

**KELLY TOWNSHIP**  
**MUNICIPAL AUTHORITY**  
**12/10/25 MEETING MINUTES**

- 1) **Call to order:** Meeting was called to order at 3:55 PM by Chris Baylor, Chairman. Board Members present were Chris Baylor, Chairman, Cody Lytle, Vice Chairman, Robert Hamm, Secretary, Lucas Criswell, Treasurer, Clint Morris, Asst. Secretary/Treasurer, Josh Satteson, HRG, Matthew Aikey, Director, Robin Martin, Solicitor, Angela Reome, Bookkeeper, & Contessa Koch, Office Manager.
- 2) **Approval of Meeting Minutes:** Robert Hamm motioned to approve November meeting minutes as recorded with a second by Lucas Criswell. Motion carried 5-0.
- 3) **Executive Session:** None
- 4) **Approval of KTMA Financial Reports:** Robert Hamm motioned to approve the KTMA Financial Reports for November with a second by Lucas Criswell. Motion carried 5-0.
- 5) **Approval of Kelly Crossroads Financial Reports:** Robert Hamm motioned to approve the Kelly Crossroads Financial Reports for November, with a second by Lucas Criswell. Motion Carried 5-0.
- 6) **Approval of Revenue Check for Working Capital:** Robert Hamm motioned to approve Revenue Check #1218 in the amount of \$130,000.00 for November Working Capital with a second by Lucas Criswell. Motion carried 5-0.
- 7) **Approval of Construction Checks:**
  - Check # 1218, in the amount of \$919.39 to L/B Water for belt press sludge repair and plant hydrant repair kits.
  - Check # 1219, in the amount of \$1944.00 to Lon's Auto Body Inc. for bed liner coating, and maintenance on the 2025 Ford F150 and 2020 Chevy Silverado.
  - Check # 1220, in the amount of 2,893.33 to Lecce Electric Inc. for conduit repair and wire replacement at Millward Estates pump station.
  - Check # 1221, in the amount of \$9,391.77 to OPSCO for 2 pump rebuilds for Millward Estates pump station.
  - Check # 1222, in the amount of \$6,162.00 to Vicon Industries Inc. for security camera system installation.

Robert Hamm motioned to approve Construction check numbers 1218, 1219, 1220, 1221, & 1222 as mentioned above, with a second from Lucas Criswell. Motion carried 5-0.

## 8) Reports

a) **Solicitor's Report** - Nothing to report by Rob Martin, Esquire.

b) **Engineer's Report** - Josh Satteson (HRG)

- Route 15 Replacement Project – government is back open
- Harold Pawling Lane – nothing to report
- Roundabout Project – nothing to report
- Kelly Crossroads NPDES Permit Renewal - submitted
- Dubois WWTP Site Visit – rescheduled to 1/19/2026

c) **Executive Director's Report** – Matt Aikey

- Rules & Regulations – presented by Matt for discussion, will make revisions and discuss
- Kelly Crossroads Agreement – Board in favor  
Clint Morris motioned to allow Matt to proceed with gathering information to take over, with a second from Cody Lytle. Motion Carried 5-0.
- Sludge Income Report – November Total \$10,074.65.  
Bob Hamm motioned to increase hauling rate to .059 in 2026, with a second from Clint Morris. Motion carried 5-0.
- CDBG Harold Pawling Lane Project – Still awaiting response from SEDA-COG
- Keystone Risk Management – Agreement sent to Matt.  
Cody Lytle motioned to accept proposed safety manual training and would like further clarification on how employee training and consulting will work before making final decision with a second from Bob Hamm. Motion carried 5-0.
- Buffalo Creek #1 & #2 Generator – will decide on generator by January 1, 2026, and then discuss how to incorporate purchase into prison billing portion for Buffalo Creek #2 once amount is confirmed.

Cody Lytle motioned to accept the Solicitor's report, Engineer's report, and the Executive Director's report, with a second from Robert Hamm. Motion carried 5-0.

9) **Old Business:** None

10) **New Business**

a) **Election of Officers:**

Chris Baylor - Chairman  
Cody Lytle - Vice Chairman  
Robert Hamm - Secretary  
Lucas Criswell - Treasurer  
Clint Morris - Assistant Treasurer / Secretary

b) **Election of Vice Chairman:** Term ends 2025

c) **Appointment of Solicitor:** Slivinski Law Offices, LLC – Robin S. Martin, Esquire

d) **Appointment of Engineer:** HRG

Lucas Criswell motioned to accept the Election of Officers, Vice Chairman, Solicitor, and Engineer as stated above with a second by Clint Morris. Motion Carried 5-0.

A motion was made by Chris Baylor to go into executive session at 4:56 pm with a second by Clint Morris. Motion Carried 5-0

A motion was made by Chris Baylor to return to regular session at 5:31 pm with a second by Clint Morris. Motion Carried 5-0.

11) **Adjournment:** Motion to adjourn made by Chris Baylor with a second by Clint Morris at 5:31pm.

Respectfully Submitted By,



Angela S Reome

Attest: