

SUMMIT TOWNSHIP WATER AUTHORITY
Reorganization & Regular Business Meetings
Tuesday, January 6, 2015

The reorganization meeting of the Summit Township Water Authority was called to order by Chairman Kupetz at 6:00 p.m., followed by a salute to the flag. Present were Authority members Kurtz and Lacey as well as Engineer Maas, Manager Troutman and Recording Secretary Hayford. Solicitor Blakely and Board Member Haaf were absent. There was no-one in the audience.

CALL TO ORDER

Motion by Lacey, seconded by Kurtz, appointing James Kupetz as Chairman of the Authority Board, to serve until the first Tuesday of January 2016.

VOTE: 3/0

APPOINTMENTS:

- **CHAIRMAN**

Motion by Kurtz, seconded by Lacey, appointing John Lacey as Vice-Chairman of the Authority Board, to serve until the first Tuesday of January 2016.

VOTE: 3/0

- **VICE CHAIRMAN**

Motion by Lacey, seconded by Kurtz, appointing Arthur Kurtz as Secretary of the Authority Board, to serve until the first Tuesday of January 2016.

VOTE: 3/0

- **SECRETARY**

Motion by Kurtz, seconded by Lacey, appointing Tim Haaf as Assistant Secretary of the Authority Board, to serve until the first Tuesday of January 2016.

VOTE: 3/0

- **ASST SECRETARY**

Motion by Kurtz, seconded by Lacey, appointing Timothy Haaf as Treasurer of the Authority Board, to serve until the first Tuesday of January 2016.

VOTE: 3/0

- **TREASURER**

Motion by Lacey, seconded by Kurtz, appointing Art Kurtz as Assistant Treasurer of the Authority Board, to serve until the first Tuesday of January 2016.

VOTE: 3/0

- **ASST TREASURER**

Motion by Kurtz, seconded by Lacey, that Richard Blakely of Blakely & Blakely, LLC be appointed Solicitor for the Authority, to serve until the first Tuesday of January 2016 at the rate of \$130/hour.

VOTE: 3/0

- **SOLICITOR**

Motion by Kurtz, seconded by Lacey, that August Maas of Hill Engineering be appointed Engineer for the Authority, to serve until the first Tuesday of January 2016 at the rate of \$120/hour.

VOTE: 3/0

- **ENGINEER**

Motion by Kurtz, seconded by Lacey, designating all lending institutions with an office in Erie County as potential depositories for Water Authority funds in 2015.

VOTE: 3/0

DEPOSITORIES NAMED

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Motion by Lacey, seconded by Kurtz, establishing office hours for 2015 as 8:00 a.m. – 4:30 p.m., Monday through Friday and closed daily from 12:00 – 12:30 for lunch.

VOTE: 3/0

OFFICE HOURS

Motion by Kurtz, seconded by Lacey, setting regular business meetings for 2015 as the first Tuesday of each month at 6:00 p.m., except when Monday is a holiday, in which case the meeting will be held the following Wednesday.

VOTE: 3/0

MEETING DATES

Motion by Kurtz, seconded by Lacey, to increase employee wages by 3% effective January 1, 2015.

VOTE: 3/0

EMPLOYEE WAGES

Motion by Lacey, seconded by Kurtz, to approve the same benefits as adopted by the Summit Township Supervisors for 2015, with the exception of pension which will be equal to 6% of the employee's wage.

VOTE: 3/0

EMPLOYEE BENEFITS

At this time, motion by Lacey and seconded by Kurtz to adjourn the Reorganization Meeting and commence with the Regular Business Meeting.

VOTE: 3/0

**REORGANIZATION
MEETING ADJOURNED**

Motion by Kurtz, seconded by Lacey, approving the minutes of the December 2, 2014 Regular Business Meeting, having been reviewed by all Board members.

VOTE: 3/0

**APPROVAL OF
MINUTES**

Motion by Kurtz, seconded by Lacey, approving the December Treasurer's Report as submitted.

**APPROVAL OF
TREASURER'S
REPORT**

Lacey expressed disappointment with the layout of the purchase journal since converting to Quick Books accounting software. He was reminded that this change was made at the recommendation of our auditor in order to reduce audit time and cost. While the reports contain the same information, the format cannot be changed.

VOTE: 3/0

Motion by Kurtz, seconded by Lacey, approving the December expenses as reviewed.

VOTE: 3/0

**APPROVAL OF
EXPENSES**

Engineer Maas reported that bids were recently opened for replacement filter media at the Mitchell well field. With S & S Filter company being the apparent low bidder, Maas recommends their award upon submission of necessary bonds and certificate of insurance.

**REPLACEMENT OF
FILTER MEDIA**

Motion by Kurtz, seconded by Lacey, granting the award to S&S Filter company with the stipulation that all of the required documents be presented.

VOTE: 3/0

S & S FILTER CO

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Lacey asked if the Authority has the means to continue operation in the event of a natural disaster or wide-spread power failure. Troutman responded that emergency generators are in place at some of our facilities with plans in place to install equipment at Hershey Road. The Millcreek pump station currently has portable generators and a permanent back-up power is a condition of the settlement agreement with the City of Erie Water Authority. Troutman added that the Authority also has the capability to haul fuel to supply this equipment as needed.

**EMERGENCY
GENERATORS**

Manager Troutman reported that the Summit Township Sewer Authority is in the process of designing a new lift station to be constructed on Route 97 across from Pilot. Because the building is approx. 300 feet from the water main, a meter pit will be required in order to avoid any underground connections before the meter. The Sewer Authority opposes this arrangement and instead proposes a 6" extension of the main to service their building. In exchange for our personnel installing the line, the Sewer Authority will provide the materials needed.

**SEWER AUTHORITY
EXTENSION FOR
LIFT STATION ON
RT 97**

Board members were in favor of this plan with the stipulation that the Sewer Authority be responsible for all restoration.

MERLE AVE SURVEYS

A survey was conducted among the property owners along Merle Avenue to determine interest for public water service. Of the 5 surveys sent, only 2 were returned. Board members chose to table any further action until next month in order to give additional time for more responses.

With no further business to come before the Authority, motion by Kurtz, seconded by Lacey, to adjourn the meeting at 6:32 p.m.
VOTE: 3/0

ADJOURNMENT

Respectfully submitted,



Gretchen L. Hayford

Secretary

1/30/14