

**Kutztown Municipal Authority  
45 Railroad Street  
Kutztown, PA 19530  
Minutes of October 11, 2023**

A regular meeting of the Kutztown Municipal Authority was held on Wednesday, October 11, 2023, at the Kutztown Municipal Building, 45 Railroad Street.

The meeting was called to order at 7:02 p.m. by Mr. Don Sechler, Chairman. Members present were: Mr. Walter Hess, Mr. Tim Vanek and Mr. Brian Hilliard. Also in attendance: Mr. Gabriel Khalife, Authority Manager/Assistant Treasurer; Mr. Troy Smith, Water Plant Manager and Mr. Mike Miller, Sewer Plant Manager. Public attendance: Mark Koch, Janna Gregonis, Anne Franke, Kevin Fanelli, and Brian Kobularcik.

**Approval of Minutes**

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

**Approval of Bills**

Members reviewed the list of invoices paid July 12, 2023, through October 11, 2023.

**Bills Paid July 12, 2023 – October 11, 2023**

Borough of Kutztown (June Water/Sewer)	69,257.77
Borough of Kutztown (June Sewer Mgmt. Fee)	223.14
Moyer Mooney Investments LP (85% return of security deposit)	22,206.25
Hutchinson, Gillahan & Freeh, P.C.	3,000.00
KMA21st (KMA Advertisement)	173.20
Borough of Kutztown (July Water/Sewer)	106,640.22
Borough of Kutztown (July Sewer Mgmt. Fee)	238.96
Keystone Engineering (Water Support)	2,085.77
HRG (Water Line Extension 05/29 – 6/25))	16,358.51
HRG (Water Line Extension 6/26 – 07/30)	9,986.67
Ronnie Folk Paving (Commons Road Water Line)	2,025.00
Borough of Kutztown (Aug Water/Sewer)	93,754.05
Borough of Kutztown (Aug Sewer Mgmt. Fee)	239.59
	<b>\$326,189.13</b>

Motion by Mr. Vanek and seconded by Mr. Hess to accept the July 12, 2023 – October 11, 2023 bills list. The motion passed by unanimous vote.

**Review of Financial Statement**

Mr. Khalife commented that there was a significant amount of tapping fees received by KMA, which helped make the bottom line healthy. Mr. Khalife also noted that the period amount for legal service expenditure may be engineering service expenditure instead. These numbers should be corrected but will not affect the bottom line. Motion by Mr. Hilliard and seconded by Mr. Hess to accept the financial statement, pending corrections. The motion passed by unanimous vote.

### **Fanelli Maintenance Bond and Deed Dedication (St. Luke's)**

Mr. Fanelli requests the Borough of Kutztown to reduce the current performance bond to \$0 and switch to maintenance bond. Motion made to accept Mr. Fanelli's request by Mr. Vanek and seconded by Mr. Hess. The motion passed by unanimous vote.

### **Water Capacity/ Conveyance of Sewer for Proposed 129 Townhomes on Parcel Behind Hartman Road**

Mr. Brian Kobularcik introduced himself to the Kutztown Municipal Authority Members. Mr. Kobularcik is potentially looking for Borough of Kutztown water service at this time since the Borough's water lines run through the property. The need for sewer service from the Borough of Kutztown is to be determined, as Maxatawny Township is exploring the possibility of running a separate wastewater line for these proposed townhomes. Mr. Khalife commented on the need to make the request for water and sewer service to the Borough Council. More information regarding capacity and feasibility study will be needed. No formal requests or motions were made on this matter.

### **Flow of Sewage for East Penn Manufacturing/ C&B Development Project**

Mr. Mark Koch (Koch and Koch Attorney) is requesting a will serve letter from Kutztown Municipal Authority regarding these two projects. Mr. Khalife commented that Maxatawny Township's space capacity must be determined before approval to serve, and the remaining space is determined by other projects that have been given space. Mr. Koch made mention that East Penn has 1,000 gallons of sewage capacity reserved and paid for. Mr. Koch asked if capacity calculations were provided, could this conversation continue before the December KMA meeting. Mr. Miller questioned the strength of the wastewater that would enter our system and noted that both the gallons and strength need to meet the limits of the ordinance. Mr. Koch responded that C&B would be passing domestic strength wastewater only, and East Penn would consider flowing anything not domestic into a separate tank. Mr. Hilliard questioned whether any overflow from said tank would end up in the sewer/floor drain. Mr. Khalife commented that no decisions would be made during tonight's meeting and suggested that Mr. Koch attend upcoming Water/Wastewater meetings each month, so that the discussion can continue between now and December's KMA meeting.

### **Off Agenda**

Mr. Khalife presented a draft budget to Authority members. Mr. Khalife commented that we will end the year healthy but wants to make sure the numbers are true. Mr. Hilliard asked if we have any upcoming major projects. Mr. Khalife commented that there is a split purchase (with the Borough of Kutztown) for a sludge press in the next year. If the Borough of Kutztown does not get grant approval, we may need to borrow funds from Kutztown Municipal Authority. Payback timeline is between three and five years, and fund balance should increase with this investment.

Mr. Smith commented that he is waiting for a grant to replace water lines from Whiteoak Street. to College Garden Drive. All water piping will need to be replaced with galvanized steel.

Mr. Hess questioned the online billing portal. He mentioned there is no longer the ability to view water usage gallons by hour/day. Mr. Smith will check with Jill to see if this can be resolved.

Mr. Khalife discussed the Kutztown Municipal Authority's meeting schedule for 2024, which will mirror the 2023 schedule. Mr. Khalife discussed and made a motion to add two meetings throughout the year on an as needed basis. Meetings will continue on Wednesday evenings, to coincide with Water/Wastewater meetings. The motion was seconded by Mr. Hilliard, and passed by unanimous vote.

### **Adjournment**

There being no further business to discuss, motion by Mr. Hess and seconded by Mr. Hilliard to adjourn the meeting. The motion carried and the meeting was adjourned at 7:54 p.m.

Respectfully submitted,

Heidi M Hermany

**Remaining 2023 Meeting Date: December 13.**