

The regular meeting of the Houtzdale Municipal Authority was held on Monday December 18, 2023 at 4:00PM.

Members: Bernie Kephart – Present
 Kevin Phillips – Present
 Tim Stine – Present
 Chris Kitko – Present
 Tim Huber – Present
 Marjann Young – Present

Also Present: Jeff Garrigan of HRG, John Gallagher of HMA, and Solicitor Winifred Jones-Wenger

Discussions:

Gallagher told the board he gave his lap top to Gordon so he needs to replace the one he gave to Gordon.

Gallagher said he would advertise the 2024 meeting schedule in the legal section of The Progress.

A brief discussion was held on the hiring of two employees. It was determined the hiring committee would consist of Chris Kitko, Marjann Young, Jeff Garrigan, John Gallagher, and Solicitor Winifred Jones-Wenger.

Motion List:

1. Chris Kitko made a motion seconded by Tim Stine to approve the Minutes for the November 20, 2023 regular meeting. Motion carried unanimously.
2. Tim Huber made a motion seconded by Marjann Young to approve and pay the bills for November. Motion carried unanimously.
3. Kevin Phillips made a motion seconded by Tim Stine to approve the treasurer's report for November. Motion carried unanimously.
4. Chris Kitko made a motion seconded by Kevin Phillips to approve the proposal from Dubler Insurance in the amount of \$27,984.00 for General Property and Liability Insurance through Glatfelter Public Entities. Motion carried unanimously.
5. Tim Stine made a motion seconded by Kevin Phillips to approve the proposal from Dubler Insurance in the amount of \$11,458.00 for Workmen's Compensation Insurance through AmTrust Financial. Motion carried unanimously.
6. Kevin Phillips made a motion seconded by Marjann Young to approve the proposal from Dubler Insurance LLC for Cyber Liability Insurance for 2024 in the amount of \$3,516.85. Motion carried unanimously.
7. Tim Stine made a motion seconded by Kevin Phillips to accept and approve the 2024 Houtzdale Municipal Authority Capital Budget. Motion carried unanimously.
8. Kevin Phillips made a motion seconded by Chris Kitko to accept and approve the 2024 Houtzdale Municipal Authority Operating Budget. Motion carried unanimously.

9. Tim Huber made a motion seconded by Kevin Phillips to close advertisement for accepting job applicants as of December 22, 2023 and call applicants for interviews starting January 3, 2024. Motion carried unanimously.
10. Tim Huber made a motion seconded by Chris Kitko to approve production recognition in the amount of \$200.00 each employee for 2023. Motion carried unanimously.
11. Tim Stine made a motion seconded by Tim Huber to approve the purchase of a laptop for John Gallagher in the amount of \$2,811.00 from R.S. Computer Services. Motion carried unanimously.
12. Tim Huber made a motion seconded by Tim Stine to hire ARM Group, LLC to prepare the SRBC permit renewal in the amount of \$41,650.00. Motion carried unanimously.

Tim Stine made a motion seconded by Kevin Phillips to adjourn the meeting at 4:30PM. Motion carried unanimously.



Marie McHugh
Recording Secretary