

**SUMMIT TOWNSHIP SEWER AUTHORITY
RE-ORGANIZATIONAL MEETING
JANUARY 31, 2019**

The re-organizational meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:07 A.M. by Chairman Chris Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania.

CALL TO ORDER

Present: Chris Fette, Chairman; Michael Rose, Vice Chairman; Laban Marsh, Secretary; Cloyd J. Rose, Assistant Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Chad Yurisc, P.E., Greenman-Pedersen, Inc.; George Joseph, The Quinn Law Firm; and Caitlyn Haener-Schwab, Administrative Supervisor. Visitors: None.

ROLL CALL

Chairman Fette opened the floor for nominations to the positions of; Chairman, Vice Chairman, Secretary, Assistant Secretary, and Treasurer for the 2019 calendar year.

Motion by Mr. C. Rose, seconded by Mr. M. Rose to appoint Mr. Fette as Chairman. Vote 5/0.

CHAIRMAN

Motion by Mr. C. Rose, seconded by Mr. Welka to appoint Mr. Michael Rose as Vice Chairman. Vote 5/0.

VICE CHAIRMAN

Motion by Mr. C. Rose, seconded by Mr. Welka to appoint Mr. Laban Marsh as Secretary. Vote 5/0.

SECRETARY

Motion by Mr. Welka, seconded by Mr. Marsh to appoint Mr. Cloyd Rose as Assistant Secretary. Vote 5/0.

ASS'T
SECRETARY

Motion by Mr. C. Rose, seconded by Mr. Marsh to appoint Mr. Welka as Treasurer. Vote 5/0.

TREASURER

Chairman Fette opened the floor for nominations of two board members to the personnel committee for the 2019 calendar year.

Motion by Mr. Welka, seconded by Mr. C. Rose to appoint Mr. M. Rose to the personnel committee. Vote 5/0.

PERSONNEL
COMMITTEE

Motion by Mr. Welka, seconded by Mr. C. Rose to appoint Mr. Marsh to the personnel committee. Vote 5/0.

Chairman Fette opened the floor for nominations of two board members to the special project finance committee for the 2019 calendar year.

Motion by Mr. Marsh, seconded by Mr. C. Rose to appoint Mr. M. Rose to the special project finance committee. Vote 5/0.

SPECIAL
PROJECT
FINANCE
COMMITTEE

Motion by Mr. Marsh, seconded by Mr. C. Rose to appoint Mr. Welka to the special project finance committee. Vote 5/0.

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Chairman Fette opened the floor for nominations of two board members to the audit committee for the 2019 calendar year.

Motion by Mr. C. Rose, seconded by Mr. M. Rose to appoint Mr. Welka to the audit committee. Vote 5/0.

AUDIT
COMMITTEE

Motion by Mr. C. Rose, seconded by Mr. M. Rose to appoint Mr. Marsh to the audit committee. Vote 5/0.

Chairman Fette stated that appointments for solicitor and engineer needed to be made for the 2019 calendar year.

Motion by Mr. M. Rose, seconded by Mr. Marsh to appoint George Joseph, of the office of Quinn, Buseck, Leemhuis, Toohey & Kroto Inc., as the Solicitor for 2019 in accordance with the rate schedule to be filed at the Authority offices. Vote 5/0.

SOLICITOR

Motion by Mr. M. Rose, seconded by Mr. Marsh to appoint Chad Yuriscic, P.E., Greenman-Pedersen, Inc., as the Authority Engineer for 2019 in accordance with the rate schedule to be filed at the Authority offices. Vote 5/0.

ENGINEER

Chairman Fette stated that appointment for auditor needed to be made for the 2019 calendar year. Manager Steff presented a proposal from McGill Power Bell & Associates to audit the financial statements for the fiscal years ended June 30, 2019 – 2023. Manager Steff read aloud the fees for each year of the proposal: FYE 2019 \$9,000; FYE 2020 \$9,225; FYE 2021 \$9,456; FYE 2022 \$9,692; FYE 2023 \$9,934. Manager Steff recommended the reappointment of McGill Power Bell & Associates for the sake of continuity and the quality of the service provided by Cathy Humphrey, CPA.

Motion by Mr. Marsh, seconded by Mr. Welka to appoint McGill Power Bell & Associates, LLP, as the Authority Auditor for five fiscal years from June 30, 2019 to 2023.
Vote 4/1. (Y-CF,LM,CR,MW; N-MR)

AUDITOR

Chairman Fette stated that the Authority's depositories needed to be named and the recommendation is to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2019.

Motion by Mr. M. Rose, seconded by Mr. Marsh to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2019.
Vote 5/0.

DEPOSITORIES

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Chairman Fette informed the Board that the Authority's office hours and meeting dates for 2019 needed to be established.

Motion by Mr. C. Rose, seconded by Mr. Welka to set the office hours for 2019 at 8:00 a.m. to 4:30 p.m. Monday through Friday. Vote 5/0.

OFFICE HOURS

Motion by Mr. C. Rose, seconded by Mr. Welka to set the meeting date and time as the last Thursday of each month at 9:00 AM except for the following: the March meeting will be held March 21, 2019 due to a training conference. The November meeting will be held November 21, 2019 due to Thanksgiving. The December meeting will be held on December 19, 2019 due to Christmas. Vote 5/0.

MEETING TIMES

With no further business to come before the board Motion by Mr. Marsh, seconded by Mr. C. Rose to adjourn. Vote 5/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:15 a.m.

Respectfully submitted,

Caitlyn Haener-Schwab
Administrative Supervisor