

## **KELLY TOWNSHIP MUNICIPAL AUTHORITY 10/9/24 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, Asst. Secretary/Treasurer Clint Morris, Josh Satteson HRG, Erin Threet 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 9/11/24 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 September. 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 September. All in Favor. Motion carried.

### **REPORTS**

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

#### **Riverwoods Agreement**

The new agreement between the Authority and Riverwoods for sewer billing was finalized and sent to Riverwoods for review. Still waiting for a response.

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

#### **Roundabout Sewer Replacement**

A proposal agreement was presented to the Board for the replacement and relocation of the sewer line in the area of the existing intersection of JPM Road and Hospital Drive during the installation of the Roundabout. The line replacement will help improve flow and minimize backwater conditions during heavy rainfall events.

A motion was made by Robert Hamm and seconded by Cody Lytle to accept and sign the agreement presented by HRG to replace and relocate the sewer line in the area of the intersection of JPM Road and Hospital Drive. All in favor. Motion carried.

#### **Buffalo Creek Sewer Line Replacement**

Josh Satteson reported that the Buffalo Creek Sewer Line Replacement Project will likely be put out for permitting next week. They are still looking at the design of Hafer Road and how it may affect the project. It is a flat area, and this tends to cause flow problems under the culvert. Once the design is finished, the next step would be to secure funding.

#### **Harold Pawling Lane**

If the project would qualify for CDBG funds HRG will put together a cost estimate and the project will move forward. If the project does not qualify HRG will explore other funding options.

**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 for review and discussion. It will be approved at next month's meeting.

**Plant Main Pump Check Valve Replacement**

At last month's meeting, it was discussed that one of the check and discharge valves need replacement. Replacement of the valves will be a complicated process. After much discussion, we feel we have come up with a plan but are still working on the logistics. We received a quote from Exeter Supply in Williamsport, a co-star's dealer, for the replacement parts in the amount of \$9,845.44. During the project, a 90-degree elbow will need to be replaced as well, but we have not received a finalized quote for this. An estimate would be approximately \$1,000.

A motion was made by Clint Morris and seconded by Cody Lytle to approve the quote from Exeter Supply for replacement parts and approve the purchase of a 90-degree elbow up to \$2,000. All in favor. Motion carried.

**Riverwoods Agreement**

The revised agreement was sent to Riverwoods for review.

**Harold Pawling Lane**

The Authority is hoping to qualify for the Community Development Block Grant Program to replace the sewer main on Harold Pawling Lane. We met with SEDACOG and were trained to perform the residential surveys. The surveys are almost complete. There is one property left to visit and there was only one refusal. With just the current data, we will qualify for this project. An update will be provided at next month's meeting.

**TN Credits**

The Authority is still in the process of determining the exact number of credits we will need to purchase to remain in compliance with the Chesapeake Bay Strategy. We are still waiting for two (2) results in September, but the current estimate is 5,900 credits. Sunbury Municipal Authority has credits available and have tentatively agreed to sell them to us for \$2.00 a credit. Once we receive our final results for the water year, we will then approve and sign a sales agreement for the number of credits purchased. This process needs to be completed with DEP approval by November 28, 2024.

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

**OLD BUSINESS**

**Employee Handbook/Drug and Alcohol Policy**

The Authority Employee Handbook, Drug and Alcohol Policy and Explanation of Employee Benefits were presented to the employees. All employees have signed the acknowledgement of receipt.

**NEW BUSINESS**

**Employee Job Descriptions/New Hire**

Matt and Contessa have finished all job descriptions per the Boards request. It is recommended that the Authority hire a full-time laborer to offset the current workload.

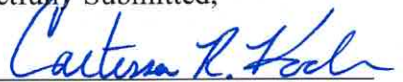
After review and discussion, the Board recommended a few changes in the language of the job descriptions and agreed to start the hiring process for a full-time laborer due to the current work situation and future Authority projects.

A motion was made by Clint Morris and seconded by Robert Hamm to approve the job descriptions contingent upon the corrections being made and that the Board can amend the descriptions at any time. Also, to start the hiring process for the position of a full-time laborer. All in favor. Motion carried.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn at 5:00pm 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 Cody Lytle to return the meeting to regular session and adjourn at 5:31pm. All in Favor. Motion carried.

Respectfully Submitted,

By:   
Contessa R Koch, Recording Secretary