

KELLY TOWNSHIP MUNICIPAL AUTHORITY 4/09/25 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 Koch and Contessa Koch.

Citizens on Agenda: None

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve 3/12/25 Meeting Minutes as recorded. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve the KTMA Financial Reports for March. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve the Kelly Crossroads Financial Reports for March. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Revenue Check# 1210 in the amount of \$80,000.00 for March Working Capital. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1206 in the amount of \$23,869.70 to HRG for engineering cost for Rt 15 Sewer project and Roundabout project. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Lucas Criswell to approve Construction Check# 1207 in the amount of \$2,147.00 to HRG for engineering cost for Harold Pawling Lane project. All in Favor. Motion carried.

REPORTS

Solicitor's Report – Rob Martin, Esquire

KTMA Rules and Regulations

A first draft to revise the rules and regulations is being done and will be presented to the Board when complete.

Engineer's Report – Josh Satteson (HRG)

Rt 15 Sanitary Sewer Forcemain Replacement Project

HRG is still waiting for a response from USDA from the technical review. Nothing new to report at this time.

Harold Pawling Lane

A copy of the grant application for CDBG funds was presented to the Board for review. The application is nearly complete. Matt Koch will provide the income survey information to complete that part of the application. The project cost estimate is \$290,000.00 and may take approximately 9 months to finish. HRG recommends that the Authority puts a little money toward the project to show good faith. Clint Morris suggested 10% of the project cost and the Board agreed.

A motion was made by Robert Hamm and seconded by Clint Morris to put \$29,000.00 toward the Harold Pawling Lane project and approve submission of the application once the application is complete. All in Favor. Motion carried.

Manager's Report – Matthew Koch

2025-2026 Budget

A revised budget that will include final changes made to include the Authority Director position and changes suggested by Robert Hamm for utilities and engineering fees will be presented to the Board for approval at next month's meeting.

Chapter 94 Reports

The Annual Wasteload Management Reports for our main plant and Kelly Crossroads were prepared and submitted. We are waiting for approval.

2025-2026 Insurance Renewal

Eddie Koebke of Pfeiffer-Naginey Insurance dropped off the insurance policy renewal for 2025-2026 for review as well as a dividend check in the amount of \$1,023.99 from EMC. This will be the last dividend check since we had to switch from EMC to Travelers insurance company for our worker's compensation insurance.

Eddie said he could attend the May board meeting to review the policy with the Board, but they agreed there is no need for Eddie to attend. They are very happy with the renewal presented and insurance coverage. There is just a small increase in the policy premiums totaling \$3,047.00.

A motion was made by Lucas Crisswell and seconded by Clint Morris to accept the 2025-2026 insurance policy renewal as written. All in Favor. Motion carried.

Riverwoods

Aaron Barth of Riverwoods reached out to ask once the agreement is signed to bill for sewer between the Riverwoods campus and the Authority how would the nursing home facility be billed? We explained that a separate agreement would be drafted for their sewer bill. We would need to bill Oak Glen using the water flow meter that was recently installed to separate the Riverwoods campus water flow and the nursing home water flow. He stated that this may be a problem because they recently found "that there are actually three water lines entering the building & we had only accounted for one when we metered prior to the sale of the building. Matt Koch explained "the most accurate and most fair for all parties would be to have water usage meters installed on the remaining two feed lines." We have not heard back from them to date.

The Board agreed that Attorney Martin should contact Aaron Barth of Riverwoods giving them a deadline to sign the agreement with the Authority.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn and go into an executive session at 4:45pm to discuss the Authority Director Position. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Lucas Criswell to return the meeting to regular session at 5:10pm. All in Favor. Motion carried.

NEW BUSINESS

Authority Director Position

Interviews were conducted with the 5 qualified applicants for the Director position. It was decided that there were two strong candidates that impressed the Board with their knowledge, skill and qualifications. After careful consideration and discussion, one candidate was marginally suited for the position. The Board agreed to offer Matthew Aikey the position of Executive Director for Kelly Township Municipal Authority.

A motion was made by Chris Baylor and seconded by Clint Morris to offer Matthew Aikey the position of Executive Director for Kelly Township Municipal Authority. All in Favor. Motion carried.

Laborer Position – 90 Day Probationary Period Ends 4/20/25

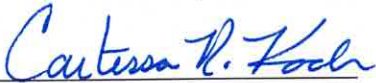
The 90-day probationary period for Kody Kreamer ends 4/20/25. Robert Hamm and Matt Koch will perform an evaluation with Kody regarding the laborer position, overall performance and work environment. A .50¢ wage increase will be added to his hourly rate following the evaluation.

A motion was made by Lucas Criswell and seconded by Robert Hamm to increase Kody Kreamer's hourly wage by .50¢ pending the evaluation. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Lucas Criswell to adjourn. The meeting was adjourned at 5:25pm. Motion carried

Respectfully Submitted,

By: _____



Contessa R Koch, Recording Secretary