

KELLY TOWNSHIP MUNICIPAL AUTHORITY 9/10/25 MEETING MINUTES

At 4:00 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 and Contessa Koch.

Citizens on Agenda: Pamela Snyder – Tapping Concern for 110 Apple Street, Lewisburg, PA 17837

Pamela Snyder of 110 Apple Street was present to request that the tapping fee be waived for sewer connection of this property. The previous account for this property was marked as inactive 10/1/2018 and the lot has been vacant since. When Pamela purchased the property, she contacted the sewer office and was told that there was a capped connection to the system from the previous owner's account. Matt Koch spoke with Ms. Snyder and went to the property to locate the lateral. He explained that the sewer main was higher than the lateral causing gravity flow issues and explained that a grinder pump may need to be installed and she should speak with her plumber about this issue. The sewer main was tv'd by KTMA employees and found that the lateral narrowed at the connection to the main. He informed the office that a tap on should be collected and it should be treated as a new customer account. Ms. Snyder said that she was not told that she would have to pay a tap on fee. She had Jenkins Enterprises, LLC tv the line from the new structure to the manhole on Apple Street. His report showed that it is a "two-inch line and the line is clear with no obstructions." Due to this information, Ms. Snyder requested that the tap fee be waived. She is requesting a letter from the Authority verifying sewer connection to be given to Planning and Zoning as proof of connection. The Board agreed with the findings and that the original account for the property be reactivated.

A motion was made by Robert Hamm and seconded by Lucas Criswell to waive the tap on fee and reactivate the original sewer account and provide a letter to Ms. Snyder verifying sewer connection. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve 7/09/25 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 July & August. 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 July & August. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve Revenue Check# 1214 in the amount of \$120,000.00 for August Working Capital. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve Revenue Check# 1215 in the amount of \$120,000.00 for September Working Capital. 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

USDA would like to see an agreement between HRG and the Authority regarding dispute resolution and a possible contract for time and materials. The Board would like to see mediation as the dispute resolution and not arbitration and would prefer a lump sum contract as opposed to a contract for time and materials. HRG will prepare a draft agreement and send it to USDA with the Authority's wishes.

Harold Pawling Lane

SEDA-COG approved a grant in the amount of \$117,949.00. The application request was for \$290,000.00 and included the Authority putting \$29,000.00 toward the project. This would leave the Authority responsible for the remainder of the project. HRG is looking for a direction to proceed with the project and the Board was presented with the following 4 options:

1. Go through with the design, bid it out and pay the remainder out of pocket.
2. Accept the funding and wait and ask for more funding next year.
3. Construct it ourselves and go through a force account and use the funds to pay for materials but provide labor and installation of materials.
4. Give the money back

After discussing each option, the Board agreed to option #2, accept the grant and wait to see if more funding is available next year to pay for the remainder of the project.

HRG suggested sending an email to Angie and the commissioners explaining our position.

Roundabout Project

The Highway Occupancy Permit (HOP) was submitted, and two comments were received. The comments were answered, and the HOP was resubmitted.

Electrical Upgrade

Josh Satteson, Matt Aikey and Matt Moore, the electrical engineer for HRG, toured the plant and evaluated the current electrical conditions. Potentially there is a need to construct a new control building as well as a new chlorine building. Currently, both are housed in the same building along with the employee lunch/break room, and they should be separated for safety. A print was presented to the Board showing a new control building, a new chlorine building, an expansion to the current office building and a new maintenance garage just north of the office building. A full report by Matt Moore will be presented to the Board at next month's meeting for review.

Executive Director's Report – Matthew Aikey

2024-2025 Fiscal Year Audit

The 2024-2025 Audit was completed by Doug Parker, and a copy was presented to the Board for review. It will be approved at next month's meeting.

Sewer Rates

This item was tabled to be discussed at next month's meeting.

Personnel

The Authority hired three new employees, John Everitt, Alexa Umstead and Logan Hackenberg. John and Alexa both have their operator license. Logan will be working to obtain his license along with two other employees that are currently working to get licensed as well.

Employee meetings are scheduled for the 1st Thursday of the month at noon. This time may be subject to change to conform to scheduling needs. All Board members are welcome to attend. The meetings are a time to discuss all office and plant related issues, keeping all employees informed of Authority business.

Bank Account Authorized Signers

The Board discussed the Authority's authorized signers list to all bank accounts. The KTMA Board would like to remove Matthew Koch as an authorized signer for all bank accounts and revoke the ability to conduct all banking business on behalf of the Kelly Township Municipal Authority effective immediately.

A motion was made by Robert Hamm and seconded by Clint Morris to approve the letter to Susquehanna Community Bank removing Matthew Koch as an authorized signer to all bank accounts and revoking the ability to conduct all banking business on behalf of the Kelly Township Municipal Authority effective immediately. All in Favor. Motion carried.

Insurance Claim for BC#2 Fence

The insurance claim was approved for repair of the fence at Buffalo Creek Pump Station. Buffalo Valley Fence made the repairs to the fence in the amount of \$1,050.00.

KTMA Fence Repair for Sewer Plant

Buffalo Valley Fence is currently working to repair the damaged fence at the main plant from the fallen trees. It should be completed by next week.

Renovations/ Security Cameras

Renovations - Jason Martin Construction provided an estimate in the amount of \$14,970.00 to build a dividing wall for the meeting area, install doors to the meeting area, install an entry way with a service window, install a refrigerator in the kitchenet and fix the molding to 2 of the exterior doors.

Security Cameras - Three vendors provided 5 different quotes to install security cameras at the Authority plant. The quotes were for 8 cameras and a control system. The quotes are as follows:

1. Contrast – provided 2 quotes
-\$10,671.00 (There is a monthly fee)
-\$13,594.00
2. Guyette – provided 2 quotes
-\$12,161.00
-\$9,315.00
3. Martz Technologies
-\$37,000.00

All systems allow for additional security options for the future if needed.

A motion was made by Robert Hamm and seconded by Clint Morris to authorize Matt Aikey to choose a camera system that will provide the best value and quality for KTMA needs and to approve the estimate provided by Jason Martin Construction in the amount of \$14,970.00 for office construction. All in Favor. Motion carried.

Electrical Upgrade

Matt Aikey is working with HRG to upgrade the electrical system for the entire sewage treatment plant. The idea is to build a new building housing the new electrical and take the old system offline and immediately switch to the new system. This is a work in progress and will be discussed at future meetings.

NPDES Permit Renewal

HRG is working with the Authority to complete the NPDES permit renewal for Kelly Crossroads treatment plant. It is complete and will be submitted in the coming weeks.

Sludge Income Report

The sludge income report for August was lower than usual. The digester needed drained and cleaned. The Authority contacted RC Stahlnecker to pump down the digester while Authority employees cleaned the bottom to remove the grit and sediment. The digester is now back up and running.

The sludge being hauled out of the plant is very wet and heavy. Pollutec met with Authority staff to discuss the best polymer to use on the processed sludge. They recommend a bench test to decide the best product to use to mix with the sludge during the belt filter press process.

Creation of Sub Committees for Finance/Personnel and Master Plan

Matt Aikey would like to propose to the Board two committees, Finance/Personnel and Masterplan committees. The committees would meet once a month for 1 hour to discuss relevant items and would act as reporting committees to the rest of the Board. Not making decisions but gathering information for Board discussion and decision making. The Board liked this idea and agreed. A schedule will be set for the committee meetings.

NEW BUSINESS

Control/Chlorine Building

Robert Hamm suggested looking at other financial options to build the new buildings to separate the electrical control room from the chlorine room as soon as possible. He would like all employees to feel comfortable and safe and be in a separate area. The Board agrees that this is a safety concern and needs to be a priority. Matt Aikey has been working on applications for grants but will begin looking at other options as well.

Riverwood's Land


The Board would like Matt Aikey to follow up with Riverwoods to see if they are interested in selling land south of the Authority.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn and go into an executive session at 5:30pm. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Robert Hamm to return the meeting to regular session at 5:53pm. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn. The meeting was adjourned at 5:53pm. All in Favor. Motion carried

Respectfully Submitted,

By: 
Contessa R Koch, Recording Secretary