

KELLY TOWNSHIP MUNICIPAL AUTHORITY 11/13/24 MEETING MINUTES

At 3:55 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 Koch and Contessa Koch.

Citizens on Agenda: None

A motion was made by Robert Hamm and seconded by Clint Morris to approve 10/09/24 Meeting Minutes as recorded. All in Favor. Motion carried.

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

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

REPORTS

Solicitor's Report – Rob Martin, Esquire

Nothing to Report

Engineer's Report – Josh Satteson (HRG)

Rt 15 Sanitary Sewer Forcemain Replacement Project

Draft plans for the project are 95% complete and are currently being reviewed. The Highway Occupancy Permit (HOP), NPDES Permit and Grant Application will be submitted within the month. Once the permits are submitted and the grant application is submitted to USDA there will be a waiting period. There will be a fee for the NPDES Permit and there may be a fee for the HOP as well.

Roundabout Sewer Replacement

HRG continues to work on the plans for the Roundabout Sewer Replacement project and hopes to have them completed for review at next month's meeting.

Harold Pawling Lane

HRG is assisting the Authority with the application process for CDBG funding and will put together a cost estimate for this project.

Manager's Report – Matthew Koch

2023-2024 Fiscal Year End Audit

The 2023-2024 Audit by Doug Parker is complete. A copy was presented to the Board last month for review.

A motion was made by Lucas Criswell and seconded by Robert Hamm to accept the 2023-2024 Fiscal Year Audit as written. All in favor. Motion carried.

Manager's Report continued – Matthew Koch

Positive Pay

Susquehanna Community Bank met with Matt and Contessa to discuss a fraud prevention program called Positive Pay. The Authority would upload a file of issued checks to the bank. The bank would then use this information and compare it to the clearing item prior to processing it. If a check is flagged the Authority is notified immediately. It is added security to prevent fraudulent transactions from being processed. The service is \$60 per month per account.

Josh Satteson of HRG stated that PMAA is also recommending this program to Municipal Authorities due to the increase in fraudulent check cases and it may possibly even become a requirement in the future.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve Positive Pay for all bank accounts. Three in favor. One opposed. Motion carried.

Plant Main Pump Check Valve Replacement

As discussed at last month's meeting, the #3 main pump needs the discharge and check valve replaced. This is a major project that takes considerable planning as we cannot stop the flow from entering the plant. The first phase of this project was completed by isolating the pump through piping removal and placing a blind flange. The second phase of the project will be to remove and replace the check valve and discharge valve. This phase should be complete by the end of next week. The third phase will be to disconnect the blind flange and install the connector pipe. The project should be complete by November 26th.

Harold Pawling Lane

The Authority completed and submitted the survey forms to SEDA-COG. The project qualified for CDBG funds with a 68.7% low to moderate income level. We are in the process of completing the application forms for Union County with the help of HRG. HRG will need to complete a probable cost estimate to finalize this application.

TN Credits

The Authority purchased 5,375 TN (total nitrogen) credits from Sunbury Municipal Authority at \$2.00/credit totaling \$10,750.00 to remain in compliance with the Chesapeake Bay Strategy. The sales agreement was signed, submitted and approved by DEP. The Chesapeake Bay Strategy reports for KTMA and Kelly Crossroad plants are complete and were submitted. Both treatment plants are compliant in accordance with the Chesapeake Bay Strategy.

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

NEW BUSINESS

Laborer Position

The available laborer position was posted on October 18, 2024, with a deadline of November 15, 2024 to apply for the position. The Board agreed that interviews will be conducted by Matt Koch, Robert Hamm and Clint Morris for the open position.

Authority Director Position

The Authority will be hiring for the position of Authority Director. The Board asked for a job description of this position to be reviewed and discussed at the December board meeting.

Sewer Rates

After reviewing the current income and operating expenses. It is recommended that the sewer rates be reviewed for 2025. The current sewer rates are \$35.00/month for residential units and \$75.00/month for commercial units. The Board discussed a rate increase but decided to table this item to be discussed and voted on at next month's meeting.

December Board Meeting

A request was made to reschedule December's board meeting from December 11, 2024 to December 18, 2024 due to unavailability to attend the meeting.

A motion was made by Robert Hamm and seconded by Clint Morris to reschedule December's board meeting from December 11, 2024 to December 18, 2024. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Robert Hamm to adjourn. The meeting was adjourned at 5:10pm. Motion carried

Respectfully Submitted,

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