

**SUMMIT TOWNSHIP WATER AUTHORITY**  
**Regular Business Meeting**  
**Wednesday, July 7, 2021**

The regular business meeting of the Summit Township Water Authority was called to order by Chairman Davis at 6:00 p.m., followed by a salute to the flag. Present were Authority members Schaefer and Kurtz. Also present were Solicitor Blakely, Engineer Zack, Manager Mitchell, Assistant Manager Hiles and Recording Secretary Hayford. Board members Lacey and Stevens were absent; there was one person in the audience.

CALL TO ORDER

Motion by Kurtz, seconded by Schaefer, to approve the minutes of the June 1<sup>st</sup> Regular Business Meeting, having been reviewed by all Board members.

APPROVAL OF MINUTES  
JUNE 1, 2021

**VOTE: 3/0**

Motion by Kurtz, seconded by Schaefer, to approve the June Treasurer's Report as submitted.

APPROVAL OF  
TREASURER'S REPORT

**VOTE: 3/0**

Motion by Schaefer, seconded by Kurtz, that said amounts be drawn upon the treasury for payment of the June 2021 expenses.

APPROVAL OF EXPENSES

**VOTE: 3/0**

Motion by Kurtz, seconded by Schaefer, to adopt the Preliminary Budget for FY 2021-2022 as presented.

2021-2022  
PRELIMINARY BUDGET

**VOTE: 3/0**

On behalf of Ryan Smith from Mosaic Wealth Consulting, Mitchell presented a proposal to move our existing Retirement Plan to Dunbar, Bender & Zapf (DB&Z). Mitchell further explained frustration that many of the employees are experiencing with the current Administrator, specifically, lack of communication and over-all lack of growth. Many of these employees met with Ryan Smith and support the move to his company.

AUTHORITY RETIREMENT  
PLAN TO BE MOVED TO  
MOAIC WEALTH  
CONSULTING AND  
DUNBAR, BENDER & ZAPF

Motion by Kurtz, seconded by Schaefer, to transfer our current retirement plan to a 401(a) with Mosaic Wealth Consulting and Dunbar, Bender & Zapf. Further, the Authority will make available a 457(b) plan for any employee who wishes to make additional contributions on their own.

**VOTE: 3/0**

Motion by Schaefer, seconded by Kurtz, designating Gretchen Hayford as plan manager.

**VOTE: 3/0**

Motion by Davis, seconded by Kurtz, establishing the minimum age for participation be 18 with vesting to be 100% after 1 year.

**VOTE: 3/0**

Regarding the Water Model, Engineer Zack reported that the field flow testing and hydrant pressure monitoring is complete. The Geocoding is underway. This process links all of our existing meters, parcel numbers and flow data (gathered through billing), to the water model to determine where our biggest draws and pressures are throughout the system. There have been some minor hurdles to work through due to the way our billing system stores its data. The team is currently reviewing our tank drawings and gathering pump curves specific to our pumps. The next steps will be to meet with Authority staff to review

UPDATE ON WATER MODEL

Standard Operating Guidelines and to work further on gaining information on the GIS system. Zack explained that attempts to obtain our CAD drawings through Greenman-Pedersen have not been successful. As a result, much of this will need to be re-created which will require additional time, and likely, additional cost.

Discussion ensued about the Authority's right to obtain the data that we have paid for. It was decided that Brian Hiles would reach out to former Engineer, Gus Maas, to see if he can offer any assistance with these files as well as the application for the Operations Permit for Old Perry Highway.

REQUEST FOR RECORDS  
FROM GPI

Motion by Kurtz, seconded by Schaefer, authorizing legal action against Greenman-Pedersen to obtain CAD drawings, application for the Operations Permit for Old Perry Highway, and any other Authority records that GPI possesses if initial contact from Brian Hiles is ineffective.

**VOTE: 3/0**

Engineer Zack explained that because of these delays, the anticipated substantial completion of the water model is now the beginning of September. Once complete, the Unidirectional Flushing Program will start.

UNIDIRECTIONAL  
FLUSHING PROGRAM

Manager Mitchell summarized a recent meeting with Paul Steva regarding extending water to vacant lots on Merle Ave. Steva now proposes running PVC rather than ductile and feels there will be a significant cost savings making the project more appealing to prospective buyers.

PAUL STEVA: MERLE RD  
WATER

Zack discussed this with other Engineers at CT and while it is feasible, they cautioned introducing another material to our distribution system. The requirements for installation are different and requires its own set of repair parts to be kept on hand in case of breaks. The potential savings (calculated to be 2% – 7.5%) may not be worth the long term upset to the system for only 3 parcels.

Motion by Kurtz, seconded by Schaefer, to update the Authority's Rules and Regulations and require all water main installations to be class 52 ductile iron.

CLASS 52 DUCTILE IRON  
TO BE REQUIRED

**VOTE: 3/0**

Jennifer Brown, Economic Development Strategist for CT Consultants, introduced herself to the Board and explained her team's services with securing funding for future projects. She specifically mentioned the construction of a new water tower and the development of additional well fields as potential projects that her team could assist with. Billing for her services is done at an hourly rate with a scope of work presented for approval before every project.

SERVICES OF CT'S  
ECONOMIC DEVELOPMENT  
STRATEGY TEAM

Motion by Kurtz, seconded by Schaefer, to accept the services of Jennifer Brown and her team and to include this in CT's Master Task Agreement.

**VOTE: 3/0**

Motion by Kurtz, seconded by Schaefer, authorizing the execution of the CT Master Task Agreement.

CT MASTER TASK AGREEMENT

**VOTE: 3/0**

Regarding the lease agreement with Summit Township for property on Hamot Road, Attorney Rick Blakely reviewed the document and noted that it includes some measure of control in that the Township would need to approve any improvements made to the property. He finds no problem with this, however it could be cause for delays and leaves a lot to interpret when it comes to the term “improvements”. Rick will discuss this further with the Township’s Solicitor to see if the clause can be removed entirely or changed to list specific conditions that would require approval.

HAMOT ROAD  
LEASE AGREEMENT

Motion by Kurtz, seconded by Schaefer, authorizing the signing of the Township Lease Agreement for Hamot Road subject to the resolution of the issue regarding authorized improvements to the property.

**VOTE: 3/0**

Once the property is secured, motion by Schaefer, seconded by Kurtz, to have Rindfuss Drilling begin spooning for a potential well site.

**VOTE: 3/0**

Manager Mitchell reported that there have been several deficiencies noted on the plans, approved by GPI, for the Oliver Rd waterline relocation. This has resulted in additional valves being added and changes made after the project costs were approved by the State. Mitchell noted that this has led to increased costs to the Authority which will not be eligible for reimbursement. He added that to date, the Authority still has not seen the final plan submitted to the State by GPI.

DEFICIENCIES NOTED  
ON GPI'S PLAN FOR  
WATERLINE RELOCATION

Mitchell recommended an increase in licensing fees for our Cross-Connection Control Program from \$10 per year to \$15 per year.

CROSS-CONNECTION  
CONTROL LICENSE FEES  
INCREASED

Motion by Kurtz, seconded by Schaefer, setting the annual Cross-Connection Control licensing fee to \$15.00.

**VOTE: 3/0**

With no further business to come before the Authority, motion by Schaefer, seconded by Kurtz, to adjourn the meeting at 6:45 p.m.

ADJOURNMENT

**VOTE: 3/0**

Respectfully submitted,

Gretchen L. Hayford  
Recording Secretary 7/28/21