

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JULY 31, 2014**

<p>The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:02 a.m. by Chairman Chris Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania.</p>	<p>CALL TO ORDER</p>
<p>Present: Chris Fette, Chairman; Michael Rose, Vice Chairman; Cloyd J. Rose, Secretary; Laban Marsh, Ass't Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Clayton J. Fails, P.E., Hill Engineering; George Joseph, The Quinn Law Firm; and Caitlyn Haener, Administrative Secretary. Visitors: None.</p>	<p>ROLL CALL</p>
<p>Motion by Mr. C. Rose, seconded by Mr. Marsh to approve the minutes of the June 26, 2014 Regular Business Meeting. Vote 5/0.</p>	<p>6/26/14 MINUTES</p>
<p>Motion by Mr. Marsh, seconded by Mr. Welka to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 5/0.</p>	<p>TREASURER'S REPORT</p>
<p>Motion by Mr. Welka, seconded by Mr. Marsh to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 5/0.</p>	<p>EXPENDITURES</p>
<p>SOLICITOR'S REPORT</p>	
<p>Solicitor Joseph reports he has been working on the rate resolution project. He has drafted and reviewed a new rate resolution. Solicitor Joseph will draft corresponding changes to the STSA Rules and Regulations. Solicitor Joseph plans to have the resolutions ready to present at the September meeting.</p>	<p>CONSOLIDATED RATE RESOLUTION PROJECT</p>
<p>Solicitor Joseph reports that 115 Brent has been sold at a Sherriff's sale. The Authority should expect to receive the \$1,219 owed to the Authority for sewer rental in 60 days.</p>	<p>115 BRENT SHERRIFF'S SALE</p>
<p>ENGINEER'S REPORT</p>	
<p>Engineer Fails presented a written report prepared by Engineer Sceiford stating that the 2010 Sewer Extension Project is substantially complete in all aspects. Contract 1 (Proctor/Merle/Melvin) is fully complete, tested and operational with final payment being requested at this meeting. Contract 2 (Dorn) is fully complete, tested and operational with an interim payment being requested at this meeting. There is a little restoration and retainage remaining in the contract before closeout. Contract 3 (New Road Sewer) is fully complete, tested and operational with an interim payment being requested at this meeting. There is a little restoration and retainage remaining in the contract before closeout. Contract 4 (New Road Pumping Station) is fully complete, tested and operational with an interim payment being requested at the meeting. There are electrical items which Operations Technician Hodge has listed that need to be addressed in the contract before closeout. Engineer Sceiford has forwarded the list to McLallen Construction.</p>	<p>2010 SEWER EXTENSION PROJECT UPDATE</p>

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The written report by Engineer Sceiford recommends the Authority authorize payment on Contract 1, No. 7 and final in the amount of \$7,021.58; Contract 2 – Authorize payment No. 8 in the amount of \$21,644.56; Contract 3 – Authorize payment No. 5 in the amount of \$60,122.68; Contract 4 – Authorize payment No. 5 in the amount of \$10,526.98.

2010 SEWER
EXTENSION
PROJECT (Cont.)

Motion by Mr. Marsh, seconded by Mr. M. Rose, authorize payment to McLallen Construction on Contract 1, No. 7 and final in the amount of \$7,021.58. Vote 5/0.

AUTHORIZE
PAYMENT 7,
CONTRACT 1

Motion by Mr. Marsh, seconded by Mr. C. Rose, authorize payment to McLallen Construction on Contract 2, No. 8 in the amount of \$21,644.56. Vote 5/0.

AUTHORIZE
PAYMENT 8,
CONTRACT 2

Motion by Mr. Marsh, seconded by Mr. C. Rose, authorize payment to Amendola Development on Contract 3, No. 5 in the amount of \$60,122.68. Vote 5/0.

AUTHORIZE
PAYMENT 5,
CONTRACT 3

Motion by Mr. C. Rose, seconded by Mr. Marsh, authorize payment to McLallen Construction on Contract 4, No. 5 in the amount of \$10,526.98. Vote 5/0.

AUTHORIZE
PAYMENT 5,
CONTRACT 4

The report by Engineer Sceiford also recommends Change Order No. 2 to Contract No. 3 (New Road) – in the amount of \$1,740.75. This work was done to drain ponding water on private property resulting from the sewer construction. This issue was reviewed by Groundwater Resources who concurred with the drain installation.

CHANGE ORDER 2
CONTRACT 3

Motion by Mr. Marsh, seconded by Mr. M. Rose, to approve Change Order No. 2 to Contract No. 3 in the amount of \$1,740.75. Vote 5/0.

Engineer Fails reports that the detailed design of the Route 97 pump station is moving forward following a staff meeting regarding design details. Engineer Fails expects to obtain the project permits this year and bid in the spring of 2015. Engineer Fails will have preliminary drawings available for the Board soon. The project will be split into 3 contracts: Contract 1 for the pump station; Contract 2 for the electrical work; Contract 3 for the piping. Engineer Fails reports that the pump station has been designed for ultimate flow. Discussion ensued regarding current capacity needs, ultimate flow and practical planning considerations.

ROUTE 97 PUMP
STATION PROJECT

MANAGER'S REPORT

Manager Steff reports that Bob Oberlander has contacted the Authority seeking sanitary sewer connection at 8610 Perry Highway. Manager Steff reports that there is no extension planned in the area. Manager Steff has reviewed the connection options for the property with Mr. Oberlander. Manager Steff recommends a Temporary Connection Agreement and a Developer Agreement.

OBERLANDER
8610 PERRY HWY

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Motion by Mr. Welka, seconded by Mr. M. Rose, to enter into a Temporary Connection Agreement with Mr. Oberlander for 8610 Perry Highway. Vote 5/0.

OBERLANDER
TEMPORARY
CONNECTION
AGREEMENT

Motion by Mr. M. Rose, seconded by Mr. Marsh, to enter into a Developer Agreement with Mr. Oberlander for 8610 Perry Highway. Vote 5/0.

OBERLANDER
DEVELOPER
AGREEMENT

At 9:30 a.m. Mr. M. Rose left the meeting due to a scheduling conflict.

Manager Steff reports that PNC Bank is discontinuing some of their banking services, including sweep accounts which provided free checking to the Authority. Manager Steff and Secretary Haener met with representatives from PNC Bank to discuss the Authority's options. Rick Sherbondy, PNC Bank, recommends moving the funds to Money Market and Treasury Enterprise Plans. Sweeps between the accounts will be manually managed by Secretary Haener.

PNC BANK
ACCOUNT
CHANGES

Motion by Mr. C. Rose, seconded by Mr. Welka, to approve the account changes recommended by PNC Bank, detailed in a letter to be signed by Chairman Fette and Secretary C. Rose. Vote 4/0.

APPROVE PNC
BANK CHANGES

Manager Steff has written a letter in response to a letter from Becky Rock (2218 New Road) discussed in the June 2014 regular meeting. Manager Steff requests that his letter be entered into the official record to document the Authority's response. The Board agreed. Manager Steff presented photos of the trees Mrs. Rock described her June letter. Paul Amendola of Amendola Development, contractor for the New Road sewer extension, told Manager Steff that the trees were marked to be removed because Mr. Amendola thought the swing out on his excavator would damage the trees but the Rocks did not want the trees removed. During his July site visit, Manager Steff observed that some trees have been damaged. Manager Steff has received an email from Mrs. Rock on July 13, 2014 requesting that all damaged and bruised trees be covered with a coating to prevent further damage or bug infestation; all the orange X-marks be removed or covered up; and a large, leaning pine tree be removed. Manager Steff obtained quotes from Star Tree Service (\$2,885) and Eric Walter Tree and Stump Removal (\$1,625). Eric Walter Tree and Stump Removal will remove the tree and stump for \$1,100, remove the marking paint for \$125, apply pruning paint to blemished or cut branches for \$200, and restore any disturbed lawn for \$200. Manager Steff recommends the Authority hire Eric Walter Tree and Stump Removal. Mr. C. Rose has also visited the site and observed the subject trees. The large pine was leaning prior to the project and the substantial root structure appears to be on the undisturbed side of the tree. Mr. Fette stated that, should the tree become a problem, he would rather avoid the possible perception that the Authority did not act on a known problem, whether or not the project disturbed the tree.

ROCK
2218 NEW ROAD

Motion by Mr. Welka, seconded by Mr. Marsh, so hire Eric Walter Tree and Stump Removal to remove the leaning pine & stump, remove the marking paint, apply pruning paint and restore any disturbed lawn for \$1,625. Vote: CF, LM, MW-Y / CR-N

HIRE WALTER
TREE SERVICE

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Manager Steff reports that advertising for the vestibule remodeling project yielded two bidders: Considine Biebel \$85,000 and Eriez Construction \$86,400. Robert Marz, RA estimated the cost for the project would be \$54,500. Manager Steff recommends abandoning the project now and rebidding in March 2015. Roth-Marz has not yet completed all of the work included in the agreement with STSA, such as project administration. Mr. Marz estimates the value of the outstanding work to be 20% of the total contract. Roth-Marz has agreed to table the project for rebidding later under the current rate structure.

STSA VESTIBULE
REMODELING
(Cont.)

Motion by Mr. C. Rose, seconded by Mr. Marsh, to reject all bids for the vestibule remodeling project. Vote 4/0.

REJECT ALL BIDS

Manager Steff reports that the Authority was contacted by Billy Long (8931 Peach Street) regarding a basement sewage backup. Mr. Long has requested reimbursement for invoices totaling \$7,196.33 for clean-up and damages. Manager Steff explained to the Board that the elevation of the basement at 8931 Peach Street is very low compared to the nearby lift station and leaves the home vulnerable to backup events. The Authority is aware and has taken measures to assist the previous owner in preventing backups. In 1996, the Authority installed a manhole and a backflow preventer in exchange for a general release from the previous owner. Operations Technician Hodge was called to the meeting. Operations Technician Hodge reports that the alarms at the Kimmel Lift Station failed due to a number of factors. Kimmel is an older lift station, but it is regularly tested and properly maintained; the backup was not due to negligent maintenance. Backflow preventers are not reliable; therefore Operations Technician Hodge recommends the Authority sever basement service to this address. Discussion ensued regarding sewerage backup policies in neighboring municipalities. The Board directed Manager Steff to offer to pay the cleanup and \$2,500 to disconnect the basement service in exchange for a general release; The Authority should not pay for damages. Solicitor Joseph will draft the release.

LONG
8931 PEACH ST

Manager Steff reports that Lois Ross (2103 Hershey Road) has contacted the Authority to connect a residence and a commercial building (formerly Huber Fan) to sanitary sewer. Ms. Ross plans to connect both the residential and commercial buildings to 1 lateral. A PADOT Highway Occupancy Permit is required. The STSA requires a bond to ensure that the PADOT road is property restored. Manager Steff recommends the Board enter into an Indemnification Agreement for Highway Occupancy Permit with Ms. Ross.

ROSS/HUBER
2103 HERSHEY RD

Motion by Mr. Welka, seconded by Mr. C. Rose, enter into an Indemnification Agreement for Highway Occupancy Permit with Ms. Ross for the project at 2103 Hershey Road. Vote 4/0.

ROSS
INDEMNIFICATION
AGREEMENT

Manager Steff reports that some 2010 Sewer Extension Project area residents have expressed interest in pre-paying the project assessment with out taking out a connection permit. Solicitor Joseph recommends an agreement to clearly establish that the pre-

PROJECT
PREPAYMENTS

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payments are not refundable under any circumstances. The Board will reconvene on the topic once Solicitor Joseph has the opportunity to research the matter.

PROJECT
PREPAYMENTS

Manager Steff reports that a Northwest Savings Bank CD for \$136,006.53 has matured. The CD is currently assigned to the General Fund. Manager Steff requests Board authorization to redeem the CD and deposit the funds into the Act 537 account at PNC Bank.

REDEEM NWSB CD

Motion by Mr. C. Rose, seconded by Mr. Marsh, to redeem the Northwest Savings Bank CD for \$136,006.53 and deposit the funds into the Act 537 account at PNC Bank. Vote 4/0.

REDEEM CD
TRANSFER FUNDS

At 11:25 a.m., the Board recessed to executive session to discuss the budget and annual personnel reviews.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to recess to an executive session to discuss the budget and annual personnel reviews. Vote 4/0.

EXECUTIVE
SESSION

Chairman Fette reconvened to regular session at 12:14 p.m.

Motion by Mr. Welka, seconded by Mr. C. Rose, to approve the budget with the changes in the wages and salaries as recommended by the Personnel Committee. Vote 4/0.

APPROVE BUDGET
FY 2014-2015

Manager Steff reports that the Authority has received a letter from Hill Engineering certifying that the New Road sewer extension is substantially complete and connections may commence. Manager Steff recommends the Authority issue connection notices to New Road residents.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to issue connection notices to residents in the New Road sewer extension project area. Vote 4/0.

NEW ROAD
CONNECTION
NOTICES

NEW BUSINESS

Mr. C. Rose reports that the local news featured the new Lord Corp. expansion and made mention of how Lord Corp. has reduced water usage through water recycling.

LORD WATER
RECYCLING

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 12:24 p.m.

Respectfully submitted by,

Caitlyn Haener
Administrative Secretary