

SUMMIT TOWNSHIP WATER AUTHORITY
Reorganization Meeting
Tuesday, January 7, 2025

CALL TO ORDER

Chairman Davis called to order the Reorganization Meeting of the Summit Township Water Authority at 9:00 a.m., followed by a salute to the flag. Present were Authority members Lacey, Kurtz, and Stevens. Also present were Engineer Zack, Solicitor Blakely, Manager B. Hiles, Office Manager Hayford and Administrative Secretary K. Hiles. Schaefer was absent; there was one person in the audience.

APPOINTMENTS

Motion by Kurtz, seconded by Stevens, to retain the same positions as appointed in 2024. (Tony Davis, Chairman, Jack Lacey, Vice Chairman, Art Kurtz, Secretary, Sid Schaefer, Assistant Secretary, Larry Stevens, Treasurer and Sid Schaefer, Assistant Treasurer)

VOTE: 4/0

- **BOARD POSITIONS**

Motion by Stevens, seconded by Kurtz, that Richard Blakely of Blakely & Blakely, LLC be appointed Solicitor of the Authority for 2025 at a rate of \$165 per hour.

VOTE: 4/0

- **SOLICITOR**

Motion by Davis, seconded by Lacey, that CT Consulting be appointed as Engineering firm of the Authority for 2025 according to their rate schedule.

VOTE: 4/0

- **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 2025.

VOTE: 4/0

LENDING INSTITUTIONS

Motion by Kurtz, seconded by Stevens, establishing office hours for 2025 as 8:00 am – 4:00 pm, Monday through Friday.

VOTE: 4/0

OFFICE HOURS

Motion by Kurtz, seconded by Stevens, that regular business meetings for 2025 be held on the first Tuesday of each month at 9:00 a.m., except when Monday or Tuesday is a holiday, in which case the meeting will be held the following Wednesday at 9:00 a.m.

VOTE: 4/0

MEETING DATES

Motion by Davis, seconded by Lacey, to award a 3% wage increase for all full-time Authority employees.

VOTE: 4/0

EMPLOYEE WAGES

Motion by Kurtz, seconded by Stevens, to approve the same benefits as adopted by the Summit Township Supervisors for 2025, with the exception of pension which will be equal to 10% of the employee's gross wages into their 401A.

VOTE: 4/0

EMPLOYEE BENEFITS

With no further business to be conducted, motion by Stevens, seconded by Kurtz, to adjourn the 2025 Reorganization Meeting at 9:08 a.m.

ADJOURNMENT

VOTE: 4/0

Respectfully submitted,

Kathlene Hiles
Recording Secretary
1/28/2025

SUMMIT TOWNSHIP WATER AUTHORITY

Regular Business Meeting

Tuesday, January 7, 2025

The Regular Business Meeting of the Summit Township Water Authority was called to order by Chairman Davis at 9:08 a.m., immediately following the 2025 Reorganization Meeting.

CALL TO ORDER

Motion by Kurtz, seconded by Davis, to approve the minutes of the November 6, 2024 Regular Business Meeting as presented, having been reviewed by all Board members.

**APPROVAL OF
MINUTES**

VOTE: 4/0

Motion by Stevens, seconded by Kurtz, approving the November & December Treasurer's Report as submitted.

**APPROVAL OF
TREASURER'S REPORT**

VOTE: 4/0

Motion by Davis, seconded by Lacey, that said amounts be drawn upon the treasury for payment of the November & December 2024 expenses.

**APPROVAL OF
EXPENSES**

VOTE: 4/0

Engineer Zack provided the following updates:

Water Authority Garage Construction:

- On hold for now until we get through more pressing projects.

**WATER AUTHORITY
GARAGE
CONSTRUCTION**

Moore Road Wellfield:

- Waiting for information from the DEP regarding the testing of Well #3 and #4.

**MOORE ROAD
WELLFIELD**

Hershey Road Pump Station:

- Moving into Design Development.
- Grant Administration activities are progressing.

**HERSHEY ROAD PUMP
STATION**

Hershey Road Waterline Replacement:

- We are collaborating with PennDot to do the replacement in tandem with them widening the road.

**HERSHEY ROAD
WATERLINE
REPLACEMENT**

Motion by Kurtz, seconded by Davis, to increase the water rates to \$11.84/1000 gallons for metered services.

RATE INCREASE

VOTE: 4/0

Manager Hiles suggested having an alternate Board Member to help with a quorum. Blakely will check into the legality of it.

**ALTERNATE BOARD
MEMBER**

Grant writer Lisa Schroeder spoke to the Board about the specific grants she is watching for the application process to open for 2025.

GRANT WRITER

Manager Hiles reported that Perry Hi-Way Hose Company has written a letter in support of our STIEDA grant to purchase Storz adapters for fire hydrants in Summit Township.

**PERRY HI-WAY GRANT
SUPPORT**

With no further business to come before the Board, motion by Kurtz, seconded by Stevens, to adjourn the meeting at 9:29 a.m.

ADJOURNMENT

VOTE: 4/0

Respectfully submitted,

Kathlene Hiles
Recording Secretary
1/28/25