancy Permit) and the railroad permit are nearly complete. A general permit will also need to be obtained to cross Hafer Road from the pond due to waterway encroachment. HRG will also need the requested financial information from KTMA within the next week to complete the preliminary engineer report.

A formal written request will be presented to the Board at next month's meeting for an extension of \$10,000.00 above the \$32,000.00 of the original contract with USDA. This supplement is due to additions in the time and materials phase.

#### **Roundabout Sewer Replacement**

Nothing to Report.

#### **Harold Pawling Lane**

HRG started the cost estimate for this project and will report on this at next month's meeting.

**Manager's Report** – Matthew Koch

**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.

**Harold Pawling Lane**

HRG is working on a probable cost estimate to finalize this application.

**Budget**

A budget trend for the last 5 years was presented to the Board for review and comment. A draft budget for the 2025-2026 fiscal year will be presented at next month's meeting.

**CD Maturity**

A 12-month CD which we currently have with Service 1<sup>st</sup> will mature February 9, 2025. Matt will check with multiple banks to see who is offering the best CD rates currently.

**NEW BUSINESS**

**Authority Director Position**

The Authority is hiring for the position of Authority Director.

**Employee Evaluations**

Employee evaluations were completed, including wage recommendations and presented to the Board for review.

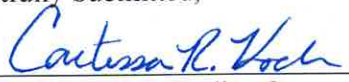
A motion was made by Chris Baylor and seconded by Clint Morris to adjourn and go into an executive session at 4:20pm to discuss the Authority Director Position and Employee Evaluations. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Robert Hamm to return the meeting to regular session at 5:32pm. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve the 2025 Employee Wage Recommendations as presented to the Board. All in favor. Motion carried.

A motion was made by Chris Baylor and seconded by Cody Lytle to adjourn. The meeting was adjourned at 5:38pm. Motion carried

Respectfully Submitted,

By:   
Contessa R Koch, Recording Secretary