

## KELLY TOWNSHIP MUNICIPAL AUTHORITY 3/13/24 MEETING MINUTES

At 3:55 PM Vice Chairman Cody Lytle called the meeting to order with the following in attendance:

Treasurer Lucas Criswell, Asst. Secretary/Treasurer Clint Morris, Erin Threet HRG, Josh Satteson HRG, Robin Martin, Esq., Matthew Koch and Contessa Koch.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve 1/10/24 Meeting Minutes as recorded. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve the Treasurer's Report for February/March. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve February/March invoices for payment. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve Construction Check# 1154 in the amount of \$2,700.00 to Weis Markets for refund of tap fee due to project termination. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve Construction Check# 1155 in the amount of \$500,000.00 to Service 1st for 12-month CD. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve Construction Check# 1156 in the amount of \$13,699.78 to Exeter Supply for check valves, gate valves and flanges for Buffalo Creek #2 Pump Station repairs. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve Construction Check# 1157 in the amount of \$4,500.00 to JP Environmental, LLC for Buffalo Creek #2 Pump Station wet well repairs. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve Revenue Check# 1193 in the amount of \$100,000.00 for February working capital. All in Favor. Motion carried.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve Revenue Check# 1194 in the amount of \$80,000.00 for March working capital. All in Favor. Motion carried.

### **REPORTS**

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

Nothing to report.

#### **Engineer's Report** – Erin Threet (HRG)

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

Josh Satteson was present to discuss the Rt.15 Sewer Replacement Project. After further review, it was determined that the gravity portion of the line will not need to be replaced at all, and the alignment will now be 100% forced sewer all the way to the sewer plant. A new proposal will be presented to the Board for review and approval in the next few months.

The Authority would like HRG to help write a letter to WellSpan, the new owner of Evangelical Community Hospital, informing them of the plan for the sewer line replacement to see if they would be interested in working together on this project if they have plans to expand.

**Manager's Report** – Matthew Koch

**2024-2025 Budget**

The 2024-2025 Budget was presented to the Board for review and approval.

A motion was made by Clint Morris and seconded by Lucas Criswell to approve the 2024-2025 budget as written. All in favor. Motion carried.

**Insurance Quotes**

The insurance coverage for the Authority is up for renewal 4/1/24. Eddie Koebke of Pfeiffer-Naginey Insurance obtained quotes for insurance coverage, and it is recommended that the Authority switch insurance coverage from EMC to Selective insurance. Although there is no dividend with Selective insurance the premiums are lower ultimately saving money for the Authority. Eddie will be present at April's meeting to discuss the policy change.

**Buffalo Creek Pump Station**

All repairs were made to the Buffalo Creek Pump Station wet well by JP Environmental, LLC and everything is back up and running with no problems.

**Zeigler Road Project**

Angie Hunselman of SEDA Cog approved the Authority to order the manholes needed for the Zeigler Road Project. On March 5, 2024, the manholes were ordered from Monarch in the amount of \$26,167.43. It will take approximately 8 weeks to receive them. An order for the pipe should be placed in the next few weeks.

A motion was made by Cody Lytle and seconded by Lucas Criswell to adjourn. The meeting was adjourned at 4:20pm. Motion carried.

Respectfully Submitted,

By:   
Contessa R Koch, Recording Secretary