

KELLY TOWNSHIP MUNICIPAL AUTHORITY 3/12/25 MEETING MINUTES

At 4:00 PM Chairman Chris Baylor called the meeting to order with the following in attendance: 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 Clint Morris and seconded by Lucas Criswell to approve 2/12/25 Meeting Minutes as recorded. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve the KTMA Financial Reports for February. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve the Kelly Crossroads Financial Reports for February. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve Revenue Check# 1208 in the amount of \$80,000.00 for March Working Capital. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve Revenue Check# 1209 in the amount of \$35.00 to Robert & Carole Kochik for ACH refund for February sewer bill. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve Construction Check# 1205 in the amount of \$17,017.36 to Exeter Supply Company for supplies for the main pump valve replacement project. All in Favor. Motion carried.

REPORTS

Solicitor's Report – Rob Martin, Esquire

Riverwoods

The nursing home portion of Riverwoods campus was sold to a new owner. A new agreement for the sewage collection treatment and cost was presented to Asbury Riverwoods, Inc. for the remainder of the campus, replacing all previous agreements from 1988 & 2004. A separate agreement will be written with the new owner of the nursing home for treatment and services.

Engineer's Report – Josh Satteson (HRG)

Rt 15 Sanitary Sewer Forcemain Replacement Project

The USDA application for funding was submitted. A probable cost estimate was presented to the Board showing 3 alternatives. They are as follows:

1. West Side of State Route 15 – Cost Estimate \$4,762,000.00
2. East Side of State Route 15 – Cost Estimate \$3,437,000.00
3. No Construction – Cost Estimate \$0

The East Side of State Route 15 would be the most cost-effective option for the project.

Engineer's Report Continued– Josh Satteson (HRG)

Rt 15 Sanitary Sewer Forcemain Replacement Project Continued

HRG is waiting for a response from USDA for the review and will make any necessary revisions requested. Once accepted USDA will make a funding offer for the project. At that time HRG will submit the permits needed for the project. This may take a month or two for a response.

Harold Pawling Lane

Packets to apply for Union County monies were received from SEDACOG and will be completed in the next month for the replacement of 400' of the sewer main.

Roundabout Sewer Replacement

The cost estimate for this project will be presented to the Board at next month's meeting. It was recommended last month that KTMA apply for grant funding for \$500,000.00, the full amount of the project. 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 approval as written with the option to revise the budget once the final details are known for the Authority Director position.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve the 2025-2026 budget as written with the option to revise salaries, insurances and income if needed. All in Favor. Motion carried.

Plant Main Pump

All parts and materials were received to rebuild the two remaining main pumps. This rebuild will be scheduled weather permitting.

Harold Pawling Lane

The Engineer's probable cost estimate was submitted to SEDA-COG. No further updates at this time.

Chapter 94 Reports

The Annual Wasteload Management Reports for our main plant and Kelly Crossroads have started to be prepared.

Annual Whole Effluent Toxicity Test

As part of the NPDES Permit, the annual WETT test sampling is scheduled for Sunday 3/16 – Friday 3/21. The samples will be sent overnight to Mt. Juliet Tennessee each day for testing.

Blacktop Maintenance

Crack sealing has started on the parking area and lane. Weather permitting, it will be completed along with the pump stations and Kelly Crossroads plant. This summer we plan to re-seal all blacktops.

(A copy of the Manager's Report is included in the official minutes)

NEW BUSINESS

Authority Director Position

The advertisement for the position of Authority Director was posted with a deadline of March 10, 2025, to apply. We received a total of 24 resumes for the position. After review and careful consideration of all applicants, 5 qualified applicants were selected to interview. The interviews will be conducted in the next two weeks with the intention of selecting a candidate to be voted on during April's meeting.

A motion was made by Chris Baylor and seconded by Lucas Criswell to adjourn. The meeting was adjourned at 5:35pm. Motion carried

Respectfully Submitted,

By: 
Contessa R Koch, Recording Secretary