

## KELLY TOWNSHIP MUNICIPAL AUTHORITY 7/10/24 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, Treasurer Lucas Criswell, Asst. Secretary/Treasurer Clint Morris, Erin Threet HRG, Dave Madl III HRG, Gavin Strous HRG, Rowen Slivinski HRG, Matthew Koch, Contessa Koch, Dave Hassenplug Kelly Township Supervisor and Elvin Stoltzfus Kelly Township Supervisor.

### Citizens on Agenda

#### **Kelly Township Supervisors**

Kelly Township Supervisors Dave Hassenplug and Elvin Stoltzfus were present to discuss the Zeigler Road & 1<sup>st</sup> Street Sewer Extension Project. The sewer line installation is complete. Everyone worked well together, but it was expressed that there was a little disappointment with the amount of time the Authority put into the project. By the Township using CDBG funds it was a huge savings to the Authority.

The Board agreed that everyone benefited from the use of the funding. They appreciate how well the Township and Authority work together. Cody Lytle mentioned that when we know that Jason Gessner, the Roadmaster, oversees a project or just is involved in a project we may unintentionally take for granted that the job will be done well because he is great at what he does, and he is thorough. We may even possibly take advantage of his expertise at times because of this and lean on him a little too much. Moving forward, the Board needs to change this perspective a little during combined projects. The Authority is thankful to have Jason in his position as well as the great working relationship between all the employees.

The Supervisors informed the Board that they will be paying for the lateral installation of the homes connecting to the sewer line with ARPA funds. The Supervisors questioned if the Authority plans to collect the tap on fee from the homeowners as well as verify that the Authority will perform the inspection of the lateral connection.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve 4/10/24 Meeting Minutes as recorded. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve the Treasurer's Report for May/June/July. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve May/June/July invoices for payment. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1159 in the amount of \$29,319.61 to HRG for preliminary design of the RT 15 sanitary sewer replacement project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1160 in the amount of \$277.21 to Cleveland Brothers for supplies for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1161 in the amount of \$37,792.70 to L/B Water for sewer pipe and supplies for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1162 in the amount of \$268.71 to Lewisburg Builders Supply for supplies for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1163 in the amount of \$23,912.93 to Monarch Products Co Inc for manholes and covers for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1164 in the amount of \$21,783.78 to New Enterprise for stone for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1165 in the amount of \$166.00 to West Branch Rental for drill rental for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1185 in the amount of \$144.98 to Coles Hardware for supplies for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1186 in the amount of \$65.99 to Lewisburg Builders Supply for supplies for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1187 in the amount of \$244.92 to McMaster-Carr for supplies for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1188 in the amount of \$2,378.11 to Monarch Products Co Inc for manholes and covers for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1189 in the amount of \$14,840.05 to New Enterprise for stone for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1190 in the amount of \$37.35 to L/B Water for supplies for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1191 in the amount of \$33,133.38 to New Enterprise for stone for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1192 in the amount of \$11,072.26 to New Enterprise for stone for the Zeigler Road sewer extension project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1193 in the amount of \$9,281.50 to HRG for Rt 15 sanitary sewer replacement project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Revenue Check# 1197 in the amount of \$80,000.00 for May Working Capital. All in Favor. Motion carried.



A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Revenue Check# 1198 in the amount of \$80,000.00 for June Working Capital. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Revenue Check# 1199 in the amount of \$35.00 to Nicholas Gorski for overpayment of sewer bill. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Revenue Check# 1200 in the amount of \$100,000.00 for July Working Capital. 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 was present to give an update for the Rt.15 Sewer Replacement Project. Surveying of the project is almost complete. Once they get a base map from the surveyor, they can start the planning process. A geotechnical report was received verifying that the line can be installed by horizontal directional drilling. The Authority provided flow information to determine the size of the pipeline to be installed.

Regarding funding, HRG had a preliminary discussion with USDA and provided an environmental report to USDA for review and are still waiting for a response.

### **Manager's Report** – Matthew Koch

#### **CD Maturity**

Three (3) of our CDs of \$500,000.00 each which we currently have with Service 1<sup>st</sup> will mature July 23, 2024. After checking with multiple banks on current CD rates, Service 1<sup>st</sup> offered the best rate at 5.15% for 12 months.

A motion was made by Robert Hamm and seconded by Cody Lytle to renew the three (3) \$500,000.00 CDs including the interest that has accrued to three (3) 12-month CDs at a rate of 5.15% with Service 1<sup>st</sup>. All in Favor. Motion carried.

#### **Sludge Disposal Rates**

The Authority accepts hauled in waste and it is billed by % solids and number of gallons hauled. Each load is tested and billed accordingly to process the sludge. An increase of 6.5% is being proposed for disposal rates as of January 1, 2025. A letter will be sent to the haulers informing them of this increase beginning 2025.

A motion was made by Lucas Criswell and seconded by Clint Morris to increase the Sludge Disposal Rates by 6.5% as of January 1, 2025. All in Favor. Motion carried.

#### **Buffalo Creek Repairs**

The check valves were installed at the Buffalo Creek pump station to prevent any back pressure on the pumps.

#### **Riverwoods**

Matt and Contessa will be meeting with Kelly the facilities admin assistant, Skip the facilities director, and Todd Yarger the maintenance lead at Riverwoods July 16<sup>th</sup> to tour the facility to determine proper billing rates. They will also be briefly meeting with the Nursing Care Center Director, Amber Barlett as she wants to discuss the water management plan.

**Harold Pawling Lane**

A report with copies of letters, emails and pictures was presented to the Board regarding surcharge conditions at Harold Pawling Lane.

A copy of the report is included in the official meeting minutes.

**Zeigler Road Project**

The sewer line extension installation is complete. Jason Gessner did an outstanding job keeping the project moving, ultimately completing installation of the line ahead of schedule. The Board discussed the question posed by the Supervisors as to the collection of the tap on fee for the project and agreed that it should be collected. Also, the Authority will perform the inspection of the connections.

A motion was made by Robert Hamm and seconded by Clint Morris to collect the tap on fee of \$2,700.00 from each homeowner connecting to the sewer line extension as well as inspecting the connection. All in Favor. Motion carried.

All homes must be connected to the system by December 2025, but homeowners are encouraged to be connected no later than October 2025.

**NEW BUSINESS**

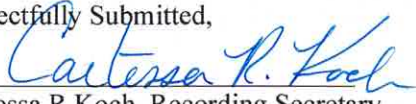
**HR Discussion**

The Authority employee handbook is outdated and needs to be updated to match current laws and regulations. Chris Baylor has been working with Matt and Contessa to not only legally update the information, but also review current policies, procedures and benefits that apply to the employees. A copy of the Township handbook policies and procedures was obtained and reviewed to help with this process. The Board agrees that the new handbook should be completed, reviewed and signed by all employees by January 1, 2025. They also agreed to the possibility of reaching out to an HR company for guidance if necessary.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn 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 Robert Hamm to return the meeting to regular session and adjourn at 6:09pm. All in Favor. Motion carried.

Respectfully Submitted,

By:   
Contessa R Koch, Recording Secretary