

**SUMMIT TOWNSHIP WATER AUTHORITY**  
**Reorganization & Regular Business Meetings**  
**Wednesday, January 4, 2017**

The reorganization meeting of the Summit Township Water Authority was called to order by Chairman Kupetz at 6:00 p.m., followed by a salute to the flag. Present were Authority members Kurtz, Lacey and Haaf as well as Solicitor Blakely, Manager Troutman and Recording Secretary Hayford. Engineer Maas and Board Member Bickel were absent. There were two people in the audience.

**CALL TO ORDER**

Motion by Haaf, seconded by Lacey, appointing James Kupetz as Chairman of the Authority Board, to serve until the first Tuesday of January 2018.

**VOTE: 4/0**

**APPOINTMENTS:**

- **CHAIRMAN**

Motion by Kurtz, seconded by Haaf, appointing John Lacey as Vice-Chairman of the Authority Board, to serve until the first Tuesday of January 2018.

**VOTE: 4/0**

- **VICE CHAIRMAN**

Motion by Lacey, seconded by Haaf, appointing Arthur Kurtz as Secretary of the Authority Board, to serve until the first Tuesday of January 2018.

**VOTE: 4/0**

- **SECRETARY**

Motion by Kurtz, seconded by Lacey, appointing Tim Haaf as Assistant Secretary of the Authority Board, to serve until the first Tuesday of January 2018.

**VOTE: 4/0**

- **ASST SECRETARY**

Motion by Lacey, seconded by Kurtz, appointing Timothy Haaf as Treasurer of the Authority Board, to serve until the first Tuesday of January 2018.

**VOTE: 4/0**

- **TREASURER**

Motion by Lacey, seconded by Haaf, appointing Art Kurtz as Assistant Treasurer of the Authority Board, to serve until the first Tuesday of January 2018.

**VOTE: 4/0**

- **ASST TREASURER**

Motion by Lacey, seconded by Haaf, that Richard Blakely of Blakely & Blakely, LLC be appointed Solicitor for the Authority, to serve until the first Tuesday of January 2018 at the rate of \$135/hour.

**VOTE: 4/0**

- **SOLICITOR**

Motion by Kurtz, seconded by Haaf, that August Maas of Greenman-Pedersen, Inc. be appointed Engineer for the Authority, to serve until the first Tuesday of January 2018 at the rate of \$130/hour.

**VOTE: 4/0**

- **ENGINEER**

Motion by Haaf, seconded by Lacey, designating all lending institutions with an office in Erie County as potential depositories for Water Authority funds in 2017.

**VOTE: 4/0**

**DEPOSITORIES NAMED**

Motion by Kurtz, seconded by Haaf, establishing office hours for 2017 as 8:00 a.m. – 4:30 p.m., Monday through Friday and closed daily from 12:00 – 12:30 for lunch.

**OFFICE HOURS**

**VOTE: 4/0**

Motion by Haaf, seconded by Lacey, setting regular business meetings for 2017 as the first Tuesday of each month at 6:00 p.m., except when Monday is a holiday, in which case the meeting will be held the following Wednesday at 6:00 p.m..

**MEETING DATES**

**VOTE: 4/0**

Motion by Haaf, seconded by Kurtz, to increase employee wages by 3% effective January 1, 2017.

**EMPLOYEE WAGES**

**VOTE: 4/0**

Motion by Kurtz, seconded by Haaf, to approve the same benefits as adopted by the Summit Township Supervisors for 2017, with the exception of pension which will be equal to 6% of the employee's wage.

**EMPLOYEE BENEFITS**

**VOTE: 4/0**

At this time, motion by Kurtz, seconded by Haaf, to adjourn the Reorganization Meeting and commence with the Regular Business Meeting.

**REORGANIZATION  
MEETING ADJOURNED**

**VOTE: 4/0**

Motion by Kurtz, seconded by Haaf, approving the minutes of the December 6, 2016 Regular Business Meeting, having been reviewed by all Board members.

**APPROVAL OF  
MINUTES**

**VOTE: 4/0**

Motion by Kurtz, seconded by Haaf, approving the December Treasurer's Report as submitted.

**APPROVAL OF  
TREASURER'S  
REPORT**

**VOTE: 4/0**

Lacey noted that he did not receive his copy of the Treasurer's Report until tonight. Troutman explained the difficulty with finalizing the report on the Thursday preceding the meeting as most of our revenue comes in after the close-out date. Thus the initial report does not reflect accurate figures and has to be re-done every month. For this reason, he advised Laura not to distribute the report in advance this month.

John suggested that only a purchase journal be sent to the board prior to the meeting so that expenses could be reviewed with a final Treasurer's Report provided at the pre-meeting. This change will be acceptable.

Motion by Haaf, seconded by Lacey, approving the December expenses as reviewed.

**APPROVAL OF  
EXPENSES**

**VOTE: 4/0**

In other business, Manager Troutman reported that a letter dated December 20, 2016 from the DEP explains that their review of the Moore Road Well No 3 permit will be delayed until January 16<sup>th</sup> at which time no further time extensions will be given. He

**MOORE RD WELL #3  
PERMIT**

expressed concern that in order for us to meet the only remaining deficiency regarding ownership and control of the wellhead protection, the Waterford Township Planning and Supervisors must first sign off on our sub-division plan. Both are scheduled to meet on January 14<sup>th</sup> and 18<sup>th</sup> respectively which puts us past the DEP's deadline.

Board members echoed his concern and suggested contacting Waterford to see if special meetings could be scheduled with the Authority bearing any expense. Troutman will contact the DEP to see if they would be willing to extend the review until the end of January.

Residents Dennis and Paulie Melquist, 8130 Pagan Road, attended to address a waterline repair that took place on 11/30/16. Due to an unforeseen change in pressure between Summit and McKean, many customers were affected with dirty water.

**DENNIS & PAULIE  
MELQUIST**

Mrs. Melquist expressed disappointment that customers were not alerted of the potential for a problem which resulted in several articles of clothing and an expensive table cloth being ruined in her washing machine. She asked the board to consider reimbursement of \$74.96 covering only the new items that were lost. She did not include other expenses such as a replacement filter for her refrigerator or lost water due to flushing her system. Pictures of the damages were available for review.

Manager Troutman apologized and explained that we were unaware of the extent of the problem until customers began to call, at which time it was too late. He further explained the difficulty of reimbursing for damages that are beyond our control. The Board agreed to review her request and contact her with a response.

With no further business to come before the Authority, motion by Kurtz, seconded by Lacey, to adjourn the meeting at 6:40 p.m.

**VOTE: 4/0**

**ADJOURNMENT**

Respectfully submitted,

Gretchen L Hayford  
Secretary  
1/5/17