

KELLY TOWNSHIP MUNICIPAL AUTHORITY 5/14/25 MEETING MINUTES

At 4:07 PM Chairman Chris Baylor 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, Matthew Koch, Contessa Koch and Township Supervisors David Hassenplug, Elvin Stoltzfus and Eric Imgrund.

Citizens on Agenda: None

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve 4/09/25 Meeting Minutes as recorded. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve the KTMA Financial Reports for April. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve the Kelly Crossroads Financial Reports for April. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Revenue Check# 1211 in the amount of \$130,000.00 for May Working Capital. All in Favor. Motion carried.

REPORTS

Solicitor's Report – Rob Martin, Esquire

Riverwoods

Nothing new to report.

KTMA Rules and Regulations

A first draft to revise the rules and regulations is complete and will be presented to the Board for review at next month's meeting.

811 Highland Ave - Lien

A lien will be filed against Ruth A. Snyder property located at 811 Highland Ave., West Milton, for non-payment of sewer service in the amount of \$194.00.

All correspondence has been returned including sewer bills with no forwarding information provided. The phone number was disconnected as well. The water service has been terminated by PA American Water for non-payment of water leaving no option than to file a lien against the property.

Engineer's Report – Josh Satteson (HRG)

Rt 15 Sanitary Sewer Forcemain Replacement Project

HRG received comments back from USDA and are working on revisions. HRG will need the last 3 years of Chapter 94 reports, Audits and the USDA loan information for Kelly Crossroads. Once USDA receives all information and revisions they will make a funding offer. There will be a small application process once all requirements are met. HRG is hopeful of putting this project out for bid starting next year.

Harold Pawling Lane

The grant application in the amount of \$290,000.00 was submitted for CDBG funds and included the intent for the Authority to put \$29,000.00 toward the project. HRG is waiting for a response.

Roundabout Project

HRG is waiting on the land acquisition to go through. The plans have been reviewed and approved. Moving forward, a highway occupancy permit will need to be submitted.

Manager's Report – Matthew Koch

2025-2026 Budget

A revised budget was presented to the Board for approval that included final changes made to include the Authority Director position, health insurance and changes suggested by Robert Hamm for utilities and engineering fees.

A motion was made by Robert Hamm and seconded by Clint Morris to approve the updated 2025-2026 Fiscal Year Budget including the changes as presented to the Board. All in Favor. Motion carried.

Chapter 94 Reports

The Annual Wasteload Management Reports for our main plant and Kelly Crossroads were prepared, submitted and approved.

DEP Inspection

The annual inspection was performed by our new DEP inspector on April 30, 2025 of both the Kelly Township plant and the Kelly Crossroads plant. All areas passed with no exceptions.

NEW BUSINESS

Renovations

An estimate from Jason Martin Construction in the amount of \$68,000.00 was presented to the Board for review. This estimate included interior remodeling of the current office building.

Matt Aikey met with Andy Frontz, an architect with Marotta/Main Architects, to discuss the option of adding an addition to the current building. A proposal will be presented to the Board at next month's meeting for discussion and review of all options.

Vehicle Review

Clint Morris and Matt Aikey obtained quotes for a pickup truck to add to the current Authority vehicle fleet. Clint received a quote from Sunbury Motors for a 2025 Ford F150 in the amount of \$44,234.00 after the Costars discount. The Board agreed this truck would meet the needs of the Authority.

A motion was made by Clint Morris and seconded by Lucas Criswell to purchase the 2025 Ford F150 in the amount of \$44,234.00 from Sunbury Motor Company. All in Favor. Motion carried.

Susquehanna Community Bank – Additional Signature

The KTMA Board would like to add Matthew Aikey the executive director, as an authorized signer for all bank accounts and the ability to conduct all banking business on behalf of the Kelly Township Municipal Authority with Susquehanna Community Bank. A letter of authorization was drafted and signed adding Matthew Aikey as well as updating the requirement of signatures from one (1) signature to two (2) signatures for all transactions effective immediately.

A motion was made by Lucas Crisswell and seconded by Clint Morris to approve the letter to Susquehanna Community Bank adding Matthew Aikey as an additional signer to all bank accounts and the ability to conduct all banking business on behalf of the Kelly Township Municipal Authority as well as requiring two (2) signatures for all transactions effective immediately.

Susquehanna Community Bank – Credit Card

Matt Koch and Matt Aikey visited the Susquehanna Community Bank to discuss opening a new credit card account with the bank. The current visa card which is with Elan Financial Services is no longer affiliated with Susquehanna Community Bank. The current credit card partner is TCM bank. It was brought to our attention that Susquehanna Community Financial, Inc will merge with Citizens & Northern Corporation. A meeting will be set up with Vice President, Stephen Stanko and the Treasury Management rep to discuss all things related to credit cards and electronic banking moving forward.

A motion was made by Chris Baylor and seconded by Robert Hamm to adjourn. The meeting was adjourned at 5:05pm. Motion carried

Respectfully Submitted,

By: 
Contessa R Koch, Recording Secretary