

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
AUGUST 28, 2014**

<p>The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:10 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 Supervisor. Visitors: Tom Church, Summit Township Supervisor; Carol Gradler, Summit Township Sewer Authority Employee.</p>	<p>ROLL CALL</p>
<p>Motion by Mr. C. Rose, seconded by Mr. Marsh to approve the minutes of the July 31, 2014 Regular Business Meeting. Vote 5/0.</p>	<p>7/31/14 MINUTES</p>
<p>Motion by Mr. Welka, seconded by Mr. M. Rose 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. M. Rose, seconded by Mr. Welka to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 5/0.</p>	<p>EXPENDITURES</p>
<p><b>SOLICITOR'S REPORT</b></p>	
<p>Solicitor Joseph reports continues to work on the rate resolution project. Solicitor Joseph reports that no changes to the STSA Rules and Regulations are needed. Solicitor Joseph reminded the Board that the Authority does not have a hardship policy included in the rate resolution; he asked the Board to consider whether or not one should be added. 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 the Authority has received \$1,219 owed to the Authority for past due charges at 115 Brent Avenue as a result of a Sherriff's Sale last month.</p>	<p>115 BRENT SHERRIFF'S SALE</p>
<p>Solicitor Joseph reports that he has been working on the settlement and release agreement with Billy Long (8931 Peach Street) regarding a basement back-up, discussed at the July 31, 2014 meeting. Manager Steff added that a claims adjuster from the insurance company is going to interview Mr. Long, interview Operations Technician Hodge, and send someone to take a look at 8931 Peach Street.</p>	<p>LONG CLAIM (8931 PEACH)</p>
<p>Solicitor Joseph reports that he has been working on a pre-payment agreement regarding the 2010 Sewer Extension project residents who want to pay the project and tap now even though there isn't a structure on the property to connect at this time. Residents have requested prepayments as a way of avoiding paying the increased fees to connect in the future. Solicitor Joseph consulted PA DEP. DEP will not guarantee a connection will be allowed in the future. The DEP, the City of Erie, Millcreek Township, or other relevant</p>	<p>PROJECT FEE PREPAYMENTS</p>

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agencies could deny a new connection in the future, even though a resident has prepaid. Solicitor Joseph included this warning in the prepayment agreement. The agreement states that the prepayments are non-refundable. Discussion regarding past connection moratoriums and system capacity ensued.

PROJECT FEE  
PREPAYMENTS  
(Cont.)

**ENGINEER'S REPORT**

Engineer Fails presented a written report prepared by Engineer Sceiford stating that the 2010 Sewer Extension Project construction complete and only minor restoration remains. Contracts 2 (Dorn), 3 (New Road Sewer), and 4 (New Road Pumping Station) are fully complete, tested and operational with a final payments being requested at this meeting.

2010 SEWER  
EXTENSION  
PROJECT  
COMPLETE

The written report by Engineer Sceiford recommends the Authority authorize payment on Contract 2, No. 8 and final in the amount of \$6,228.26; Contract 3 – Authorize payment No. 6 and final in the amount of \$8,179.37; Contract 4 – Authorize payment No. 6 and final in the amount of \$2,150.00.

Motion by Mr. C. Rose, seconded by Mr. M. Rose, authorize payment to McLallen Construction on Contract 2, No. 8 and final in the amount of \$6,228.26. Vote 5/0.

AUTHORIZE  
FINAL PAYMENT,  
CONTRACT 2

Motion by Mr. M. Rose, seconded by Mr. Marsh, authorize payment to McLallen Construction on Contract 3, No. 6 and final in the amount of \$8,179.37. Vote 5/0.

AUTHORIZE  
FINAL PAYMENT,  
CONTRACT 3

Motion by Mr. Marsh, seconded by Mr. C. Rose, authorize payment to Amendola Development on Contract 4, No. 6 and final in the amount of \$2,150.00. Vote 5/0.

AUTHORIZE  
FINAL PAYMENT,  
CONTRACT 4

Engineer Fails reports that an alternative concept for the Route 97 Lift Station Upgrade Project is being considered. The original design concept includes a permanent, mounted backup generator so that, in the event of lost power, the generator can be used to run the pumps. Manager Steff and Operations Technician Hodge have asked Hill Engineering to evaluate an alternative concept that includes keeping a Godwin dry-prime diesel pump on standby, rather than a backup generator. In the event of power failure, the water level will rise and a transducer activates the Godwin pump to keep the effluent moving downstream. Manager Steff added that no one in our immediate area has this type of system. Manager Steff and Operations Technician Hodge travelled 3 hours to observe a system of this kind. Manager Steff thinks this backup system is very innovative and the cost is similar to the original plan. The Authority owns a portable backup pump that could be towed to a lift station if the station is down, but it isn't big enough to replace the capacity at that lift station; the Authority would need to purchase a bigger portable backup pump, or hire a contractor with that pumping capability in the event that the new lift station is down. If the dry-well becomes fully submerged, electric generation is useless. If the problem is an electrical outage, a backup diesel or natural gas pump would eliminate the need for electricity. Supervisor Tom Church agreed with Manager Steff; He

ROUTE 97 PUMP  
STATION PROJECT

added that generators are prone to mice and if the problem is in the pump then electricity alone is no good. Engineer Fails will keep the Board updated.

ROUTE 97 PUMP  
STATION PROJECT  
(Cont.)

### **MANAGER'S REPORT**

Manager Steff requested a motion to draft a policy that only contractors with licenses and insurance are qualified to make lateral connections. Discussion ensued regarding licensing requirements, bonding concerns, and connections to the main versus connections via laterals. Manager Steff withdrew his request for a motion.

CONTRACTOR  
QUALIFICATIONS

Operations Foreman Martin McAtee was called to the meeting at 9:45 a.m. to discuss the inspection process and voice his concerns. Operations Foreman McAtee stated that his primary concern is work site safety in deep trenches. The Board directed Manager Steff to prepare 2 - 8 ½" x 11" exhibits of OSHA approved construction details to meet immediate need; when a trench is deeper than 4 feet, either a box or benching is required to be used and all trenching is required to have bedding. The Board also directed Manager Steff to work with Hill Engineering to prepare revised working safety standards for the safety of Sewer Authority employees; Box/benching requirements must not be less stringent than OSHA.

WORK-SITE  
SAFETY  
CONCERNS

### **VISITOR COMMENTS**

Supervisor Tom Church commented that the Authority Board has done a great job thoroughly considering the needs of residents, contractors and Authority employees. Supervisor Church agrees that the Authority should consider a list of approved contractors for connections to the main sewer line.

SUPERVISOR  
CHURCH

Carol Gradler, 28 year Summit Township Sewer Authority employee, stated that tomorrow is her last day of work for the Authority. Mrs. Gradler discussed her personal history with the Authority, from the 10'x10' office the Authority used to rent from the township garage to taking photos of the current Sewer Authority building while it was being constructed. Mrs. Gradler thanked the Board for 28 great years.

CAROL GRADLER

At 11:05 a.m., the Board recessed to executive session to discuss a hardship case.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to recess to an executive session to discuss a hardship case. Vote 5/0.

EXECUTIVE  
SESSION

Mr. C. Rose left the meeting at 11:20 a.m.

Chairman Fette reconvened to regular session at 12:10 p.m.

### **NEW BUSINESS**

Mr. Welka asked Manager Steff if the Authority was going to create a bill-insert regarding basement back-up insurance riders to better inform sewer customers. Mr. Welka stated that he feels it is important for customers with basement service to understand the risks. Manager Steff responded that he plans to do some research and will address the topic in the 4<sup>th</sup> Quarter Township Newsletter to residents.

BASEMENT  
SERVICE RISK  
AWARENESS

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

ADJOURNMENT

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

Respectfully submitted by,

Caitlyn Haener  
Administrative Supervisor