

**SUMMIT TOWNSHIP WATER AUTHORITY**  
**Reorganization Meeting**  
**Tuesday, January 5, 2021**

Chairman Davis called the Reorganization Meeting of the Summit Township Water Authority for 2021 at 6:00 p.m., followed by a salute to the flag. Authority members Kurtz, Schaefer, Lacey and Stevens were present, as were Engineer Reed, Manager Mitchell, Assistant Manager B. Hiles, Recording Secretary Hayford and Secretary K. Hiles. Solicitor Blakely was absent. There was one person in the audience.

**CALL TO ORDER**

Motion by Lacey, seconded by Schaefer, that Tony Davis be appointed Chairman of the Authority Board for 2021.

**VOTE: 5/0**

**APPOINTMENTS:**

- **CHAIRMAN**

Motion by Schaefer, seconded by Davis, that Jack Lacey be appointed Vice Chairman of the Authority Board for 2021.

**VOTE: 5/0**

- **VICE CHAIRMAN**

Motion by Stevens, seconded by Schaefer, that Art Kurtz be appointed Secretary of the Authority Board for 2021.

**VOTE: 5/0**

- **SECRETARY**

Motion by Kurtz, seconded by Lacey, that Sid Schaefer be appointed Assistant Secretary of the Authority Board for 2021.

**VOTE: 5/0**

- **ASST SECRETARY**

Motion by Lacey, seconded by Davis, that Larry Stevens be appointed Treasurer of the Authority Board for 2021.

**VOTE: 5/0**

- **TREASURER**

Motion by Kurtz, seconded by Davis, that Sid Schaefer be appointed Assistant Treasurer of the Authority Board for 2021.

**VOTE: 5/0**

- **ASST TREASURER**

Motion by Kurtz, seconded by Schaefer, that Richard Blakely of Blakely & Blakely, LLC be appointed Solicitor for the Authority for 2021 at a rate of \$140 per hour.

**VOTE: 5/0**

- **SOLICITOR**

Motion by Lacey, seconded by Kurtz, that Ashley Reed of Greenman-Pedersen, Inc. be appointed Engineer for the Authority for 2021 at a rate of \$140 per hour.

**VOTE: 5/0**

- **ENGINEER**

Motion by Lacey, seconded by Davis, designating all lending institutions with an office in Erie County as potential depositories for Water Authority funds in 2021.

**DEPOSITORIES  
NAMED**

**VOTE: 5/0**

Motion by Lacey, seconded by Kurtz, establishing office hours for 2021 as 8:00 a.m. – 4:30 p.m., Monday through Friday, closed for lunch between 12:00 and 12:30 p.m. except when the Township office is closed during the COVID-19 pandemic, then hours will be 8:00 a.m. to 4:00 p.m. Monday through Friday.

**OFFICE HOURS**

**VOTE: 5/0**

Motion by Schaefer, seconded by Kurtz, that regular business meetings for 2021 be held on 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: 5/0**

Motion by Kurtz, seconded by Lacey, 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 2021, with the exception of pension which will be equal to 10% of the employee's gross wages and re-evaluated in July.

**EMPLOYEE BENEFITS**

**VOTE: 5/0**

With no further business to be conducted, motion by Kurtz, seconded by Lacey, to adjourn the 2021 Reorganization at 6:07 p.m.

**ADJOURNMENT**

**VOTE: 5/0**

Respectfully submitted,

Gretchen Hayford  
Recording Secretary  
1/7/2021

**SUMMIT TOWNSHIP WATER AUTHORITY**  
**Regular Business Meeting**  
**Tuesday, January 5, 2021**

The Regular Business Meeting of the Summit Township Water Authority was called to order by Chairman Davis at 6:07 p.m., immediately following the 2021 Reorganization Meeting.

**CALL TO ORDER**

Motion by Kurtz, seconded by Lacey, to approve the November 4, 2020 minutes as presented, having been reviewed by all Board members.

**APPROVAL OF MINUTES**

**VOTE: 5/0**

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

**APPROVAL OF TREASURER'S REPORT**

**VOTE: 5/0**

Motion by Davis, seconded by Schaefer, approving the November and December expenses as reviewed by all Board members.

**APPROVAL OF EXPENSES**

**VOTE: 5/0**

Engineer Reed reported that there have been no updates from the DEP regarding our permit application.

**PERMIT APPLICATION**

She will also be meeting with Bob and Brian in the coming days to discuss plans for future improvements including a proposed storage tank for which she'll be gathering prices. She hopes to have additional information to present at next month's meeting.

Lastly, regarding the five-points roundabout, Mitchell commented that initial discussions with the State indicated that they would be covering the entire cost of the water line relocation with the Authority only paying for any changes that we chose to add. Recent correspondence indicates that they will only cover 75% with the Authority covering the remaining 25% plus changes. Engineer Reed understands that we are opposed to this new arrangement.

**COST-SHARING FOR FIVE-POINTS ROUND ABOUT**

With respect to terminating the Mobile Home Park Agreement for reading and billing individual tenants, Mitchell reported that Summit Heights Mobile Home Park was read for the final time in December and Summit Village will be read for the final time in January. The owners of Popp's Mobile Home Park have requested an extension until May 2021 to which we have agreed.

**MOBILE HOME PARK AGREEMENT FOR POPP'S MHP**

Motion by Kurtz, seconded by Schaefer, authorizing the execution of an agreement with Horizon Land Co (owners of Popp's Mobile Home Park) terminating the meter reading/billing agreement pending final approval by Rick Blakely.

**VOTE: 5/0**

Motion by Kurtz, seconded by Davis, to increase the water rates to \$8.78/1,000 gallons for metered services and \$9.78/1,000 gallons for bulk services.

**RATES INCREASED**

**VOTE: 5/0**

Mitchell presented each of the Board members a copy of the proposed Personnel Code. He commented that this will be the first Personnel Code ever adopted by the Authority as we have always adopted the same policies used by the Township. He asked that everyone review the material over the coming month and consider it for final adoption at February’s meeting. A copy will also be forwarded to Rick Blakely for legal review.

**PROPOSED  
PERSONNEL CODE**

Board members reviewed a proposal from Utilishield, a company offering water line protection to customers with service lines less than 1”. This optional coverage can be added to the customer’s quarterly water bill with the Authority receiving up to 15% of the premium.

**UTILISHIELD  
WATER LINE  
PROTECTION TO BE  
OFFERED**

Motion by Stevens, seconded by Davis, to offer the Utilishield protection program to qualifying customers who chose to participate.

**VOTE: 5/0**

Mitchell informed the Board that the next fire line test for Parker Lord is scheduled to take place on Thursday, January 14th. He has significant concerns that this will again cause customers in the area to have problems with water quality.

**PARKER LORD  
FIRE LINE TESTING  
DELAYED TO FEB.**

Discussion ensued with different ideas on how to satisfy the requirements of Parker Lord’s insurance company while having the least amount of impact on the surrounding customers. In conclusion, it was decided to ask Parker Lord to delay their testing until February in hopes that a better solution could be found.

Lastly, Mitchell explained that our storage tanks are due to have the insides cleaned as required by the DEP. He suggested gathering prices now as many of the contractors won’t be available until July or August.

**STORAGE TANKS DUE  
TO BE CLEANED**

In other business, Paul Steva of Howard Hanna Realty inquired about extending water to a vacant lot located at 360 Merle Ave. He explained that there have been several prospective buyers but interest quickly goes away when they hear the estimated cost to extend the 6” main from Melvin Road and Proctor Ave. He proposes, instead, to run a 1” PVC service line approximately 400’ to tie in at Proctor Ave.

**PAUL STEVA  
REQUEST TO SERVICE  
MERLE AVE PARCEL**

Board members discussed the proposal and decided to deny his request citing too many concerns with small service lines that extend that far. A 6” ductile iron main will be required, along with a fire hydrant, at the expense of the developer. They referred to other projects, specifically Townhall Road and Marchmont Drive, where the property owner extended the main and in turn was able to collect the tapping fees paid during the first 10 years.

**BOARD TO REQUIRE  
6” DUCTILE IRON MAIN  
AND FIRE HYDRANT**

With no further business to come before the Board, motion by Lacey, seconded by Kurtz, to adjourn the meeting at 7:25 p.m.

**ADJOURNMENT**

**VOTE: 5/0**

Respectfully submitted,

Gretchen Hayford  
Recording Secretary  
1/7/21

