

**SUMMIT TOWNSHIP WATER AUTHORITY**  
**Regular Business Meeting**  
**Tuesday, March 1, 2022**

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

CALL TO ORDER

Motion by Lacey, seconded by Stevens, to approve the minutes of the February 1, 2022 Regular Business Meeting, having been reviewed by all Board members.

APPROVAL OF MINUTES  
FEBRUARY 1, 2022

**VOTE: 4/0**

Motion by Kurtz, seconded by Lacey, to approve the February Treasurer's Report noting that the loan balances needed to be updated.

APPROVAL OF  
TREASURER'S REPORT

**VOTE: 4/0**

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

APPROVAL OF EXPENSES

**VOTE: 4/0**

With respect to the Routes 19 and 97 Water Allocation Permit, CT Consultants issued a response to the DEP's deficiency letter on February 18<sup>th</sup> and are awaiting further communication.

ROUTE 19 & 97  
WATER ALLOCATION  
PERMIT

With the water model nearly complete, we are now able to run different scenarios to determine the effectiveness of anticipated changes throughout the system. In addition, we can extract fire flow information for customers rather than physically performing a hydrant flow test and determine if there is adequate supply for proposed developments. Zack explained that in order for the Authority to run the model ourselves, we will need to purchase software at an estimated cost of \$1,500 - \$2,500 per year. Another option would be to hire CT to run the model on an as needed basis. The biggest benefit is that the CT staff working in this area are well trained and very proficient in running the software lessening the chance for disrupting the calibration or damaging the model.

WATER MODEL UPDATE

The Board agreed that hiring CT on an as-needed basis would be the best decision at this time.

Regarding the GIS system, the accuracy of the trimble that we are using has been verified on a horizontal plane and is adequate for our needs. Work continues on re-building the data that was lost.

GIS UPDATE

There have been no new developments in the PA small water and sewer grants.

PA SMALL WATER & SEWER  
GRANT

The Authority's Act 57 Tapping Fees need to be reviewed and up-dated as this has not been done since 2005. The team will be looking into this over the next few weeks and will have an update next month. In addition, the team will be conducting a profit & loss comparison with more information to follow.

ACT 57 TAPPING FEES  
TO BE UPDATED

Lastly, the Board was presented with an application for American Rescue Funds to help with relief funding due to loss of operating revenue during the pandemic. The application was signed and will be forwarded to the Township Supervisors for consideration.

AMERICAN RESCUE  
PLAN

Manager Hiles expressed concern that we are not putting sufficient money into our Capital Improvement account to cover future projects or in the event of an emergency. He suggested, as a start, to deposit our Transportation Fees into the Capital Improvement account with the intent to add additional funds as available. The Board unanimously agreed.

**TRANSPORTATION FEES  
TO BE DEPOSITED INTO  
CAPITAL IMPROVEMENT  
ACCOUNT**

Hiles also informed the Board that a lift gate has been ordered for the flatbed truck at a cost of \$2,800. Once it arrives, the Township has offered to do the installation.

**LIFT GATE PURCHASED**

Finally, Jack would like to set up a meeting with the retirement plan's Third-Party Administrator to make changes to our plan documents. A final decision is also needed as to what level of employee participation the Board wants to have.

**MEETING WITH  
RETIREMENT TPA**

With no further business to come before the Authority, motion by Kurtz, seconded by Stevens, to adjourn the meeting at 6:30 p.m.

**ADJOURNMENT**

**VOTE: 4/0**

Respectfully submitted,

Gretchen L. Hayford  
Recording Secretary 3/28/22