

# SUMMIT TOWNSHIP WATER AUTHORITY

## Reorganization Meeting

### Wednesday, January 4, 2023

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 Lacey, Kurtz, Schaefer, and Stevens were present, as were Engineer Zack, Solicitor Blakely, Manager B. Hiles and Recording Secretary Hayford. There was no one in the audience.

Motion by Schaefer, seconded by Lacey, that Tony Davis be appointed Chairman of the Authority Board for 2023.

**VOTE: 5/0**

Motion by Davis, seconded by Stevens, that Jack Lacey be appointed Vice Chairman of the Authority Board for 2023.

**VOTE: 5/0**

Motion by Stevens, seconded by Lacey, that Art Kurtz be appointed Secretary of the Authority Board for 2023.

**VOTE: 5/0**

Motion by Stevens, seconded by Kurtz, that Sid Schaefer be appointed Assistant Secretary of the Authority Board for 2023.

**VOTE: 5/0**

Motion by Lacey, seconded by Davis, that Larry Stevens be appointed Treasurer of the Authority Board for 2023.

**VOTE: 5/0**

Motion by Davis, seconded by Lacey, that Sid Schaefer be appointed Assistant Treasurer of the Authority Board for 2023.

**VOTE: 5/0**

Motion by Davis, seconded by Kurtz, that Richard Blakely of Blakely & Blakely, LLC be appointed Solicitor of the Authority for 2023 at a rate of \$165 per hour.

**VOTE: 5/0**

Motion by Schaefer, seconded by Lacey, that CT Consulting be appointed as Engineering firm of the Authority for 2023 according to their rate schedule.

**VOTE: 5/0**

**CALL TO ORDER**

**APPOINTMENTS:**

- **CHAIRMAN**
  
- **VICE CHAIRMAN**
  
- **SECRETARY**
  
- **ASST SECRETARY**
  
- **TREASURER**
  
- **ASST TREASURER**
  
- **SOLICITOR**
  
- **ENGINEER**

Motion by Kurtz, seconded by Stevens, designating all lending institutions with an office in Erie County as potential depositories for Water Authority funds in 2023.

**DEPOSITORIES  
NAMED**

**VOTE: 5/0**

Motion by Stevens, seconded by Schaefer, establishing office hours for 2023 as 8:00 am – 4:00 pm, Monday through Friday.

**OFFICE HOURS**

**VOTE: 5/0**

Motion by Kurtz, seconded by Schaefer, that regular business meetings for 2023 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: 5/0**

Motion by Schaefer, seconded by Lacey, to award a 5% wage increase for all full-time Authority employees.

**EMPLOYEE WAGES**

**VOTE: 5/0**

Motion by Schaefer, seconded by Lacey, to approve the same benefits as adopted by the Summit Township Supervisors for 2023, with the exception of pension which will be equal to 10% of the employee's gross wages into their 401A.

**EMPLOYEE BENEFITS**

**VOTE: 5/0**

With no further business to be conducted, motion by Stevens, seconded by Schaefer, to adjourn the 2023 Reorganization Meeting at 6:08 p.m.

**ADJOURNMENT**

**VOTE: 5/0**

Respectfully submitted,

Gretchen Hayford  
Recording Secretary  
1/27/2023

**SUMMIT TOWNSHIP WATER AUTHORITY**  
**Regular Business Meeting**  
**Wednesday, January 4, 2023**

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 2023 Reorganization Meeting.

**CALL TO ORDER**

Motion by Schaefer, seconded by Lacey, to approve the minutes of the December 6, 2022 Regular Business Meeting and the December 13, 2022 Special Business Meeting as presented, having been reviewed by all Board members.

**APPROVAL OF MINUTES**

**VOTE: 5/0**

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

**APPROVAL OF TREASURER'S REPORT**

**VOTE: 5/0**

Motion by Stevens, seconded by Schaefer, that said amounts be drawn upon the treasury for payment of the December 2022 expenses.

**APPROVAL OF EXPENSES**

**VOTE: 5/0**

Regarding the Route 19 and Route 97 take-point allocation permits, John Zack reported that the EWW permit was submitted on December 28<sup>th</sup> clearing the way for us to re-submit ours.

**PERMIT APPLICATION**

The PA Small Water and Sewer Grant application was submitted.

The Hydrogeological report for Moore Road well #4 was submitted on December 19<sup>th</sup>. This is required in order to complete the DEP operations permit.

**WELL #4 UPDATE**

Zack briefly discussed the concept plans that are being developed for the updates to the Hershey Road pump station. Once complete, they will be submitted to EWW for review.

**HERSHEY RD CONCEPT PLAN**

Lastly, a rate study kick-off meeting with CT and Authority staff will take place this week.

**RATE STUDY**

Manager Hiles expressed concern over the condition of the pumps at Hershey Road. Of the four pumps, only three are functioning and of those, one is beginning to fail. With all four being original (early 1990's), he worries that we could have another break down before we learn if we're approved for a grant to replace them. He feels that at a cost of \$16,000 per pump to re-build (parts need to be custom machined) it is better to just replace them.

**HERSHEY ROAD PUMPS**

Following a brief discussion, motion by Kurtz, seconded by Schaefer, to purchase two new pumps for Hershey Road.

**VOTE: 5/0**

In other business, motion by Kurtz, seconded by Lacey, to implement a rate increase of **RATE INCREASE** 6.9% beginning with the January 2023 billing.

**VOTE: 5/0**

With no further business to come before the Board, motion by Schaefer, seconded by **ADJOURNMENT** Stevens, to adjourn the meeting at 6:33 p.m.

**VOTE: 5/0**

Respectfully submitted,

Gretchen Hayford  
Recording Secretary  
1/27/23