

Kutztown Municipal Authority
45 Railroad Street
Kutztown, PA 19530
Minutes of July 12, 2023

A regular meeting of the Kutztown Municipal Authority was held on Wednesday, July 12, 2023, at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:00 p.m. by Mr. Don Sechler, Chairman. Members present were: Mr. Don Sechler, Mr. Walter Hess, Mrs. Shelia Fulton, Tim Vanek and Mr. Hilliard. Also in attendance: Mr. Gabriel Khalife, Authority Manager/Assistant Treasurer; and Mr. Mike Miller, Sewer Plant Manager; Public attendance: There was no public in attendance.

Approval of Minutes of the April 12, 2023, meeting were reviewed by members. Motion by Mr. Vanek and seconded by Mrs. Fulton to accept the April 12, 2023, minutes as written. The motion passed by unanimous vote.

Approval of Bills

Members reviewed the list of invoices paid April 11, 2023, through July 12, 2023. Committee members questioned the November Sewer Management Fee.

Bills Paid April 11, 2023 – July 12, 2023

Borough of Kutztown (March Water/Sewer)	114,733.92
Borough of Kutztown (March Sewer Mgmt. Fee)	302.04
Keystone Engineering Group, Inc. (Water/Sewer Plant Support)	1,947.77
Borough of Kutztown (April Water/Sewer)	137,327.04
Borough of Kutztown (April Sewer Mgmt. Fee)	285.95
Barley Snyder (Thru March 31, 2023)	1440.00
Borough of Kutztown (May Water/Sewer)	109,975.04
Borough of Kutztown (May Sewer Mgmt. Fee)	252.14
	\$ 366,263.90

Motion by Mr. Vanek and seconded by Mr. Hilliard to accept the April 11, 2023 - July 12, 2023 bills list. The motion passed by unanimous vote.

Review of the YTD Financial Statements and 2022 Audit.

Mr. Khalife reviewed the 2022 year to date financial report and indicated that the December transfer did not get posted until January 17, 2023, so the December 2022 'revenue and expense' were not included in the 2022 fiscal year. Also in 2022 KMA expensed our \$75,000 contribution to the Borough for the sludge tank rehabilitation project. Mr. Khalife reviewed the 2022 audit and noted the KMA's fund balance increased. Mr. Khalife reviewed the 2023 year to date and noted the new tier rate system implemented has been working well and to date.

Mr. Khalife provided an update on the St. Lukes Municipal Agreement:

Mr. Khalife reviewed the status of the St. Lukes water line, and it was completed and that our attorney has indicated that KMA Board can take action to authorize the Board Chair to enter into the maintenance agreement with the FANELLI GROUP PROPERTIES, LLC upon our engineer's review and certification of the project's completion. Motion by Mr. Vanek and seconded by Mrs. Fulton to authorize the Chair to enter into the agreement once KMA's engineer certifies the completion. The motion passed by unanimous vote.

Off Agenda – No items presented

ADJOURNMENT

There being no further business to discuss, motion by Mrs. Fulton and seconded by Mr. Vanek to adjourn the meeting. The motion carried and the meeting was adjourned at 7:20PM.

Respectfully submitted,

Gabriel Khalife

2023 Meeting Dates: October 11, December 13.