

KELLY TOWNSHIP MUNICIPAL AUTHORITY 7/22/2026

SPECIAL MEETING MINUTES:

Attendance:

Chairman: Chris Baylor, ***Secretary:*** Robert Hamm, ***Asst. Secretary/Treasurer:*** Clint Morris, ***Treasurer:*** Lucas Criswell, ***Solicitor:*** Robin Martin, ***Director:*** Matthew Aikey, ***Bookkeeper:*** Kirsten C Minier.

A Quorum was established.

The meeting was called to order at 2:00pm by Chairman Chris Baylor.

ADVERTISED DISCUSSION TOPIC(S):

Billing Procedure:

Discussion began regarding how other local municipalities currently bill sewer customers.

Director, Matthew Aikey spoke with several local municipalities and confirmed that each which has a sewer meter, bills based off those sewer reads. The US Penitentiary has two sewer meters that are both checked and calibrated quarterly.

KTMA & US Penitentiary previously were under a separate billing agreement that has since expired.

KTMA currently bills commercial property owners based off their sewer reads and since the agreement with the US Penitentiary has since expired, KTMA collectively decided to proceed with billing them just as they do every other commercial sewer customer.

Solicitor: Robert Martin has a letter to send to the US Penitentiary informing them of the changes that will be made.

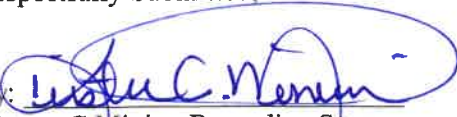
Chairman: Chris Baylor requested a motion to approve the billing procedure for the US Penitentiary going forward.

Secretary: Robert Hamm made the motion to send a letter to the US Penitentiary stating that it was determined that KTMA will begin billing them based on their sewer read commencing September 1, 2026. ***Solicitor:*** Robert Martin will add verbiage stating that their bill will be pro-rated for the months July & August of 2026. Then they would continue to receive their bill monthly based on their monthly sewer reads. ***Secretary/Treasurer:*** Clint Morris 2nd the motion to send the letter & then bill based on their sewer reads.

All in favor Motion carried to begin billing US Penitentiary based on their sewer reads beginning September 1, 2026.

Executive Session: At 2:28pm the Board entered an Executive Session to discuss a legal matter. With nothing further to be voted on by the Board members, it was decided by all members to conclude both the Executive Session & the Special Meeting at 2:56pm.

Respectfully Submitted,

By: 
Kirsten C Minier, Recording Secretary