

## **KELLY TOWNSHIP MUNICIPAL AUTHORITY 6/11/25 MEETING MINUTES**

At 4:00 PM Vice Chairman Cody Lytle called the meeting to order with the following in attendance: Secretary Robert Hamm, Treasurer Lucas Criswell, Asst. Secretary/Treasurer Clint Morris, Josh Satteson HRG, Robin Martin, Esq., Matthew Aikey and Contessa Koch.

**Citizens on Agenda:** None

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve 5/14/25 Meeting Minutes as recorded. All in Favor. Motion carried.

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

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

A motion was made by Clint Morris and seconded by Robert Hamm to approve Revenue Check# 1212 in the amount of \$85,000.00 for June Working Capital. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Robert Hamm to approve Construction Check# 1209 in the amount of \$1,925.04 to Exeter Supply for Buffalo Creek#1 valve replacement. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Robert Hamm to approve Construction Check# 1210 in the amount of \$3,107.50 to HRG for engineering cost for Rt 15 Sewer Project and Roundabout Sewer Project. All in Favor. Motion carried.

### **REPORTS**

**Solicitor's Report** – Rob Martin, Esquire

#### **KTMA Rules and Regulations**

A first draft to revise the rules and regulations is complete and just needs to be prepared. A copy will be presented to the Board for review when finished.

**Engineer's Report** – Josh Satteson (HRG)

Josh Satteson met with Matt Aikey last week to discuss all three (3) ongoing projects in detail.

#### **Rt 15 Sanitary Sewer Forcemain Replacement Project**

HRG received the second batch of comments back from USDA and are working on revisions. HRG is preparing for the final design phase. Plans were presented to the Board for review and discussion. The project is moving along, and the application process should begin very soon. The Authority will need to sign up for RD Apply. Josh will send the link to Matt Aikey.

There is a possibility that a casing pipe may exist under the highway approximately 8ft. from where the current sewer line runs. This may be an option to use to cross the new sewer line under the highway instead of having to go under the railroad tracks ultimately saving the Authority about \$500,000.00.

When the sewer plant was built the casing was going to be installed to accommodate the water line for the future, but the water company verified that they never used it. The water line crosses farther up the highway.

On the plans, it shows a 36" steel casing. This will be useful if it is there, but the Authority will need to verify that it exists. We will need to contact Mifflinburg Sewer Authority to schedule use of their vac truck for hydro excavating. Clint suggested checking with RC Stahlnecker as well.

#### **Harold Pawling Lane**

HRG is still waiting for funding.

Nothing new to report.

#### **Roundabout Project**

HRG is working on obtaining right of ways for the project.

Nothing new to report.

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

##### **Whole Effluent Toxicity Testing**

Kelly Township Municipal Authority has passed our Annual WETT testing. This report was submitted to DEP for their files.

##### **Riverwoods**

All meters have been installed at Riverwoods for the accurate flow, in gallons, to generate a monthly sewer bill for the Oak Glen nursing home. Contessa and I worked closely with Riverwoods to facilitate the agreement with Riverwoods as well as explaining the flow meter usage and how Oak Glen will be billed.

The billing agreement was signed by Riverwoods and the Authority as of June 1, 2025 and will remain in effect unless modified in writing. All Riverwoods accounts are billed a flat rate fee according to the type of unit, Residential or Commercial.

A copy of the agreement and billing rates are included in the official meeting minutes.

Oak Glen will be billed separately. They will be billed monthly by total gallons used which will be calculated by readings of the three (3) flow meters installed by Riverwoods. Riverwoods will read each meter daily and will provide a monthly meter read total, in gallons, to the Authority to bill accordingly by usage.

##### **Plant Performance**

Both the main Plant as well as Kelly Crossroads plant are operating well and are in compliance with our NPDES Permits.

##### **Zeigler Road**

We have inspected the lateral tie ins to eight (8) of the ten (10) homes that need to connect to the sewer extension by this fall. We have all the necessary paperwork filed with the Township Supervisors.

The last two (2) homes have since been connected and have been inspected by the Authority. All homes of the Zeigler Road Extension Project are now connected to the sewer system.

##### **Upcoming Plant Projects**

- A. Waiting on parts to refurbish areas of the belt filter press.
- B. Continue to work on main pump valve replacement.
- C. Drain, clean, and inspect all tankage.



## **Executive Director's Report – Matthew Aikey**

### **Renovations**

An estimate from Jason Martin Construction of \$68,000.00 was received and included interior remodeling of the current office building.

Andy Frontz, an architect with Marotta/Main Architects, provided a proposal to add an addition to the current building. The proposal was separated into three (3) phases. If we only use their service for design, it is \$4,200.00. If he oversees full construction, it would be \$22,000.00.

Matt Aikey suggested a walk-through of the plant with the Board to get a visual analysis of some of the needs of the Authority for future planning. The Board would like a list to be provided at next month's meeting of the needs of the Authority for construction purposes. Once the needs are discussed and a walk through is done a plan can be devised as to the best way to move forward.

## **Executive Director's Report Continued – Matthew Aikey**

### **Rules & Regulations**

Matt Aikey met with Attorney Martin to discuss rules and regulations. Attorney Martin will provide a copy to review once they are prepared.

### **GIS Mapping**

The Authority currently uses ESRI as mapping software for the sewer system. Unfortunately, the software can be difficult to use at times, and it is not user friendly. Matt Aikey found a new software called Diamond Maps which is much more user friendly and accurate. We signed up for the new mapping system on a trial basis. If we decide to go with the new system, we will need to purchase updated tablets to use the new software.

### **Scantek**

Matt Aikey and Contessa Koch met with Anthony Hornicek of Scantek to discuss 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. A document conversion proposal of \$33,877.50 was presented to the Board for review. The proposal includes assessing, purging and digitizing our files to a portable USB encrypted Hard Drive. The Board would like a few more quotes for next month's meeting before proceeding.

### **Fuel Cards**

The Authority currently has a credit card account with Sunoco and one credit card to purchase fuel. We have updated to a Wex fuel card account that is a Sunoco fleet universal account. This account is a Costars program that will help save money on fuel each month, and the cards can be used at 95% of all gas stations. Each vehicle will have its own fuel card that will be specific to that vehicle only. Each employee will have a four-digit pin number that they will type in when getting fuel. This will help track fuel expenses as well.

### **Service 1st – Authorized Representative**

The KTMA Board would like to add Matthew D. Aikey, the executive director, as an authorized representative, to conduct all banking business on behalf of the Kelly Township Municipal Authority with Service 1<sup>st</sup> Credit Union effective immediately. A letter of authorization was drafted and signed by Chairman Chris Baylor adding Matthew D. Aikey to the account.

A motion was made by Clint Morris and seconded by Lucas Crisswell to approve the signed letter to Service 1<sup>st</sup> Credit Union adding Matthew D. Aikey as an authorized person to conduct all banking business on behalf of the Kelly Township Municipal Authority effective immediately. All in favor. Motion carried.

**NEW BUSINESS**

A motion was made by Cody Lytle and seconded by Robert Hamm to adjourn. The meeting was adjourned at 5:15pm. Motion carried

Respectfully Submitted,

By: Contessa R. Koch  
Contessa R Koch, Recording Secretary