

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
APRIL 30, 2015**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:13 a.m. by Chairman Chris Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Michael Rose, Vice Chairman; Laban Marsh, Secretary; Cloyd J. Rose, Ass't Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Douglas Sceiford, P.E., Hill Engineering; George Joseph, The Quinn Law Firm; Caitlyn Haener, Administrative Supervisor. Visitors: Resident Bob Stewart, 7300 Old Perry Hwy; Resident Steve Kifer, 8901 Parson Rd. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh to approve the minutes of the March 19, 2015 Regular Business Meeting. Vote 5/0. 3/19/15 MINUTES

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. TREASURER'S REPORT

Motion by Mr. Marsh, seconded by Mr. Welka to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 5/0. EXPENDITURES

**RESIDENTS TO BE HEARD**

Mr. Steven Kifer, 8901 Parson Road, is requesting a temporary sewer connection agreement. Parson Road is indicated as an area of managed on-lot disposal systems on the Comprehensive Plan; it cannot be easily serviced by gravity sanitary sewers. Discussion ensued regarding sewer line size, location and the proper agreements for the project. KIFER  
(8901 PARSON)

Mr. C. Rose left the meeting at 9:30 a.m.

The Board directed Solicitor Joseph to prepare an abbreviated developer agreement and a temporary connection agreement. Mr. Kifer will hire Bob Rathmann to prepare an exhibit for the project; the exhibit should indicate the location, the planned materials and the depth of the sewer line.

Mr. Kifer left the meeting at 9:57 a.m.

Bob Stewart, 7300 Old Perry Hwy, requested an update on the timeline of the Route 97 Project and requested to be notified when the contractors plan to work in the easement on his property. Manager Steff responded that the Authority does not know exactly when each contractor will start, but he will do what he can to keep Mr. Stewart informed as the project progresses. STEWART  
(7300 OLD PERRY HWY)

Mr. Stewart left the meeting at 10:16 a.m.

**SOLICITOR’S REPORT**

Solicitor Joseph reports that the dedication and easement agreements with Developers Diversified Realty Corp (DDRC) regarding the construction of a new 5-unit strip plaza on Douglas Parkway are complete. Manager Steff added that the Authority has received the signed agreements from DDRC but he has not had time to review them. Manager Steff requested that the Board enter into the agreements, pending a final review by Solicitor Joseph and Manager Steff.

DDRC  
AGREEMENTS

Motion by Mr. M. Rose, seconded by Mr. Marsh, to enter into the Dedication and Easement Agreements with Developers Diversified Realty Corp (DDRC), pending a final review by Solicitor Joseph and Manager Steff. Vote 3/0 with Mr. Welka abstaining

AUTHORIZE DDRC  
AGREEMENTS

Solicitor Joseph reports that it is not possible to give preference to Pennsylvania contractors for the Route 97 Lift Station Project.

PREF FOR PA  
CONTRACTORS

Solicitor Joseph reports that the Authority received \$44,634.24 from the Judicial Tax Sale of 8330 Perry Highway held in December 2014. Manager Steff added that the total due was \$113,046.61 so the balance of \$68,412.37 will be written off.

8330 PERRY HWY  
LIEN SATISFIED

Solicitor Joseph reports that he has received notice of the planned sheriff sale of 2205 New Road in July 2015. The Authority has a lien in place for the 2010 Sewer Extension Project Assessment. Manager Steff added that Mr. Keppler has contacted the Authority to make arrangements for a payment plan. Mr. Keppler requested a reduced interest rate on the basis of hardship, but he has not provided the evidence of hardship requested by the Authority. Discussion ensued. The Board does not accept Mr. Keppler’s request for a reduced interest rate on the basis of hardship at this time.

KEPPLER  
HARDSHIP  
2205 NEW ROAD

Solicitor Joseph reports that he has drafted a developer agreement for the Poet’s Park Project and transmitted it to Manager Steff.

POETS PARK

**ENGINEER’S REPORT**

Engineer Doug Sceiford, P.E., Hill Engineering, attended the meeting at the request of Engineer Fails, in his stead.

Engineer Sceiford reports that the Route 97 Lift Station Project contracts are out to bid and there has been much interest.

ROUTE 97 LIFT  
STATION PROJECT

**MANAGER’S REPORT**

Manager Steff reports the Act 57 Schedule of Fees is ready for Board consideration. Manager Steff reports that Route 19 increased by 1.45%; Route 97 increased by 5.38%; and Route 99 increased by 10.35%. The New Road calculation is still pending and can be added as an amendment at a later meeting. Manager Steff recommends the Board adopt the Act 57 Schedule of Fees as prepared by Engineer Sceiford.

ACT 57 UPDATE

**Summit Township Sewer Authority  
Monthly Business Meeting  
April 30, 2015**

Motion by Mr. M. Rose, seconded by Mr. Welka, to adopt the updated Act 57 Schedule of Fees. Vote 4/0.

ADOPT ACT 57  
UPDATE

Manager Steff reports that Dr. Eric VanDamia requested to be on the agenda regarding the 1Q 2015 sewer bill for his office at 2181 Keystone Drive. Dr. VanDamia has since called to say he would not be able to attend the meeting. The Board tabled the topic.

VANDAMIA  
2181 KEYSTONE

Manager Steff reported that the Leon, Elda and Lee Wasielewski have signed a Developer Agreement regarding the Eldaberry Woods Project planned for New Road. Manager Steff recommends the Board enter into the agreement.

ELDABERRY  
WOODS

Motion by Mr. Marsh, seconded by Mr. M. Rose, to enter into the Developer Agreement with Leon, Elda and Lee Wasielewski regarding the Eldaberry Woods Project. Vote 3/0 with Mr. Welka abstaining.

WASIELEWSKI  
DEVELOPER  
AGREEMENT

Manager Steff reports that Administrative Supervisor Haener has researched 3 prospective credit card processing services. Administrative Supervisor Haener recommended Payment Services Network (PSN). The set up fee is \$1,344 and the service is \$568/year after. PSN accepts Visa, MasterCard, Discover and American Express. PSN will be able to integrate with our current billing software so customers can see their balances and sign up for email reminders for free. Customers will be able to make credit card payments and schedule reoccurring payments with MasterCard, Discover and American Express (Visa does not allow automatic reoccurring payments). The customers will pay a transaction convenience fee directly to PSN when they make a payment. The fee to use an e-check is \$1. Credit card fees are 2.75% of the payment amount (+\$0.50 if the payment is under \$100). Manager Steff requests Board authorization to utilize Payment Services Network.

ACCEPTING  
CREDIT CARDS

Motion by Mr. Marsh, seconded by Mr. Welka, to authorize the utilization of Payment Services Network. Vote 4/0.

PAYMENT  
SERVICES  
NETWORK

Manager Steff reports that the current computer backup drives are aging and in need of replacement. Manager Steff has been in communication with Velocity Net about upgrading to a network server and cloud backup system for \$6,762. Discussion ensued. The Board prefers the added backup of an external drive in addition to the cloud backup.

UPGRADE  
COMPUTER  
NETWORK AND  
BACKUP

Motion by Mr. Marsh, seconded by Mr. M. Rose, to authorize the upgrade to a network server, cloud backup and additional external drive backup system. Vote 4/0.

**NEW BUSINESS**

Mr. Welka requested that Hill Engineering prepare a rough plan view, with high and low elevations, for sewer on Hamot Road from Five Points down to Edinboro Road. Engineer Sceiford has looked at the area in the past; Engineer Sceiford will review his files and report back.

HAMOT ROAD

**Summit Township Sewer Authority  
Monthly Business Meeting  
April 30, 2015**

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

ADJOURN

Chairman Fette adjourned the meeting at 11:00 a.m.

Respectfully submitted by,

Caitlyn Haener  
Administrative Supervisor