

KELLY TOWNSHIP
MUNICIPAL AUTHORITY
1/14/26 MEETING MINUTES

- 1) **Call to order:** Meeting was called to order at 4:17 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, Matthew Aikey, Director, Robin Martin, Solicitor, Angela Reome, Bookkeeper.
- 2) **Approval of Meeting Minutes:** Robert Hamm motioned to approve December 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 December with a second by Lucas Criswell. Motion carried 5-0. **Reports on file in the office.*
- 5) **Approval of Kelly Crossroads Financial Reports:** Robert Hamm motioned to approve the Kelly Crossroads Financial Reports for December, with a second by Lucas Criswell. Motion Carried 5-0. **Reports on file in the office.*
- 6) **Approval of Revenue Check for Working Capital:** Moving forward bills will be paid either online, or checks cut, and those reports are on file at the office to view check numbers and totals. Robert Hamm motioned to approve changing the process of paying bills along with presentation of the reports with a second by Lucas Criswell. Motion carried 5-0.
- 7) **Reports**
 - **Solicitor's Report** - Rob Martin, Esquire. Draft a letter for the transfer agreement for Kelly Crossroads
 - **Engineer's Report** - Josh Satteson (HRG)- *Not present for meeting.*
 - Route 15 Replacement Project
 - Harold Pawling Lane
 - Roundabout Project
 - Kelly Crossroads NPDES Permit Renewal
 - **Executive Director's Report** – Matt Aikey
 - Angela requested to change format of financial reports at meetings, and to begin paying most of the bills online to save time and money and will then submit financial reports to board for approval. Discussed Possible Exit Audit of the books with the current long-term change over in staff. Rob will contact Larsen & Kellett to discuss it further.

- Rules & Regulations – Motion to approve by Clint Morris with a 2nd by Lucas Criswell. Motion carried 5-0
- Kelly Crossroads Agreement – Board remains in favor of moving forward.
- Sludge Income Report – December Total: \$11,697.55 / (227,750 gallons)
- CDBG Harold Pawling Lane Project – Still awaiting response from SEDA-COG.
- Keystone Risk Management – Awaiting training set up.
- Buffalo Creek #1 & #2 Generator – Clint Morris motioned to approve purchase of new generator with a 2nd from Cody Lytle pending quotes of Lecce service along with delivery time. Motion Carried 5-0.
- Commercial Billing – Cody Lytle motioned to approve Commercial Billing Rate Increase to \$10.00 / per 10,500 gallons of water (further increase to gradually happen over time), with a 2nd by Lucas Criswell. Motion carried 5-0.

8) **Old Business:** None

9) **New Business**

- Matt requested clarification and approval with moving forward to make repairs and bring the plant processes and procedures current. Cody Lytle motioned to allow \$10,000 to be spent without approval, and requested a courtesy notice to board members for any spending of \$5,000 or more, with a 2nd from Clint Morris

10) **Adjournment:** Motion to adjourn made by Chris Baylor with a second by Clint Morris at 5:29pm.

Respectfully Submitted By,



Angela S Reome

Attest: