

SUMMIT TOWNSHIP WATER AUTHORITY
Regular Business Meeting
Tuesday, December 7, 2021

The regular business meeting of the Summit Township Water Authority was called to order by Secretary Kurtz at 6:00 p.m., followed by a salute to the flag. Present were Authority members Stevens and Schaefer. Also present were Solicitor Blakely, Engineer Zack, Manager Mitchell, Assistant Manager B. Hiles and Recording Secretary K. Hiles. Davis and Lacey were absent; there was no one in the audience.

CALL TO ORDER

Motion by Schaefer, seconded by Stevens, to approve the minutes of the November 3rd Regular Business Meeting, having been reviewed by all Board members.

APPROVAL OF MINUTES

VOTE: 3/0

Motion by Stevens, seconded by Schaefer, to approve the November Treasurer's Report as submitted.

**APPROVAL OF
TREASURER'S REPORT**

VOTE: 3/0

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

APPROVAL OF EXPENSES

VOTE: 3/0

Engineer Zack reported the Authority has to apply for the initial Route 97 Takepoint Operations Permit and the renewal of the Route 19 Permit. DEP is going to allow us to combine them, and it will cost \$25 to open the new permitting process. They are also giving us a 90-day extension on the due date. The Water Model Workshop is on hold until communications with DEP are completed.

**PERMITTING FOR ROUTE 97
AND ROUTE 19 TAKEPOINTS**

Zack announced the Unidirectional Flushing Program is 95% complete and should be ready by December 10, 2021. CT will present it, along with the Water Model, in late December or early January.

**UNIDIRECTIONAL FLUSHING
PROGRAM**

Zack questioned if Solicitor Blakely heard back from GPI regarding the files we have been trying to obtain. Blakely stated he has heard nothing since the message that was left by GPI's council. He has left several follow-up messages with no response. It was decided to try one more time before making a decision regarding recreating the files.

**UPDATE ON OBTAINING FILES
FROM GPI**

Stevens inquired if there is any money available from the American Rescue Plan Act or the Big Infrastructure Bill. Zack stated ARPA money is available and we are able to use the money to match other grants. Jennifer, the grant writer from CT, is possibly scheduled to meet with STIEDA and Summit Township Supervisors on December 13, 2021 to determine how they can best help the Township, Water Authority and Sewer Authority maximize the amount available to each. It will be proposed to have STIEDA fund Jennifer's salary instead of any one entity.

**AMERICAN RESCUE PLAN ACT
DISCUSSION**

Manager Mitchell reported that Sanford Surveying & Engineering will start surveying the Hamot Road proposed wellfield property on December 8, 2021.

**SURVEYING HAMOT ROAD
PROPERTY**

With respect to well #4 at Moore Road, Mitchell stated we are waiting for DEP approval so we can do the pump test.

WELL #4 PUMP TEST

Mitchell informed the Board that the Authority is having a difficult time filling the open position in the field because the pay is not competitive. He is requesting the starting rate be increased to \$18.00 per hour. He also requested wage increases of \$2.50 per hour for Lisa Culbertson and \$2.00 per hour for Adam Wilps so their wages will be commensurate with the new starting wage.

WAGE INCREASE REQUEST

Motion by Schaefer, seconded by Stevens, authorizing the increased starting wage of \$18 per hour and raises of \$2.50 per hour for Lisa Culbertson and \$2.00 per hour for Adam Wilps effective 1/1/2022.

VOTE FOR WAGE INCREASE

VOTE: 3/0

Mitchell also requested approval for the Foreman to take a vehicle home since they are always on call. Stevens wants the tax implications of taking a vehicle home investigated before a decision is made.

VEHICLE FOR FOREMAN

Stevens inquired if Laura Taylor accepted the offer of working as a consultant for the Authority. Mitchell stated she declined the offer.

LAURA TAYLOR

In other board business, the Board discussed approving a 6% match for the 457 Retirement Plan. After a brief discussion, motion by Stevens, seconded by Schaefer, to table the vote until all Board members can be present.

457 RETIREMENT PLAN MATCH

VOTE: 3/0

With no further business to come before the Authority, motion by Stevens, seconded by Schaefer, to adjourn the meeting at 6:17 p.m.

ADJOURNMENT

VOTE: 3/0

Respectfully submitted,

Kathlene M. Hiles
Recording Secretary 12/20/21