

**SUMMIT TOWNSHIP WATER AUTHORITY**  
**Regular Business Meeting**  
**Tuesday, November 3, 2021**

The regular business meeting of the Summit Township Water Authority was called to order by Vice Chairman Lacey at 6:00 p.m., followed by a salute to the flag. Present were Authority members Schaefer, Stevens and Kurtz. Also present were Solicitor Blakely, Engineer Zack, Manager Mitchell, Assistant Manager Hiles and Recording Secretary Hayford. Chairman Davis was absent; there was one person in the audience.

**CALL TO ORDER**

Motion by Stevens, seconded by Kurtz, to approve the minutes of the October 5, 2021 Regular Business Meeting, having been reviewed by all Board members.

**APPROVAL OF MINUTES  
OCTOBER 5, 2021**

**VOTE: 4/0**

Motion by Schaefer, seconded by Kurtz, to approve the October Treasurer's Report as submitted.

**APPROVAL OF  
TREASURER'S REPORT**

**VOTE: 4/0**

Motion by Kurtz, seconded by Schaefer, that said amounts be drawn upon the treasury for payment of the October 2021 expenses.

**APPROVAL OF EXPENSES**

**VOTE: 4/0**

Regarding the Water Model, Engineer Zack reported the preliminary model was presented to Management and Operators. Several recommendations were made by both CT and STWA. Next, a follow-up work session will be scheduled to further discuss the initial ideas and iron out any details before the model is finalized. Stevens expressed interest in attending the work session. Mitchell will notify everyone once a date has been chosen.

**WATER MODEL UPDATE**

As directed, Solicitor Blakely sent a letter to GPI formally requesting the GIS files that were not released to the Authority. This afternoon, he received a voice mail from someone representing GPI but they have not yet spoken.

**REQUEST FOR RECORDS  
FROM GPI**

Manager Mitchell provided a brief update on changes to the former GREATT property / Family First Sports Park. Previously, a letter was sent to Glen Renaud, owner of the dormitory building, requiring him to install his own service line and completely disconnect from the Sport's Park service. We understand that the property will be further subdivided and it is the Authority's position that as buildings are separated, they too will be required to have an independent service line and meter.

**FORMER GREATT  
PROPERTY TO INSTALL  
INDIVIDUAL SERVICES  
AS SUB-DIVIDED**

With respect to the leased property on Hamot Road, Mitchell reported that surveying hasn't been done yet but we have started clearing the property.

**HAMOT ROAD  
PROPERTY**

Richard Vicary of Vicary Insurance has notified that the UPMC Health plan offered to our employees will no longer be available. As our policy renews in December, he will be presenting comparable plans in the coming week. Board members asked if joining in on the Township's plan was an option. Mitchell will look into this.

**HEALTH CARE  
RENEWAL**

In other business, Lacey asked if there were any updates to the agreement with the Sewer Authority for reading their meters. Blakely responded that he will take another look and forward his remarks to Mitchell.

**STSA METER  
READING AGREEMENT**

Lastly, Board members were asked to consider the following addendum to the Personnel Code:

PROPOSED PERSONNEL  
CODE CHANGE

A “**temporary or seasonal**” employee’s employment with the Authority is intended to be limited in duration. Temporary/seasonal employees may be part-time or full-time, but do not become “regular” employees because they have worked a certain number of hours or for a certain length of time. A temporary/seasonal employee will not become regular part-time or full-time unless he/she is informed of the change in status in writing by the Board of Directors. Temporary/seasonal employees receive all benefits required by law, but they are not eligible for any other benefits provided by the Authority, except for the Assistant Manager who will be eligible for all benefits required by law and generally for other benefits provided by the Authority, subject to the terms, conditions, and limitations of each benefit program.

Following a brief discussion, it was decided to continue past practice of only extending benefits to full-time employees.

With no further business to come before the Authority, motion by Stevens, seconded by Schaefer, to adjourn the meeting at 6:20 p.m.

ADJOURNMENT

**VOTE: 5/0**

Respectfully submitted,

Gretchen L. Hayford  
Recording Secretary 11/17/21