

**SUMMIT TOWNSHIP WATER AUTHORITY**  
**Regular Business Meeting**  
**Tuesday, September 8, 2021**

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

**CALL TO ORDER**

Motion by Lacey, seconded by Schaefer, to approve the minutes of the August 3<sup>rd</sup> Regular Business Meeting and the August 18<sup>th</sup> Special Business Meeting, having been reviewed by all Board members.

**APPROVAL OF MINUTES  
AUGUST 3, 2021 AND  
AUGUST 18, 2021**

**VOTE: 5/0**

Motion by Kurtz, seconded by Lacey, to approve the August Treasurer's Report as submitted.

**APPROVAL OF  
TREASURER'S REPORT**

**VOTE: 5/0**

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

**APPROVAL OF EXPENSES**

**VOTE: 5/0**

Regarding the Water Model, Engineer Zack reported that the model has been calibrated and validated. The next step will be to add current and potential projects with their anticipated demand. This will provide valuable data when determining if the system will support the needs of future developments.

**WATER MODEL UPDATE**

The Unidirectional Flushing Program is scheduled to begin within the next 2 weeks.

**UNIDIRECTIONAL FLUSHING**

With respect to the GIS system, CT anticipates completing a proposal to re-create raw files, not turned over by GPI, within the coming week. This will be submitted to the Authority for review and approval before going any further.

Zack will also be presenting a proposal for CT's services to submit an application for the up-coming PA Small Water and Sewer grant. Requirements for the funding include adoption of a Resolution as well as gathering prices for the new well field, water tower, pump house and associated equipment.

**PA SMALL WATER AND  
SEWER GRANT**

Board members briefly discussed failed attempts to obtain missing GIS files that were created by GPI and not released to the Authority. Attorney Blakely was directed to work with Mitchell and Hiles to compile a list of unaccounted for files and to send a written request to GPI on our behalf.

**REQUEST FOR RECORDS  
FROM GPI**

Mitchell reported that there have been 3 water main breaks within the last month. Two of the breaks occurred behind Lowe's and believed to be the result of corrosion. While making the second repair, a decision was made to replace 3 sections of pipe in order to prevent further problems. The third break was on Hershey Road.

**WATER MAIN BREAKS  
BEHIND LOWES AND  
HERSHEY ROAD**

As a follow up to a discussion at our last meeting regarding obtaining meter readings for the Sewer Authority, Mitchell has forwarded a copy of the Agreement to Rick Blakely for legal review.

**STSA METER READING  
AGREEMENT**

Lastly, Mitchell explained that we've noticed a substantial increase in the amount of water being used at Bianchi Honda on Peach Street. An on-site visit shows the addition of at least one car wash and several out buildings. The Water Authority was only made aware of the construction of a detail shop for which Tapping fees were paid. With this in mind, a re-determination was performed of the over-all complex and an invoice was issued for the additional Tapping fees. Denise Benim, representing Bianchi Honda, felt that this increase may have been due to a suspected leak however we have monitored the usage for several days and feel that this is unlikely.

BIANCHI HONDA  
TAPPING FEE  
RE-DETERMINATION

In other business, Lacey requested a copy of employee job descriptions. Mitchell explained that job descriptions were written for each job classification, not necessarily for the specific person and will forward them to each of the Board members.

EMPLOYEE JOB  
DESCRIPTIONS

Board members were presented with copies of the proposed Rules and Regulations for both the residential and commercial customers.

RULES AND REGULATIONS  
ADOPTED

Motion by Schaeffer, seconded by Stevens, adopting the Rules and Regulations as presented.

**VOTE: 5/0**

With no further business to come before the Authority, motion by Kurtz, seconded by Stevens, to adjourn the meeting at 6:25 p.m.

ADJOURNMENT

**VOTE: 5/0**

Respectfully submitted,

Gretchen L. Hayford  
Recording Secretary 9/22/21