

**SUMMIT TOWNSHIP SEWER AUTHORITY
RE-ORGANIZATIONAL MEETING
JANUARY 25, 2018**

The re-organizational meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:02 A.M. by Chairman Chris Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania.

CALL TO ORDER

Present: Chris Fette, Chairman; Michael Rose, Vice Chairman; Laban Marsh, Secretary; Cloyd J. Rose, Assistant Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Clayton J. Fails, P.E., Greenman-Pedersen, Inc.; George Joseph, The Quinn Law Firm; and Caitlyn Haener-Schwab, Administrative Supervisor. Visitors: None.

ROLL CALL

Chairman Fette opened the floor for nominations to the positions of; Chairman, Vice Chairman, Secretary, Assistant Secretary, and Treasurer for the 2018 calendar year.

Motion by Mr. C. Rose, seconded by Mr. Welka to appoint Mr. Fette as Chairman. Vote 5/0.

CHAIRMAN

Motion by Mr. C. Rose, seconded by Mr. Welka to appoint Mr. Michael Rose as Vice Chairman. Vote 5/0.

VICE CHAIRMAN

Motion by Mr. C. Rose, seconded by Mr. Welka to appoint Mr. Laban Marsh as Secretary. Vote 5/0.

SECRETARY

Motion by Mr. Welka, seconded by Mr. Marsh to appoint Mr. Cloyd Rose as Assistant Secretary. Vote 5/0.

ASS'T
SECRETARY

Motion by Mr. C. Rose, seconded by Mr. Marsh to appoint Mr. Welka as Treasurer. Vote 5/0.

TREASURER

Chairman Fette opened the floor for nominations of two board members to the personnel committee for the 2018 calendar year.

Motion by Mr. Welka, seconded by Mr. C. Rose to appoint Mr. M. Rose to the personnel committee. Vote 5/0.

PERSONNEL
COMMITTEE

Motion by Mr. Welka, seconded by Mr. C. Rose to appoint Mr. Marsh to the personnel committee. Vote 5/0.

Chairman Fette opened the floor for nominations of two board members to the special project finance committee for the 2018 calendar year.

Motion by Mr. Marsh, seconded by Mr. C. Rose to appoint Mr. M. Rose to the special project finance committee. Vote 5/0.

SPECIAL
PROJECT
FINANCE
COMMITTEE

Motion by Mr. Marsh, seconded by Mr. C. Rose to appoint Mr. Welka to the special project finance committee. Vote 5/0.

**Summit Township Sewer Authority
Re-Organizational Meeting
January 25, 2018**

Chairman Fette opened the floor for nominations of two board members to the audit committee for the 2018 calendar year.

Motion by Mr. C. Rose, seconded by Mr. M. Rose to appoint Mr. Welka to the audit committee. Vote 5/0.

AUDIT
COMMITTEE

Motion by Mr. C. Rose, seconded by Mr. M. Rose to appoint Mr. Marsh to the audit committee. Vote 5/0.

Chairman Fette stated that appointments for solicitor, engineer and auditor needed to be made for the 2018 calendar year.

Motion by Mr. M. Rose, seconded by Mr. Marsh to appoint George Joseph, of the office of Quinn, Buseck, Leemhuis, Toohey & Kroto Inc., as the Solicitor for 2018 in accordance with the rate schedule to be filed at the Authority offices. Vote 5/0.

SOLICITOR

Motion by Mr. M. Rose, seconded by Mr. Marsh to appoint Clayton J. Fails, P.E., Greenman-Pedersen, Inc., as the Authority Engineer for 2018 in accordance with the rate schedule to be filed at the Authority offices. Vote 5/0.

ENGINEER

Motion by Mr. Marsh, seconded by Mr. Welka to appoint McGill Power Bell & Associates, LLP, as the Authority Auditor for 2018 in accordance with the Audit Service Agreement dated June 30, 2016. Vote 4/1. (Y-CF,CR,MW,LM; N-MR)

AUDITOR

Chairman Fette stated that the Authority's depositories needed to be named and the recommendation is to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2018.

Motion by Mr. M. Rose, seconded by Mr. Welka to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2018. Vote 5/0.

DEPOSITORIES

Chairman Fette informed the Board that the Authority's office hours and meeting dates for 2018 needed to be established.

Motion by Mr. Welka, seconded by Mr. Marsh to set the office hours for 2018 at 8:00 a.m. to 4:30 p.m. Monday through Friday. Vote 5/0.

OFFICE HOURS

Motion by Mr. M. Rose, seconded by Mr. Welka to set the meeting date and time as the last Thursday of each month at 9:00 a.m. except for December 20th, due to the Christmas holiday. Vote 5/0.

MEETING TIMES

**Summit Township Sewer Authority
Re-Organizational Meeting
January 25, 2018**

With no further business to come before the board Motion by Mr. Marsh, seconded by Mr. Welka to adjourn. Vote 5/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:06 a.m.

Respectfully submitted,

Caitlyn Haener-Schwab
Administrative Supervisor