

**SUMMIT TOWNSHIP WATER AUTHORITY**  
**Regular Business Meeting**  
**Tuesday, October 3, 2023**

The regular business meeting of the Summit Township Water Authority was called to order by Chairman Davis at 9:00 a.m., followed by a salute to the flag. Present were Authority members Kurtz, Lacey, Schaefer and Stevens. Also present were Solicitor Blakely, Manager Hiles, and Recording Secretary Hayford. Engineer Zack was absent and there was no-one in the audience.

**CALL TO ORDER**

Motion by Stevens, seconded by Schaefer, to approve the minutes of the September 5, 2023 Regular Business Meeting, having been reviewed by all Board members.

**APPROVAL OF MINUTES  
SEPTEMBER 5, 2023**

**VOTE: 5/0**

Motion by Schaefer, seconded by Stevens, to approve the September Treasurer's Report as presented.

**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 September 2023 expenses.

**APPROVAL OF EXPENSES**

**VOTE: 5/0**

On behalf of Engineer Zack, Manager Hiles presented a brief update on several of our current projects.

**PA SMALL WATER & SEWER  
GRANT REQUEST**

Regarding the PA Small Water and Sewer Grant request, we are still waiting to hear if our application has been awarded any funding.

**WELL #4 UP-DATE**

The DEP permitting process for Moore Rd well #4 continues with another packet of information submitted to the DEP the week of September 25<sup>th</sup>.

**RUBE RD WELL  
ABANDONMENT**

The next process to go through with the DEP is the procedure to abandon Rube Road wells 1 and 2.

**RATE STUDY PRESENTED**

With the respect to the Rate Study, a mini workshop was hosted by CT on September 19<sup>th</sup> where the study was formally presented along with different recommendations for structuring our rates moving forward.

**CREDIT CARD FRAUD  
PRELIM HEARING SET**

Solicitor Blakely informed the Board that a preliminary hearing has been scheduled for 3 of the defendants in the Kwik Fill credit card theft.

**GIS EQUIPMENT TO BE  
REPLACED**

Manager Hiles reported that our GIS equipment has stopped working and needs to be updated with new. As of this week we are doing a trial run with the new Juniper geode transmitter/receiver. This device links directly with the user's smart phone or i-pad. Cost of the equipment is \$4,161.60 after giving \$500 trade-in value for our old equipment

**CUSTOMER SERVICE CHARGE  
AND FIRE LINE CHARGES  
INCREASED**

In other business, motion by Kurtz, seconded by Stevens, to increase the Customer Service Charge and the quarterly fee for un-metered fire lines by 5%.

**VOTE: 5/0**

Office Manager Hayford presented a proposal from Nuvei for on-line payment processing. By switching from our current vendor, PSN, we would realize a savings of \$70/month. Further, we will eliminate the confusion that exists now with water and sewer customers accidentally paying the wrong Authority because we both use PSN.

**NUVEI ON-LINE  
PAYMENT PROCESSING**

Following a brief discussion, Board members asked that the office staff check references and contact others who use Nuvei before a final decision is made.

With no further business to come before the Board, motion by Stevens, seconded by Kurtz, to adjourn the meeting at 9:25 a.m.

**ADJOURNMENT**

**VOTE: 5/0**

Respectfully submitted,

Gretchen L. Hayford  
Recording Secretary 10/31/23