

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
DECEMBER 17, 2015**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:07 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; Clayton J. Fails, P.E., Hill Engineering; George Joseph, The Quinn Law Firm; Caitlyn Haener, Administrative Supervisor. Visitors: John Willow, Leon, Elda and Lee Wasielewski. ROLL CALL

Motion by Mr. M. Rose, seconded by Mr. Marsh to approve the minutes of the November 19, 2015 Regular Business Meeting. Vote 5/0 11/19/15 MINUTES

Motion by Mr. Welka, seconded by Mr. Marsh to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 5/0 TREASURER'S REPORT

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

RESIDENTS TO BE HEARD

Mr. Leon Wasielewski, Developer of the Eldaberry Woods Subdivision Project on New Road, requested an update on the PA DEP Notice of Violation at the New Road Lift Station site. Chariman Fette responded that Authority sent a letter to DEP as discussed in the prior meeting; DEP has not yet responded. Discussion ensued. Chairman Fette reiterated that the letter to DEP stated that if the DEP will not accept the offer for a reduced remediation, the Authority will plan to proceed with 2:1 Mitigation. Manager Steff added that the Authority is not yet under a consent order and agreement with DEP; the Authority cannot proceed with either option until we receive clear direction from DEP. ELDABERRY WOODS / NEW ROAD L.S. / PA DEP NOV

Leon, Elda and Lee Wasielewski left the meeting at 9:25 a.m.

Mr. John Willow (7221 Edinboro Rd), requested an update from the Board regarding his request to extend the existing sewer line south on Route 99 (Edinboro Road) and Hershey Roads. Engineer Fails distributed and presented a conceptual layout and preliminary cost estimates. Mr. Willow presented a property plot showing the possible route for backlot sewer north of the Hamot/Hershey intersection. Mr. Willow pointed out a cemetery on his survey. Discussion ensued regarding topography, easements and the timing of future developer projects in the area, Copperleaf and Poet's Park. Manager Steff will reach out to Poet's Park regarding their timeline. Engineer Fails will work on a new cost estimate, featuring front-frontage and per-unit assessment calculations. ROUTE 99 & HERSHEY EXTENSION REQUEST

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Mr. Willow left the meeting at 10:12 a.m.

SOLICITOR'S REPORT

Solicitor Joseph reports that he continues to work on the PA DEP Notice of Violation issue. As discussed earlier in the meeting, the Authority must wait for a response from DEP to proceed.

NEW ROAD L.S. /
PA DEP NOV

Solicitor Joseph reports that he will begin working on a review of the Supplemental Insurance Plan provided by the Authority to employees to make sure it is in compliance with the Affordable Care Act.

SUPPLEMENTAL
INSURANCE

Solicitor Joseph reports that he is working on a Developer Agreement with David Lasher to connect his home at 2833 Flower Road.

LASHER
(2833 FLOWER RD)

Solicitor Joseph reports that the Stoney Morton (143 Jefferson Ave) lien has been satisfied. The Authority was due \$2,352.28. The balance was paid in full through a bankruptcy payment plan. Administrative Supervisor Haener added that an error at the bankruptcy office resulted in an overpayment on the account; the bankruptcy office has been contacted and \$607.93 will be returned.

MORTON (143
JEFFERSON) LIEN
SATISFIED

ENGINEER'S REPORT

Engineer Fails reports that Route 97 Lift Station Project Contract 1 (General Construction of the Pump Station) is making good progress; sheet piling is close to foundation grade. The geotechnical engineer is evaluating subgrade conditions. The contractor will begin building the sump pump next week. Engineer Fails recommends the third payment request from G.M. McCrossin in the amount of \$87,306.44.

ROUTE 97 L.S.
PROJECT UPDATE

Motion by Mr. C. Rose, seconded by Mr. M. Rose, to authorize Payment 3 on Contract 1 to G.M. McCrossin in the amount of \$87,306.44. Vote 5/0.

AUTHORIZE
PAYMENT 3,
CONTRACT 1

Engineer Fails reports that the Contract 2 and Contract 3 contractors are sending in submittals. Cox and Kanyuck provided temporary power to the site, which required some equipment and coordination. Engineer Fails recommends the first payment request from Cox and Kanyuck Electric in the amount of \$12,150.00.

Motion by Mr. M. Rose, seconded by Mr. Marsh, to authorize Payment 1 on Contract 2 to Cox and Kanyuck Electric in the amount of \$12,150.00. Vote 5/0.

AUTHORIZE
PAYMENT 1,
CONTRACT 2

Engineer Fails reports that he has met with Manager Steff and the maintenance staff regarding Oliver Road Lift Station and the Meadows Lift Station upgrades. There is proof of inflow and infiltration in both systems. Much needed upgrades include pumps, site work, new panels and controls. Hill Engineering will work with Hornfeck Engineering on the electrical components; Hornfeck has submitted a subcontracting proposal. Engineer Fails expects that project bidding will take place in 2016 and work

OLIVER ROAD LIFT
STATION /
MEADOWS LIFT
STATION

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will be completed in 2017. Engineer Fails transmitted the engineering services proposal to Manager Steff yesterday; Engineer Fails will continue to work while the Board reviews the agreement for approval at a future meeting. Engineer Fails drafted the proposal on an hourly basis and estimates the total engineering expense will be \$92,300; Engineer Fails stated that he believes an hourly rate is the best way to approach the project at this time because there is still a lot of planning to be done. Discussion ensued.

OLIVER ROAD LIFT
STATION /
MEADOWS LIFT
STATION
(Cont.)

MANAGER'S REPORT

Manager Steff reports that the auditor, Joseph Sadler, CPA, has requested a representation letter signed by Manager Steff and Chairman Fette on behalf Authority. By signing the representation letter, the Board confirms that all information contained within the financial statements for the fiscal year ended June 30, 2015 is true and accurate and that all information has been disclosed, as detailed in the letter.

AUDIT
REPRESENTATION
LETTER

Motion by Mr. Welka, seconded by Mr. C. Rose, authorizing Manager Steff and Chairman Fette to sign the audit representation letter for fiscal year ended June 30, 2015. Vote 5/0.

Manager Steff reports that Auditor Joseph Sadler, CPA, presented the Summit Township Sewer Authority Audit Report for the Fiscal Year Ended June 30, 2015 at a meeting with Board Members Mark Welka and Laban Marsh, Manager Steff and Administrative Supervisor Haener. Manager Steff confirmed with the members present that they have all received a copy of the audit report. Per Mr. Marsh's request, Administrative Supervisor Haener provided the board members with updated balances for the delinquent accounts liened as of June 30, 2015. Discussion ensued. Manager Steff recommended the Board adopt the Audit Report as prepared by CPA Sadler.

AUDIT REPORT
FY 2014-2015

Motion by Mr. C. Rose, seconded by Mr. Welka, to adopt the Summit Township Sewer Authority Audit Report for the Fiscal Year Ended June 30, 2015 as prepared by Joseph Sadler, CPA. Vote 5/0.

ADOPT AUDIT
REPORT FY 14-15

Manager Steff reports that Tony LaCastro (2370 Dorn Road) has returned a signed Release and Settlement Agreement, prepared by Solicitor Joseph, regarding trees damaged during the 2010 Sewer Extension Project. Manager Steff recommends the Board enter in to the agreement with Mr. LaCastro.

LACASTRO
(2370 DORN ROAD)

Motion by Mr. M. Rose, seconded by Mr. Welka, to enter into the Release and Settlement Agreement with Mr. LaCastro regarding trees at 2370 Dorn Road. Vote 5/0.

LACASTRO
RELEASE &
SETTLEMENT

Manager Steff reports that Assistant Secretary Cloyd Rose's term on the Authority Board will expire December 31, 2015. Manager Steff has drafted a letter to the Summit Township Supervisors, to request the reappointment of Assistant Secretary C. Rose, to be signed all other board members.

RECOMMEND
C. ROSE
REAPPOINTMENT

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Motion by Mr. Marsh, seconded by Mr. Fette, to send a letter to the Summit Township Supervisors recommending Mr. Cloyd Rose's reappointment to the Sewer Authority Board. Vote 4/0 with Mr. C. Rose abstaining.

RECOMMEND
C. ROSE
REAPPOINTMENT
(Cont.)

Manager Steff presented a recap of 2015 projects and a look ahead to 2016.

NEW BUSINESS

No new business.

With no further business to come before the Board, Mr. C. Rose motioned to adjourn, seconded by Mr. Welka. Vote 5/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 11:13 a.m.

Respectfully submitted by,

Caitlyn Haener
Administrative Supervisor