

SUMMIT TOWNSHIP WATER AUTHORITY
Reorganization Meeting
Wednesday, January 3, 2024

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. Authority members Lacey, Kurtz, Schaefer, and Stevens were present, as were Engineer Zack, Solicitor Blakely, Manager B. Hiles, Office Manager Hayford and Administrative Secretary K. Hiles. There was no one in the audience.

CALL TO ORDER

Motion by Schaefer, seconded by Kurtz, to retain the same positions as appointed in 2023. (Tony Davis, Chairman, Jack Lacey, Vice Chairman, Art Kurtz, Secretary, Sid Schaefer, Assistant Secretary, Larry Stevens, Treasurer and Sid Schaefer, Assistant Treasurer)

APPOINTMENTS

- **BOARD POSITIONS**

VOTE: 5/0

Motion by Kurtz, seconded by Schaefer, that Richard Blakely of Blakely & Blakely, LLC be appointed Solicitor of the Authority for 2024 at a rate of \$165 per hour.

- **SOLICITOR**

VOTE: 5/0

Motion by Lacey, seconded by Kurtz, that CT Consulting be appointed as Engineering firm of the Authority for 2024 according to their rate schedule.

- **ENGINEER**

VOTE: 5/0

Motion by Stevens, seconded by Lacey, designating all lending institutions with an office in Erie County as potential depositories for Water Authority funds in 2024.

LENDING INSTITUTIONS

VOTE: 5/0

Motion by Schaefer, seconded by Stevens, establishing office hours for 2024 as 8:00 am – 4:00 pm, Monday through Friday.

OFFICE HOURS

VOTE: 5/0

Motion by Kurtz, seconded by Schaefer, that regular business meetings for 2024 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.

MEETING DATES

VOTE: 5/0

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

EMPLOYEE WAGES

VOTE: 5/0

Motion by Lacey, seconded by Kurtz, to approve the same benefits as adopted by the Summit Township Supervisors for 2024, with the exception of pension which will be equal to 10% of the employee's gross wages into their 401A.

EMPLOYEE BENEFITS

VOTE: 5/0

With no further business to be conducted, motion by Stevens, seconded by Schaefer, to adjourn the 2024 Reorganization Meeting at 9:12 a.m.

ADJOURNMENT

VOTE: 5/0

Respectfully submitted,

Gretchen Hayford
Recording Secretary
1/27/2024

SUMMIT TOWNSHIP WATER AUTHORITY
Regular Business Meeting
Wednesday, January 3, 2024

The Regular Business Meeting of the Summit Township Water Authority was called to order by Chairman Davis at 9:12 a.m., immediately following the 2024 Reorganization Meeting.

CALL TO ORDER

Motion by Kurtz, seconded by Schaefer, to approve the minutes of the December 5, 2023 Regular Business Meeting as presented, having been reviewed by all Board members.

APPROVAL OF MINUTES

VOTE: 5/0

Motion by Stevens, seconded by Schaefer, approving the December Treasurer's Report as submitted.

APPROVAL OF TREASURER'S REPORT

VOTE: 5/0

Motion by Kurtz, seconded by Schaefer, that said amounts be drawn upon the treasury for payment of the December 2023 expenses.

APPROVAL OF EXPENSES

VOTE: 5/0

John Zack reported that our application for the Small Water and Sewer grant was denied. We are still waiting for a final decision on the 2024 Community Project funding.

GRANT APPLICATIONS

The permitting process to abandon Rube Road wells 1 and 2 and Moore Road wells 1 and 2 has begun. The DEP acknowledges that they have never had this type of request before and asked how we will handle severing the Moore Road wells without shutting down the entire system.

RUBE AND MOORE WELL ABANDONMENT PROCESS

With respect to the Hershey Road pump station updates, Gary Matczak from CT is working on a conceptual plan for our review.

HERSHEY RD CONCEPTUAL PLAN

Solicitor Blakely had nothing to report.

Manager Hiles asked for input on changing the Authority's fiscal year from the current September 1 – August 31, to January 1 – December 31. Blakely didn't see any restrictions legally however the DCED may require a partial audit when the change is made.

DISCUSSION TO CHANGE FISCAL YEAR

With no further business to come before the Board, motion by Schaefer, seconded by Stevens, to adjourn the meeting at 9:36 a.m.

ADJOURNMENT

VOTE: 5/0

Respectfully submitted,

Gretchen Hayford
Recording Secretary
1/27/24

