

KELLY TOWNSHIP MUNICIPAL AUTHORITY 7/09/25 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, Josh Satteson HRG, Robin Martin, Esq., Matthew Aikey, Matthew Koch and Contessa Koch.

Citizens on Agenda: None

A motion was made by Cody Lytle and seconded by Robert Hamm to approve 6/11/25 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 June. 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 June. All in Favor. Motion carried.

A motion was made by Cody Lytle and seconded by Robert Hamm to approve Revenue Check# 1213 in the amount of \$120,000.00 for July Working Capital. All in Favor. Motion carried.

A motion was made by Cody Lytle and seconded by Robert Hamm to approve Construction Check# 1211 in the amount of \$17,100.00 to Cummins-Wagner Co. Inc. for Buffalo Creek#1 pump replacement. All in Favor. Motion carried.

REPORTS

Solicitor's Report – Rob Martin, Esquire

KTMA Rules and Regulations

A first draft of the rules and regulations was emailed to Matt Aikey for review and comment.

Engineer's Report – Josh Satteson (HRG)

Rt 15 Sanitary Sewer Forcemain Replacement Project

HRG received five rounds of comments back from USDA. HRG is preparing for the final design phase. The Authority will need to sign up for RD Apply. Josh will send the link to Matt Aikey. KTMA will also need a SAMs number which the Authority already has to keep the process moving. Matt Aikey, Matt Koch and Contessa Koch will act as contacts for the project.

Matt Aikey and Matt Koch will try to locate, with metal detectors, the casing pipe that may exist that runs under the highway.

HRG is concerned that with all the comments coming back from USDA there may be unforeseen cost and would like to hold bills for the engineering fees for now. The Board agreed.

Harold Pawling Lane

HRG is still waiting for funding.
Nothing new to report.

Roundabout Project

The Highway Occupancy Permit (HOP) was obtained, and the bidding process will soon begin.

Manager's Report – Matthew Koch

Kelly Crossroads NPDES Permit Renewal

The NPDES permit for Kelly Crossroads is up for renewal. It is a 5 year permit that is required at any wastewater facility that discharges into a receiving stream. It will expire April 30, 2026. We will need to start the renewal process 6 months prior to the renewal. HRG may assist with this process.

Belt Filter Press Belt Replacement

The belts were replaced on the belt filter press. They usually last approximately 2 -3 years, but the belts that were replaced were about 6 years old. The cost of the belts is around \$3,000.00. The press is running much better.

USDA Inspection at Kelly Crossroads Plant

Thomas Wellington and Marcus Bartlett of USDA met with Matt Aikey, Matt Koch and Kevin Koch at the Kelly Crossroads Sewer Treatment Plant to perform the security inspection required by USDA. The plant is running well and passed the inspection with no issues.

Executive Director's Report – Matthew Aikey

CD Rates

Three (3) of the CDs with Service 1st will mature July 23, 2025. After checking with multiple banks on current CD rates, Service 1st offered the best rate at 4.25% for 12 months.

A motion was made by Clint Morris and seconded by Cody Lytle to renew the three (3) CDs for 12-month at a rate of 4.25% with Service 1st. All in Favor. Motion carried.

Riverwoods Property Acquisition Meeting with Aaron on June 25th

Matt Aikey and Matt Koch met with Aaron Barth of Riverwoods to discuss the possibility of purchasing a parcel of land. The land is approximately 3.6 acres south of the Authority up to the shale pit or the other option is a smaller parcel up to the water line. He said he would present our request and get back to us.

Insurance Claim for BC#2 Fence

The fence at Buffalo Creek was involved in an accident. KTMA is waiting for a check from the driver's insurance company.

HRG Meet and Greet with Mifflinburg, Lewisburg & Milton

Josh Satteson from HRG facilitated a meet and greet with Matt Aikey of KTMA, Lewisburg Area Joint Sewer Authority, Milton Regional Sewer Authority and Mifflinburg Sewer Authority. It was an opportunity for the local sewage treatment plants to meet and discuss upcoming projects and ideas with each other.

One topic of conversation was future MS4 testing and stormwater testing requirements. MS4 testing refers to the process of evaluating the effectiveness of a Municipal Separate Storm Sewer System (MS4) program in managing stormwater runoff and preventing pollution. This involves various testing and monitoring activities to ensure compliance with the National Pollutant Discharge Elimination System (NPDES) MS4 permit. The goal is to reduce pollutants entering waterways from storm sewer systems and protect water quality.

It was suggested to hold this type of meeting more often with the different treatment plants.

Document Digitizing

Three (3) proposals were received for digitizing Authority records. We have approximately 195 boxes that will need to be reviewed to see what records need to be kept and what records can be destroyed. The Proposals were as follows: Scantek - \$33,877.50, FILE-X- \$41,000.00 and Iron Mountain- \$60,041.96. After discussion the Board decided not to have the records digitized at this time but would like KTMA employees to review the documents and destroy any documents that do not need to be retained.

Valley Pest Management

Scott Chrismer of Valley Pest Control sprayed inside and outside of the buildings for bugs, spiders and other insects. Two quotes were received and presented to the Board for future maintenance. A quote of \$650 to spray in the Spring and Fall and a quote of \$1,100 for one year of pest control for 4 service treatments 1 per quarter.

A motion was made by Clint Morris and seconded by Cody Lytle to approve the quote of \$650 for treatment in the Spring and Fall. All in favor. Motion carried.

NEW BUSINESS

Facility Walk-Through

Prior to the board meeting, Matt Aikey and Matt Koch took the Board members on a walk-through tour of the facility. It was informative and educational regarding the operations of the plant as well as ideas for future projects and upgrades that may benefit the Authority.

Fence Repair

During the walk-through of the plant it was brought to the attention of the Board that during a storm trees fell on part of the fence crushing it. They would like the fence to be repaired as soon as possible.

Camera System

It was discussed during the walk-through tour to look at installing a security camera system. The Board would like quotes for next month's 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.

A motion was made by Chris Baylor and seconded by Robert Hamm to return the meeting to regular session at 5:20pm. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Cody Lytle to adjourn. The meeting was adjourned at 5:20pm. Motion carried

Respectfully Submitted,

By: 
Contessa R Koch, Recording Secretary