

SUMMIT TOWNSHIP WATER AUTHORITY
Reorganization Meeting
Tuesday, January 4, 2022

Chairman Davis called to order the Reorganization Meeting of the Summit Township Water Authority at 6:00 p.m., followed by a salute to the flag. Authority members Kurtz, Schaefer, and Stevens were present, as were Engineer Zack, Solicitor Blakely, Manager B. Hiles and Recording Secretary Hayford. Board member Lacey was absent. There was no one in the audience.

CALL TO ORDER

Motion by Schaefer, seconded by Stevens, that Tony Davis be appointed Chairman of the Authority Board for 2022.

VOTE: 4/0

APPOINTMENTS:

- **CHAIRMAN**

Motion by Kurtz, seconded by Schaefer, that Jack Lacey be appointed Vice Chairman of the Authority Board for 2022.

VOTE: 4/0

- **VICE CHAIRMAN**

Motion by Stevens, seconded by Davis, that Art Kurtz be appointed Secretary of the Authority Board for 2022.

VOTE: 4/0

- **SECRETARY**

Motion by Kurtz, seconded by Stevens, that Sid Schaefer be appointed Assistant Secretary of the Authority Board for 2022.

VOTE: 4/0

- **ASST SECRETARY**

Motion by Schaefer, seconded by Davis, that Larry Stevens be appointed Treasurer of the Authority Board for 2022.

VOTE: 4/0

- **TREASURER**

Motion by Kurtz, seconded by Davis, that Sid Schaefer be appointed Assistant Treasurer of the Authority Board for 2022.

VOTE: 4/0

- **ASST TREASURER**

Motion by Kurtz, seconded by Stevens, that Richard Blakely of Blakely & Blakely, LLC be appointed Solicitor of the Authority for 2022 at a rate of \$155 per hour.

VOTE: 4/0

- **SOLICITOR**

Motion by Kurtz, seconded by Schaefer, that CT Consulting be appointed as Engineering firm of the Authority for 2022 according to their rate schedule.

VOTE: 4/0

- **ENGINEER**

Motion by Stevens, seconded by Schaefer, designating all lending institutions with an office in Erie County as potential depositories for Water Authority funds in 2022.

**DEPOSITORIES
NAMED**

VOTE: 4/0

Motion by Kurtz, seconded by Schaefer, establishing office hours for 2022 as 8:00 am – 4:30 pm, Monday through Friday, closed for lunch between 12:00 and 12:30 except when the Township hours are adjusted during the COVID-19 pandemic, then hours will be 8:00 am to 4:00 pm Monday through Friday.

OFFICE HOURS

VOTE: 4/0

Motion by Kurtz, seconded by Schaefer, that regular business meetings for 2022 be held on 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 at 6:00 p.m.

MEETING DATES

VOTE: 4/0

Motion by Stevens, seconded by Davis, to award a 3% wage increase for all full-time Authority employees.

EMPLOYEE WAGES

VOTE: 4/0

Motion by Kurtz, seconded by Schaefer, to approve the same benefits as adopted by the Summit Township Supervisors for 2022, with the exception of pension which will be equal to 10% of the employee's gross wages into their 401A.

EMPLOYEE BENEFITS

VOTE: 4/0

With no further business to be conducted, motion by Stevens, seconded by Schaefer, to adjourn the 2022 Reorganization Meeting at 6:08 p.m.

ADJOURNMENT

VOTE: 4/0

Respectfully submitted,

Gretchen Hayford
Recording Secretary
1/12/2022

SUMMIT TOWNSHIP WATER AUTHORITY
Regular Business Meeting
Tuesday, January 4, 2022

The Regular Business Meeting of the Summit Township Water Authority was called to order by Chairman Davis at 6:08 p.m., immediately following the 2022 Reorganization Meeting.

CALL TO ORDER

Motion by Kurtz, seconded by Schaefer, to approve the December 7, 2021 minutes as presented, having been reviewed by all Board members.

APPROVAL OF MINUTES

VOTE: 4/0

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

APPROVAL OF TREASURER'S REPORT

VOTE: 4/0

Motion by Stevens, seconded by Schaefer, approving the December expenses as reviewed by all Board members.

APPROVAL OF EXPENSES

VOTE: 4/0

Regarding the Route 19 and Route 97 takepoint operational permits, John Zack reported significant progress in getting these approved. CT has been in contact with DEP on a regular basis and they have been extremely helpful in getting this resolved. He anticipates even more progress in the coming weeks.

PERMIT APPLICATION

A workshop to present the Water Model and discuss the unidirectional flushing program will take place at the Township Building on January 20th at 9:30 am. Water Authority employees and Board members are encouraged to attend.

WATER MODEL AND FLUSHING PROGRAM WORKSHOP

Solicitor Blakely has had no further response from GPI regarding release of our GIS files. John will update the initial proposal for GPI to re-create this information and present it next month for review.

GIS FILE UPDATE

Brian Hiles presented a letter from Glen Renaud requesting another extension for installing a separate water service to the PA Academy building. He cited several reasons that he can not meet our deadline and instead asked for completion by March 24, 2023.

GLEN RENAUD WATER SERVICE

Board members considered his request and the number of extensions that have already been given. With this in mind, it was decided to require that the separated service be installed and operational by June 2022.

In other business, Motion by Kurtz, seconded by Schaefer, promoting Brian Hiles to Manager. Brian respectfully declined a pay increase at this time.

BRIAN HILES PROMOTED TO MANAGER

VOTE: 4/0

Motion by Kurtz, seconded by Stevens to hire Lynn Rublee as a Systems Operator contingent upon a successful criminal background check at a rate to be filed at the Authority office.

LYNN RUBLEE HIRED

VOTE: 4/0

Discussion ensued about requiring drug and alcohol testing and a driver’s license check for all new hires.

Currently, our personnel code allows for drug testing with due cause but does not require it. Our insurance carrier performs a driver’s license check and will alert us of any reasons they cannot be insured.

Motion by Kurtz, seconded by Davis, to require pre-employment drug screening, as well as a criminal and driver’s check on all future new hires after today. Blakely was directed to amend the personnel code as required.

**PRE-EMPLOYMENT
SCREENING**

VOTE: 4/0

Motion by Kurtz, seconded by Davis, to increase the water rates to \$9.18/1,000 gallons for metered services and \$10.18/1,000 gallons for bulk services.

**WATER RATES
INCREASED**

VOTE: 4/0

Schaefer asked if there was any desire to offer a consulting position to Bob Mitchell. The general consensus is that there isn’t a current need for this position and no further action was taken.

**CONSULTING
POSITION
CONSIDERED – NO
ACTION**

Lastly, motion by Davis, seconded by Schaefer, increasing Gretchen Hayford’s pay as she is now fully doing the job of Office Manager. This rate will be filed at the Authority’s office.

**G. HAYFORD
PAY INCREASE**

VOTE: 4/0

With no further business to come before the Board, motion by Stevens, seconded by Kurtz, to adjourn the meeting at 6:48 p.m.

ADJOURNMENT

VOTE: 4/0

Respectfully submitted,

Gretchen Hayford
Recording Secretary
1/12/22