

**SUMMIT TOWNSHIP WATER AUTHORITY**  
**Regular Business Meeting**  
**Tuesday, February 7, 2017**

The regular business 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 Lacey, Haaf and Bickel. Also present were Engineer Maas, Solicitor Blakely, Manager Troutman and Recording Secretary Taylor. Secretary Kurtz was absent and there was no one in the audience.

**CALL TO ORDER**

Motion by Lacey, seconded by Bickel, to approve the minutes of the January 4, 2017 Reorganization and Regular Business Meetings as presented, having been reviewed by all Board members.

**APPROVAL OF MINUTES**

**VOTE: 4/0**

Motion by Haaf, seconded by Bickel, to approve the January Treasurer's Report, as submitted.

**APPROVAL OF  
TREASURER'S REPORT**

**VOTE: 4/0**

Motion by Bickel, seconded by Haaf, that said amounts be drawn upon the treasury for payment of the January 2017 expenses.

**APPROVAL OF EXPENSES**

**VOTE: 4/0**

Engineer Maas reported that the permit application for the backwash recycle system has been submitted to DEP. Regarding the other permit for Moore Road Well #3 Project, Maas is unaware of any further outstanding technical deficiencies that need to be addressed prior to DEP issuing the said permit. Even though the permit has not yet been issued, Maas recommended opening bids at the April meeting so the actual project can start as soon as the permit is in hand.

**PROJECT UPDATES**

**BACKWASH RECYCLE SYSTEM**

**MOORE ROAD WELL NO. 3  
PERMIT PROCESS**

Motion by Lacey, seconded by Haaf, to advertise to accept bids for Moore Road Well #3 Project on April 4, 2017.

**APPROVAL TO ACCEPT BIDS  
ON APRIL 4, 2017**

**VOTE: 4/0**

Manager Troutman explained that PennDOT has requested that the Water Authority enter into a cost sharing agreement for the RT 99/Hershey Road Waterline Relocation Project. Said project calls for relocating a 40' stretch of 12" main currently located in the proposed work area. The agreement calls for a 75/25 split (PennDOT to pay 75%; Water Authority 25%) resulting in the Authority having to pay approximately \$5,000.

**RT 99/HERSHEY ROAD  
WATERLINE RELOCATION  
PROJECT DISCUSSED**

After a brief discussion, motion by Haaf, seconded by Bickel, to approve and sign a Cost Sharing Agreement and Resolution with PennDOT (attached).

**APPROVAL TO SPLIT COST  
WITH PENNDOT**

**VOTE: 4/0**

Manager Troutman requested the Board's approval to increase the present Connection Fee charge. Troutman suggested an initial deposit of \$4,000 by the customer requesting the service connection. From that amount, the contractor's cost would be deducted and also any costs borne by the Authority. Any remaining monies would be refunded to the customer.

**DISCUSSION TO INCREASE  
CONNECTION FEE**

Motion by Lacey, seconded by Bickel, to set the Connection Fee at \$4,000 with a refund to be issued to the customer for any unused portion.

**VOTE: 4/0**

**APPROVAL TO INCREASE  
CONNECTION FEE**

At this time, Board members entered into an executive session to discuss personnel issues.

**EXECUTIVE SESSION HELD**

After a brief discussion, the regular business meeting was reopened.

**APPROVAL TO INCREASE  
EMPLOYEE'S WAGE**

Motion by Lacey, seconded by Haaf, to increase Sean Miller's wage to \$20/hr starting next pay period.

**VOTE: 4/0**

**SUPPLEMENTAL INSURANCE  
EMPLOYEE BENEFIT  
EXPLAINED**

In other business, Lacey questioned the annual Supplemental Insurance account deposit. Manager Troutman explained that it is part of the employee benefit package offered to all Township employees including the Water and Sewer Authorities.

**ADJOURNMENT**

With no further business to come before the Authority, motion by Bickel, seconded by Haaf, to adjourn the meeting at 6:35 p.m.

**VOTE: 4/0**

Respectfully submitted,

Laura J. Taylor  
Recording Secretary  
2/10/2017