

KELLY TOWNSHIP MUNICIPAL AUTHORITY 11/12/25 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, Matthew Aikey, Angela Reome and Contessa Koch.

A motion was made by Robert Hamm and seconded by Clint Morris to approve 10/08/25 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 October. 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 October. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve Revenue Check# 1217 in the amount of \$130,000.00 for November Working Capital. All in Favor. Motion carried.

A motion was made by Robert Hamm and seconded by Clint Morris to approve Construction Check# 1216 in the amount of \$5,999.50 to Vicon Industries, Inc. for security camera system. 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
Nothing to Report – Government Shutdown

Harold Pawling Lane
HRG continues to work with the Authority and is helping with postponement of this project until 2026.

Roundabout Project
Approval was received by PennDot for the project. The Township is still working on right-of-way approval from PennDot. This process may take a few months.

NPDES Permit Renewal
HRG is working with the Authority to complete the NPDES permit renewal for Kelly Crossroads treatment plant. We are still waiting for approval. If the permit expires before renewal the Authority can continue to operate under the old permit until it is approved.

Dubois WWTP Site Visit
HRG designed a large wastewater treatment plant in Dubois. Josh and Matt Aikey toured the plant to get ideas for upgrades to the Authority treatment plant. Matt feels it would be beneficial for the Board and a few employees to tour the plant as well. Josh will work on setting up the tour for December 4th at 7:30am with a rescheduling date of December 5th at 8am.

Executive Director's Report – Matthew Aikey

Resolution for LSA Grant

Matthew Aikey is working to obtain a grant to build a new control building and an electrical upgrade. A request was made to pass the following resolution:

1. Resolution 2025-04 requesting a Statewide Local Share Assessment grant of \$100,000.00 from Commonwealth Financing Authority to be used for the WWTP Control Building & Electrical Upgrade.

A motion was made by Cody Lytle and seconded by Clint Morris to pass Resolution 2025-04 as written to apply for a grant to build a new control building and an electrical upgrade. All in Favor. Motion carried.

(A copy of the Resolutions is included in the official meeting minutes.)

Rules and Regulations

A draft of the updated rules and regulations and sewer permit were presented to the Board for review. The Board agreed to table this discussion to next month's meeting to have enough time for everyone to review them.

457(b) Plan

The Authority has a qualified Governmental 457(b) Deferred Compensation Plan for retirement, and the Authority contributes 5% to the plan for qualified employees. A question has been raised about taxation of the Employer contribution to the plan regarding state and local tax. Doug Parker reached out to the office of PA State Representative David Rowe and asked if the Employer portion should be taxed for state and local. They responded with an answer from the Office of Chief Counsel that stated it should NOT be taxed for state and local. (See the email in the official meeting minutes) The Board agrees to make a change to not tax the Employer contribution of 5% for state and local. Angela will revise the Resolution for the Governmental 457(b) Plan to be approved at next month's meeting.

A motion was made by Clint Morris and seconded by Robert Hamm to not tax the Employer contribution to the 457(b) Plan for state and local tax effective January 1, 2026. All in favor. Motion carried.

Kelly Crossroads Agreement

Matt Aikey reached out to USDA to discuss the Authority taking over the Kelly Crossroads sewer treatment plant. However, due to the government shutdown they are not responding to emails currently.

Sludge Income Report

The Sludge Income Report for October was \$18,858.50. This was down a little compared to previous months. An increase to the sludge disposal rates is recommended for 2026 due to increases to processing and hauling fees. Matt Aikey will present a recommendation for increase at next month's board meeting.

CDBG Harold Pawling Lane Project

Nothing to Report. Waiting for a response from SEDA-COG.

Keystone Risk Management

Ezekiel Welch of Keystone Risk Management and Eddie Koebke of Pfeiffer-Naginey did a walk through with employees and a few Board members to evaluate the plant and make suggestions for safety improvements. They offered to do future risk assessments, follow-ups or surprise inspections as often as the Authority would feel necessary. They will provide quotes for recommended services.

Employee Reviews

Employee evaluations went well and were completed in the last week of October by the handbook deadline of November 1st. An evaluation was not completed for Contessa Koch due to the resignation letter received last month.

New Employee

The Authority welcomes Angela Reome to the team as the Bookkeeper/Treasurer. She has a bachelor's degree in accounting, an associate's degree in business management, Air Force veteran and First Responder. Her knowledge and experience in bookkeeping and management are invaluable to the office for the future of the Authority.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn and go into an executive session at 4:40pm. 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 5:45pm. All in Favor. Motion carried.

A motion was made by Chris Baylor and seconded by Clint Morris to adjourn. The meeting was adjourned at 5:46pm. All in Favor. Motion carried.

Respectfully Submitted,

By: Contessa R Koch

Contessa R Koch, Recording Secretary