

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
APRIL 24, 2014**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:00 a.m. by Chairman Chris Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Cloyd J. Rose, Secretary; Laban Marsh, Ass't Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Douglas C. Sceiford, P.E., Hill Engineering; Atty. George Joseph, The Quinn Law Firm; and Caitlyn Haener, Administrative Secretary. Absent: Michael Rose, Vice Chairman. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh to approve the minutes of the March 20, 2014 Regular Business Meeting. Vote 4/0. 3/20/14 MINUTES

Motion by Mr. Welka, seconded by Mr. C. Rose to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 4/0. TREASURER'S REPORT

Motion by Mr. Welka, seconded by Mr. Marsh to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0. EXPENDITURES

SOLICITOR'S REPORT

Holiday Inn Lift Station Upgrade Project: Solicitor Joseph reports that the subdivision of the Swenson parcel is complete. The closing has not been scheduled yet, but will be scheduled soon. The closing will take place before the April 30, 2014 sales agreement deadline. SWENSON SALES AGREEMENT

Solicitor Joseph reports that an error by the Erie County Assessment Office conveyed the wrong parcel of Leon Wasielewski's land to the Sewer Authority. When Secretary Haener received the real estate tax bill, she discovered that the Authority received Mr. Wasielewski's 68 acre parcel and Mr. Wasielewski retained the 75 x 75 lot where the Authority is constructing the New Road Lift Station. Secretary Haener contacted the Assessment Office to correct the error. Solicitor Joseph sent a letter to Mr. Wasielewski to assure him that the error has been corrected. The transfer error also caused a mix up of tax-exempt application for the lift station site. Solicitor Joseph has been in contact with Scott Maas, of the Erie County Assessment Office, to ensure the tax-exempt application will be applied to the New Road Lift Station site. WASIELEWSKI / NEW ROAD LIFT STATION SITE

Solicitor Joseph reports that the deed to the Valley View Lift Station site has been signed over to the Authority by Tim Presta of Sumprop Investments. Solicitor Joseph has taken the deed to be recorded and filed a tax-exempt application for the site. In the transfer, some property taxes were prorated and are due to Sumprop Investments. Solicitor Joseph will see that Sumprop Investments is reimbursed and it will appear as a pass through item on a regular bill to the Authority from Quinn Law Firm. The Board acknowledged. VALLEY VIEW LIFT STATION DEED

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Initially, there was a small discrepancy with Erie County over the exact size of the lot to be transferred but Solicitor Joseph resolved it. Discussion ensued.

VALLEY VIEW LIFT
STATION DEED
(Cont.)

Solicitor Joseph reports that the Letter of Understanding with Travaglini Enterprises regarding estimated loss compensation in connection with easement for the Holiday Inn Lift Station Upgrade Project did not specify a date that the damages would be paid. Solicitor Joseph deferred to Manager Steff for further discussion in the Managers Report.

TRAVAGLINI
ENTERPRISES

Solicitor Joseph has been working with Manager Steff to revise the standard developer agreement to combine it with the standard PennDOT Highway Occupancy Permit agreement. This will eliminate the need for two separate agreements.

STANDARD
DEVELOPERS
AGREEMENT

ENGINEER'S REPORT

2010 Sewer Extension Project: Engineer Sceiford reports that the Contract 2 (Dorn Road) long-side laterals will be installed soon. Work on Contract 3 (New Road) began April 1st and the work is now approximately 30% complete. Contract 4 is still in progress and approximately 50% complete. Engineer Sceiford recommends Payment #2 on Contract 3 to Amendola Development in the amount of \$15,813.90 and Payment #2 on Contract 4 to McLallen Construction in the amount of \$86,012.23.

2010 SEWER
EXTENSION
PROJECT UPDATE

Motion by Mr. Welka, seconded by Mr. C. Rose, to authorize Payment #2 on Contract 3 to Amendola Development in the amount of \$15,813.90 and Payment #2 on Contract 4 to McLallen Construction in the amount of \$86,012.23. Vote 4/0.

AUTHORIZE
PAYMENTS:
CONTRACT 3 &
CONTRACT 4

Engineer Sceiford reports that Hill Engineering is currently reviewing the plans for the Village at Valley View Farms.

VILLAGE AT
VALLEY VIEW
FARMS

Engineer Sceiford reports that Hill Engineering is currently working on the options to sewer the Boyer property at 8530 Oliver Road, as discussed in the previous meeting. Hill Engineering will rough out alternatives with costs. Discussion ensued. Engineer Sceiford will continue to work with Manager Steff and present the alternatives at the May regular meeting.

BOYER
(8530 OLIVER RD)

MANAGER'S REPORT

Holiday Inn Lift Station Upgrade Project: Manager Steff reports he has received a signed Sanitary Sewer Right-of-Way Agreement from Donald Fagley of Travaglini Enterprises regarding 8040 Perry Highway. Manager Steff recommends the Board enter into the Sanitary Sewer Right-of-Way Agreement with Travaglini Enterprises.

HOLIDAY INN LIFT
STATION UPGRADE
PROJECT:
TRAVAGLINI
EASEMENT

Motion by Mr. Marsh, seconded by Mr. Welka, to enter into the Sanitary Sewer Right-of-Way Agreement with Travaglini Enterprises. Vote 4/0.

Manager Steff reports that the Letter of Understanding regarding loss of business compensation for Travaglini Enterprises did not specify that payment would not be made

LETTER OF
UNDERSTANDING

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until the Holiday Inn Lift Station Upgrade Project began. To meet the expectations of the owner, to close the transaction and to avoid any possible breach of contract, Manager Steff requests that the Board make the payment now. Mr. Fette expressed his support, for the sake of keeping the project running smoothly.	LETTER OF UNDERSTANDING (Cont.)
Motion by Mr. Welka, seconded by Mr. Marsh, to pay Travaglini Enterprises according to the Letter of Understanding. Vote 4/0.	PAY TRAVAGLINI
Manager Steff reports that he has received a signed Developer Agreement from Citadel Development Company regarding the Village at Valley View Farms. The new subdivision is a proposed 28 unit residential condominium development. Manager Steff recommends the Board enter into the Developer Agreement with Citadel Development Company.	VILLAGE AT VALLEY VIEW FARMS
Motion by Mr. Welka, seconded by Mr. Marsh, to enter into the Developer Agreement with Citadel Development Company for the Village at Valley View Farms project. Vote 4/0.	CITADEL DEVELOPER AGREEMENT
Manager Steff requested Board authorization to spend \$1,700.00 for metal wrap on 5 overhead doors. The paint has not adhered to the metal. The metal was painted in 2010 and is long out of warranty. The new metal wrap will have a very long life and match the existing building metal work. Mr. Welka suggested the work should be done by a local business. Manager Steff responded that the quote he is basing the cost estimate on is from the Erie-based company, Armor-fab, LLC.	OVERHEAD DOORS MAINTENANCE
Motion by Mr. C. Rose, seconded Mr. Marsh, to authorize Manager Steff to hire a local company to metal wrap 5 overhead doors. Vote 4/0.	AUTHORIZE METAL WRAP
Manager Steff expressed concern with the entrance to the STSA building and referred the Board to a proposal from Roth Marz Partnership for architectural services. The front entrance has spalled and heaving concrete and ice and snow accumulate on the roof and fall onto the walkway. Additionally, an airlock would help keep the offices insulated in the colder months. Manager Steff recommends retaining Architect Marz for a fee of \$6,500.00 for services from concept to construction completion.	STSA FRONT ENTRANCE CONCERNS
Motion by Mr. Marsh, seconded by Mr. C. Rose, to retain the architectural services of Roth Marz Partnership for \$6,500.00 for the concept of a new front entrance through construction completion. Vote 4/0.	RETAIN ROTH MARZ ARCHITECTS FOR ENTRANCE
Manager Steff reports that the PA H2O Grant Payment Request #1 has been accepted and the Authority is expecting to receive \$413,542.00 by month end. The Authority will apply for the balance of the grant as soon as enough qualified expenses are accrued. Manager Steff commented that the past month has been an unusually busy month with a record number of items in the business report. Manager Steff thanked Secretary Haener	H2O GRANT PAYMENT 1

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for being instrumental in helping to move items forward, such as the H2O Grant Payment Request.

H2O GRANT
PAYMENT 1 (Cont.)

VISITOR COMMENTS

None.

NEW BUSINESS

Mr. Welka requested an update on the force-main relocation project associated with the PennDOT Route 19 widening project. Manager Steff responded that the Authority received a letter from McCormick Construction to notify the Authority that their work is scheduled to begin May 12th and the Authority will be notified of pre-construction and construction meetings.

PADOT ROUTE 19
WIDENING
PROJECT

Mr. C. Rose has reviewed the Geotechnical Engineering Design Report for the Route 97 Pump Station prepared by McMahan & Mann for the Holiday Inn Lift Station Upgrade Project. Mr. C. Rose expressed concern about the plan to cross Walnut Creek 3 times and questioned the use of gravel backfill. Mr. C. Rose has written these concerns to Manager Steff. Engineer Sceiford and Manager Steff will review them with Engineer Fails. Manager Steff added that the report is a concept, not the final design.

HOLIDAY INN LIFT
STATION UPGRADE
PROJECT

With no further business to come before the Board, Mr. Marsh, motioned to adjourn, seconded by Mr. Welka. Vote 4/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:41 a.m.

Respectfully submitted by,

Caitlyn Haener
Administrative Secretary