

KELLY TOWNSHIP MUNICIPAL AUTHORITY 9/11/24 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, Robin Martin, Esq., Matthew Koch and Contessa Koch.

Citizens on Agenda: None

A motion was made by Robert Hamm and seconded by Cody Lytle to approve 8/14/24 Meeting Minutes as recorded. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Cody Lytle to approve the KTMA Financial Reports for July. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Cody Lytle to approve the Kelly Crossroads Financial Reports for July. All in Favor. Motion carried.

REPORTS

Solicitor's Report – Rob Martin, Esquire

Riverwoods Agreement

A new agreement is being drafted between the Authority and Riverwoods for sewer billing due to the sale of the nursing home portion of the facility. A draft copy will be sent to Matt and Contessa for review.

Once the sale of the nursing home is finalized, an agreement will be drafted between the Authority and the new owner for sewer service.

Engineer's Report – Josh Satteson (HRG)

Buffalo Creek Sewer Line Replacement

Josh Satteson reported that the hydraulics are completed and the size of the force main will be 14" for the replacement. The line will run up the North bound shoulder of Rt.15 trying to stay outside of the guiderails as much as possible. Dillon Willow and Dave Madl are working on the layout and the project is moving forward nicely.

Zeigler Road Project

The Kelly Township Supervisors will be paying to install the laterals for the homeowners affected by this project. They have requested bids for contractors to build the laterals. The tap on fee will need to be paid to the Authority prior to the contractor starting.

Harold Pawling Lane

Josh and Matt walked the Harold Pawling Lane area and found that it needs improvements. It has leaking manholes and a few leaking laterals. Matt reached out to Seda Cog, and they are putting together an income survey for the residents to see if the project would qualify for CDBG funds. If it is qualified HRG will put together a cost estimate and a contractor will be hired to complete the project. If it would not qualify for CDBG there are other funding options that may be available.

Roundabout Sewer Replacement

As part of the Roundabout Project, the sewer Authority has the option to replace the sewer line in this project area while it is under construction. A cost estimate was presented to the Board for the replacement of the line. The Board requested a proposal from HRG to move forward with the line replacement for the next meeting.

Manager's Report – Matthew Koch

Riverwoods – Matt and Contessa met with the Executive Director, Aaron Barth on August 21, 2024. Mr. Barth explained that there is a current sales agreement to sell off just the nursing home portion of Riverwoods. The nursing home is currently working at half capacity and is losing money. The sale will be to a separate private person from the Scranton area. Riverwoods will retain the entire remaining portion of the campus. This includes 82 units in the RidgeCrest Building, 50 cottage units, 38 personal care units, 3 units for RidgeCrest Commons/Slifer house, Gamber Offices, and a Dentist/Dr. Office. We explained how the new billing will be managed and that there will need to be a new agreement between both parties for this remaining portion retained. KTMA will then bill the new owner of the nursing home by commercial monthly water usage and may require a separate agreement with them.

Mr. Barth also asked if the Authority would be interested in purchasing land if they decided to sell any. Matt told him that it would be a possibility depending on where the land would be located. Mr. Barth did not have a specific area in mind. He just wanted to see if the Authority would have an interest in the possibility. Matt told him the Authority would be interested.

TNB CD – Our 15-month CD with Turbotville National Bank matured on 8/20/24. They offered a 15-month CD at 4.6% to renew or it would roll over into a 0.55% CD. We decided to cash out the CD and deposit the funds into the Construction account at Susquehanna Community Bank at 1.0 %. The Board agreed that this was the best option at this time.

Harold Pawling Lane – We met with Josh Satteson to discuss future projects. Harold Pawling Lane was discussed as a possible CDBG funded project.

Buffalo Creek #2 Pump Replacement – We recently had one of our 40HP submersible pumps fail at the B.C. #2 Pump station that handles the prison flow. This pump is currently at a repair shop. We did receive a quote from Mid-Atlantic Pump through Co-Stars for a spare pump in the amount of \$24,165.00 plus shipping. This pump is specific to our current setup. USP Lewisburg is responsible for 97% of this cost.

A motion was made by Cody Lytle and seconded by Clint Morris to approve the quote from Mid-Atlantic Pumps to purchase the Myers 6VC Submersible Non-Clog Pump through Co-Stars for the BC#2 Pump Station. All in Favor. Motion carried.

TN Credits – As you are aware, KTMA has an annual limit in pounds for Total Nitrogen to be discharged. This calculation is for the water year from October 1, 2023 to September 31, 2024. Due to the increase in the amount of Landfill leachate, hauled in sludges, and rainfall this year, we are going to exceed our annual allowance. The TN Credit purchasing program is set up for these instances. It allows wastewater treatment plants to purchase credits via DEP to remain in compliance with the Chesapeake Bay Strategy. At this point, it is difficult to determine the exact number of credits we will need to purchase as we have all of September remaining however an approximate estimate is 10,000 credits. We suspended hauling from the landfill last week, and we are currently reaching out to other wastewater plants who may have credits available and getting prices. We have confirmation from Williamsport Sewer that they will have enough credits available, and their current price is \$3.50 per TN credit. We also have confirmation that Sunbury Sewer will have enough credits available, and we are waiting on a price. A sales agreement between both parties will need to be signed. All of this will take place during the truing period of October 1, 2024 to November 28, 2024.

Susquehanna Mack – The Authority was contacted by Susquehanna Mack about a chassis available next year for our vacuum tanker/dumpster/flusher unit. He was referred to Clint Morris.

Clint Morris spoke with them and explained that we are not interested in what they are currently offering at this time. We will continue looking.

Manager's Report Continued – Matthew Koch

West Milton Sewer Main

Steven Wengerd of Classic Quality Homes contacted the sewer Authority requesting information on how to connect the home located at 8568 Westbranch Highway (David Wengerd) to the sewer system. To allow for this connection a portion of the sewer main that runs from the sewer plant to West Milton needed to be located. After a few days of slow digging the main was located. The \$2700 tap-on fee was collected, and a tap was made to the sewer main, but the house lateral is not yet connected. It is currently closed off with a valve. Once the lateral is connected the Authority will inspect the connection and begin billing for sewer.

Check Valve Replacement

The Authority has three (3) main pumps that pump all the waste that comes into the plant up to the aeration basins. A check valve has failed in one of the pumps. To repair this valve, you must close the discharge valve, but the discharge valve is also failing. The valves are still the original valves that were installed when the plant was built. Replacing the valves will be challenging. The repair will need to be done at night because the flow is minimal. The pumps will need shut down and the line will need drained and bypassed to disconnect the valves. The Authority is still working on a plan and more information will be presented to the Board at next month's meeting regarding this repair.

Employee Handbook/Drug and Alcohol Policy

The Authority Employee Handbook, Drug and Alcohol Policy and Explanation of Employee Benefits are complete. The Board members received copies to review before the meeting. After discussing the handbook and policies in detail the Board agreed to adopt the Employee Handbook, Drug and Alcohol Policy and Explanation of Employee Benefits.

A motion was made by Clint Morris and seconded by Cody Lytle to adopt the Kelly Township Municipal Authority Employee Handbook as written. All in Favor. Motion Carried.

A motion was made by Cody Lytle and seconded by Clint Morris to adopt the Kelly Township Municipal Authority Drug and Alcohol Policy as written. All in Favor. Motion Carried.

A motion was made by Robert Hamm and seconded by Cody Lytle to adopt the Explanation of Employee Benefits as written. All in Favor. Motion Carried.

OLD BUSINESS

Newman Commons –Tim Turner of the Newman Commons project was informed that KTMA would not be reimbursing them for the cost of the manhole they needed to install along Newman Rd. to tie into our system. He was very understanding. We are continuing sewer line inspections for this project as phases are being completed.

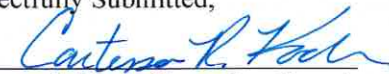
Heating/AC Unit Replacement

We have reached out to two other companies to get quotes for the purchase and installation of two mini-split units. Currently no companies have made an appointment to inspect and quote the project. We previously received a quote from Keiser's Plumbing and Heating for two (2) mini splits to be installed at each end of the building.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn at 5:30pm 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 Robert Hamm to return the meeting to regular session and adjourn at 6:10pm. All in Favor. Motion carried.

Respectfully Submitted,

By: 
Contessa R Koch, Recording Secretary