

**Fairview Township Water Authority – District 1  
Board Meeting Minutes  
December 20, 2017**

The Fairview Township Water Authority Board Meeting was held on Wednesday, December 20, 2017 at 2:00 p.m. in the Fairview Township Sewer and Water Authority Building.

Members Present:            Bryan Griswold - Chairman  
                                     Dan Heher – Vice Chairman  
                                     Melanie Lion – Treasurer  
                                     David Wright  
                                     Sharon Knoll

Others Present:             Mark Corey, Authority Engineer  
                                     Dan Miller – Authority Solicitor  
                                     Charles Giewont, Manager  
                                     Pete Kraus, Township Supervisor  
                                     Mark Gennuso, Township Supervisor

Visitors:                     Norbert Trocki – Lake Shore President  
                                     John Calvert – Fairview Resident  
                                     Scott Ticer – Water Chairman Lake Shore  
                                     David Chivers – Chivers Construction  
                                     John Chivers – Chivers Construction

**APPROVAL OF MINUTES**

Motion was made by Dan Heher and seconded by David Wright to accept the minutes of the Water Authority meeting of November 15, 2017. All were in favor.

**PUBLIC COMMENT**

**NEW BUSINESS**

**A.     Withdrawal Reports**

Water purchases are down 200,000 gallons from last month and are still about 1,500,000 down from last year for the month of November.

**B. Pleasant Ridge Park Tank**

The committee that was to review the specifications to determine if Tank Connection could be used as a vender has determined that they do not meet the requirements. (Letter attached) Dave Chivers felt that they meet the requirements and will continue to see if they can be used.

Motion was made by Dan Heher and seconded by David Wright to not approve Tank Connections as an approved vender for the Pleasant Ridge Park Tank Project. All were in favor.

**C. White Birch Estates**

The developer of the White Birch Estates is ready to start construction and needs the agreements signed to move forward.

Motion was made by Sharon Knoll and seconded by Dan Heher to have the necessary Board Members sign the Developer Agreement for White Birch Estates. All were in favor.

**D. 2018 Budget**

The proposed expenditures for 2018 will be \$2,618,599.00. This budget includes the completion of the Pleasant Ridge Tank Project, new wells and treatment building and the Booster Station at Swanville.

Motion was made by David Wright and seconded by Melanie Lion to approve the 2018 Budget for District 1. All were in favor.

Motion was made by Melanie Lion and seconded by David Wright to adjust up the water rate for District 1 at \$0.18 per 1,000 gallons across all rate classifications. All were in favor.

**E. Delinquency Fees**

After each billing cycle, there are 200 to 250 accounts that are delinquent and need several reminders to get their account brought up to date. State law allows the Authority to impose a fee that is reasonable. A time study shows that with the coping, envelope, postage and labor, it costs about \$1.75 to mail out these notices. If no response is received after the two notices, the resident will be posed for shutoff of their water. This fee will add an additional \$25.00 to their next bill.

Motion was made by Melanie Lion and seconded by David Wright to add the \$1.75 charge for each delinquent notice that is mailed out and \$25.00 to post the residence for shutoff. All were in favor.

**E. Connection Fees**

Motion was made by David Wright and seconded by Melanie Lion to increase the fees charged for physical work to connect services if none exist. Far Side  $\frac{3}{4}$ " - \$3050.00, Near Side  $\frac{3}{4}$ " - \$2032.00, Far Side 1" - \$3505.00, Near Side 1" - \$2378.00. All were in favor.

**F. Personnel Matters**

An executive meeting was called for at 3:25 p.m. The meeting was reconvened at 4:10.

Motion was made by Dan Heher and seconded by Sharon Knoll to give the employees a pay increase of 1.5%. The Administrative Assistant and Manager will both receive a 2% bonus for the additional work load since Michelina Renshaw's retirement.

Motion was made by David Wright and seconded by Melanie Lion to keep the 7% of the employee's straight wages into their S.E.P. pension plan. All were in favor.

Employees will be working on certain goals in 2018 in order to receive bonuses if the work goals are met.

**G. 2018 Appointments**

Motion was made by Dan Heher and seconded by Melanie Lion to retain Mark Corey as Authority Engineer. All were in favor.

Motion was made by Dan Heher and seconded by David Wright to retain Dan Miller as Authority Solicitor. All were in favor.

Motion was made by David Wright and seconded by Dan Heher to retain Buseck, Barger, Bleil & Co. as Auditors. All were in favor.

Motion was made by Sharon Knoll and seconded by David Wright to have Northwest Bank as depository for District 1 funds. All were in favor.

Motion was made by David Wright and seconded by Dan Heher to appoint Bryan Griswold and Chairman for 2018. All were in favor.

Motion was made by David Wright and seconded by Melanie Lion to appoint Dan Heher as Vice Chairman for 2018. All were in favor.

Motion was made by Bryan Griswold and second by Melanie Lion to appoint David Wright as Secretary for 2018. All were in favor.

Motion was made by Bryan Griswold and seconded by David Wright to appoint Melanie Lion as Treasure for 2018. All were in favor.

Motion was made by Melanie Lion and seconded by David Wright to appoint Sharon Knoll as Asst. Secretary/Treasurer. All were in favor.

## **FINANCIAL REVIEW**

### **A. Expenditures**

A list of expenditures for December 2017 was provided to the Board.

Motion was made by Melanie Lion and seconded by Dan Heher to pay the listed expenditures from the water fund. All were in favor.

### **B. Treasurer's Report and Trust Account Balances**

Treasurer's Report and Trust Account information were provided to the Board for December 2017.

## **ACTION ITEM:**

## **UNFINISHED BUSINESS**

### **A. Safety and Security**

January Training – Avoiding Slips and Trips

## **SUPERVISORS COMMENT:**

**None**

## **OTHER BUSINESS**

### **Meeting Notice for January 17, 2017**

The next regular meeting will be held on Wednesday, January 17, 2017 at 4:00 p.m.

## **ADJOURNMENT**

There being no further business to come before the Board, a motion was made by Melanie Lion and seconded by Dan Heher to adjourn the meeting at 4:12 p.m. All were in favor.

Respectfully Submitted,  
*Charles T. Giewont, Jr.*  
Charles Giewont  
Manager