

The Regular Board meeting of Houtzdale Municipal Authority was held on Monday, March 17th, 2025 at 4:00PM.

Members: Bernie Kephart - Present
 Kevin Phillips – Present
 Tim Stine – Present
 Dustin Zazworsky – Absent
 Chris Kitko – Present
 Tim Huber – Present
 Marjann Young – Absent

Also Present: Jeff Garrigan of HRG, Solicitor Rodney Beard and John Gallagher of HMA.

Discussions:

A brief discussion was held on Retirement Sick Time. Marjann Young and Dustin Zazworsky were in agreeance with decision via text. A motion was made.

A brief discussion was held on plugging Well 14 and the repairs on Well 14R.

A brief discussion was held on Ramey Reservoir repairs.

Gallagher recommended hiring Kathryn Witherow for the Part-Time Clerical position. A motion was made.

Gallagher informed the Board that Hydrant Flushing will start the week of March 24th, 2025.

Gallagher informed the Board that the Ginter tank is in need of emergency repairs/maintenance.

A brief discussion was held about allowing Houtzdale Ramey Fire Co to cross over a section of HMA property during their poker runs. A motion was made.

Motion List:

1. Chris Kitko made a motion seconded by Kevin Phillips to approve the minutes for February 17, 2025 meeting. Motion carried unanimously.
2. Tim Huber made a motion seconded by Tim Stine to approve and pay the bills for February. Motion carried unanimously.
3. Kevin Phillips made a Motion seconded by Chris Kitko to approve the Treasurer's Report for February. Motion carried unanimously.
4. Chris Kitko made a motion seconded Tim Huber to go ahead with the HRA account for the Retiree Program only. Vote was 4 to 1 with Kevin Phillips abstaining.

5. Tim Huber made a motion seconded by Tim Stine to offer Kathryn Witherow the part-time administrative clerical position at a pay rate of \$15.00/hr. This position will be for a minimum of 20 hours per week and will not exceed 50 hrs. per pay period according to the union contract, unless needed to cover for Full-time position during vacation and sick days. Motion carried unanimously.
6. Tim Stine made a motion seconded by Tim Huber to authorize payment of \$4200.00 to Woodward Twp for rental of street sweeper from US Municipal. Motion carried unanimously.
7. Kevin Phillips made a motion seconded by Tim Stine to accept the proposal from Mid Atlantic Storage Systems, Inc for emergency repairs/maintenance to the Ginter tank in the amount of \$124,600.00. Motion carried unanimously.
8. Kevin Phillips made a motion seconded by Tim Huber to approve for John Gallagher to attend a management seminar in Hershey, Pa on May 7th. Seminar is \$175.00 for the day plus expenses. Motion carried unanimously.
9. Kevin Phillips made a motion seconded by Tim to approve for John Gallagher to attend PWEA conference at Kalahari convention center June 22-25. Conference is \$515.00 plus expenses. Motion carried unanimously.
10. Chris Kitko made a motion seconded by Tim Huber to approve a trial period on March 23rd for the Houtzdale Ramey Fire Company poker run to cross over a section of HMA property. The fire company will add the HMA as an additional insured on their insurance policy and will monitor area being crossed. Motion carried unanimously.
11. Tim Huber made a motion seconded by Tim Stine to cancel Notice of Intent to Award for the Hannah Street project and reject all bids. Motion carried unanimously.
12. Kevin Phillips made a motion seconded by Tim Stine to execute the agreement with Greenland Construction and issue a Notice to Proceed. The date of The Notice to Proceed is to be determined and will be coordinated with the date of the pre-construction meeting. Motion carried unanimously.
13. Chirs Kitko made a motion seconded by Tim Huber to approve a donation in the amount of \$1000.00 to the Morann Gun & Rod Club to help with their 2025 fishing derby. This money will be taken from the Bulk Water/Scrap/Timber fund. Motion carried unanimously.
14. Kevin Phillips made a motion seconded by Chris Kitko to adjourn into Executive Session at 4:35 pm for litigation discussion. Motion carried unanimously.
15. Tim Huber made a motion seconded by Tim Stine to reconvene the regular meeting at 4:46pm. Motion carried unanimously.
16. Kevin Phillips made a motion seconded by Chris Kitko to adjourn the regular meeting at 4:47pm. Motion carried unanimously.



Ashley Smith
Recording Secretary