

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
AUGUST 25, 2016**

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 Vice Chairman M. Rose at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Michael Rose, Vice Chairman; Laban Marsh, Secretary; Cloyd J. Rose, Ass't Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; George Joseph, The Quinn Law Firm; Clayton J. Fails, P.E., Greenman-Pedersen; Caitlyn Haener, Administrative Supervisor; Martin McAtee, Operations Foreman. Absent: Chris Fette, Chairman. Visitors: Leon & Elda Wasielewski. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Welka, to approve the minutes of the July 28, 2016 Regular Business Meeting. Vote 4/0 7/28/16 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 4/0 TREASURER'S REPORT

Motion by Mr. Welka, seconded by Mr. C. Rose, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0 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. Manager Steff responded that the Authority has hired Mercyhurst University to complete the Phase 1 Archeological Study as required by the PA State Historic Preservation Office. Once Mercyhurst has completed their study, the report goes directly to DEP. The Authority has received a Consent Order and Agreement from the DEP. According to the COA, the Authority must enter into the agreement by September 6, 2016 and remediation work must be completed by December 2018. NEW RD LIFT STATION REMEDIATION PROJECT

Leon and Elda Wasielewski left the meeting at 9:16 a.m.

SOLICITOR'S REPORT

Solicitor Joseph reports that he has been responding to Manager Steff's procedural questions regarding water shut-off agreement between the Summit Township Water Authority and the Summit Township Sewer Authority. STWA SHUT-OFF AGREEMENT

Solicitor Joseph reports that he has finalized the correction to the frontage discrepancy in the Lasher Developer Agreement (2833 Flower Road). The amendment to the Developer Agreement will reflect Mr. Lasher's increased cost sharing due to the additional frontage that was not shown on the assessment map from which the original LASHER 2833 FLOWER RD

**Summit Township Sewer Authority
Monthly Business Meeting
August 25, 2016**

agreement was drafted. The Authority's share of the project expenses has been corrected to 62.5%. Mr. Lasher was sent a copy of the correction.

LASHER
(Cont.)

Solicitor Joseph has reviewed the Consent Order and Agreement from PA DEP regarding remediation near the New Road Lift Station. Solicitor Joseph recommended that discussion of the COA should take place in Executive Session.

NEW ROAD LIFT
STATION COA

ENGINEER'S REPORT

Engineer Fails reports that he revised the design of the Lasher's connection at 2833 Flower Rd so the sewer line will avoid the trees along the front of the property. The redesigned sewer line is in the road Right-of-Way. To correct the design for the frontage discrepancy a manhole was slightly relocated.

LASHER
2833 FLOWER RD

Engineer Fails reports that the Route 97 Lift Station Project, Contract 1 building is mostly done; the major work inside the building is complete. There is still a bit more work to wrap up inside and outside of the building. Contract 2 is working on cabinets and wiring. Contract 3, the majority of the forcemain is done; testing of the gravity lines has started and there is more testing of the gravity and forcemain to be done. The lift station will be clean water tested before the effluent test is done. Engineer Fails estimates that the project is about 1 1/2 months from completion.

ROUTE 97 PROJECT
UPDATES

Engineer Fails recommends Payment 11 on Contract 1 to G.M. McCrossin in the amount of \$100,634.74.

Motion by Mr. C. Rose, seconded by Mr. Welka, to authorize Payment 11 on Contract 1 to G.M. McCrossin in the amount of \$100,634.74. Vote 4/0.

AUTHORIZE
PAYMENT 11,
CONTRACT 1

Engineer Fails recommends Payment 5 on Contract 2 to Cox and Kanyuck Electric in the amount of \$24,130.00, pending receipt of the signed, original AIA Application and Certification for Payment Document.

Motion by Mr. Welka, seconded by Mr. C. Rose, to authorize Payment 5 on Contract 2 to Cox & Kanyuck Electric in the amount of \$24,130.00, pending receipt of the signed, original AIA Application and Certification for Payment Document. Vote 4/0.

AUTHORIZE
PAYMENT 5,
CONTRACT 2

Engineer Fails has reviewed a change order submitted by Cox & Kanyuck Electric for a voltage discrepancy between the power of the cranes prescribed in Contract 1 and the power that was to be provided by Contract 2. Engineer Fails is recommending that the Board authorize Change Order 1 on Contract 2 in the amount of \$3,681.00.

Motion by Mr. Welka, seconded by Mr. C. Rose, to authorize Change Order 1 on Contract 2 with Cox & Kanyuck Electric in the amount of \$3,681.00. Vote 4/0.

AUTHORIZE
CONTRACT 2
CHANGE ORDER

**Summit Township Sewer Authority
Monthly Business Meeting
August 25, 2016**

Engineer Fails reports that Contract 3, Chivers Construction, has not submitted a payment application for this period as of the date of the meeting.

Engineer Fails reports that Chivers Constructions, Contract 3, has indicated that they will be submitting a change order for review regarding soil conditions. Unusually wet and unstable soil conditions required that when the first manhole was installed, it needed to be under cut and stabilized; the wet conditions continued to the tie in at Route 97. Engineer Fails will be ready to make a recommendation regarding the change order at the next meeting.

CONTRACT 3
CHANGE ORDER
REQUEST

MANAGER’S REPORT

Manager Steff reports that Operations Foreman McAtee received a proposal to scrape, caulk, prime and paint the windows, trim, doors, canopy roof and lettering at the Authority Building from Putnam’s Painting Company for \$2,280. Two additional contractors were contacted but they did not respond. Manager Steff requests authorization to accept the proposal from Putnam Painting to paint the Authority Building.

AUTHORITY
BUILDING
MAINTENANCE

Motion by Mr. Marsh, seconded by Mr. Welka, to accept the proposal from Putnam Painting for \$2,280.00 to paint the Authority Building. Vote 4/0.

HIRE PUTNAM TO
PAINT

Manager Steff and Operations Foreman McAtee presented the need for a policy change barring permittees from making connections to the sewer mains. Several examples were cited of contractors who have negligently and/or accidentally damaged STSA infrastructure or endangered their employees. Operations Foreman McAtee works with the contractors to remedy these situations as they arise, but some contractors are repeat offenders. Operations Foreman McAtee is proactive with contractors unfamiliar to the STSA; he will call to offer them advice regarding necessary equipment, local soil conditions and the depth of the main. Despite his proactive approach, Operations Foreman McAtee has arrived to inspect job sites only to find that the contractor did not take his advice. Most of our neighboring municipalities have policies in place to restrict who is able to perform work that touches the main. Manager Steff and Operations Foreman McAtee agree that a policy is needed to limit which contractors can access the main to protect the Authority assets and infrastructure. The proposed change would be for any work that touches the main, up to the Y plus 13ft, or requires a road bore.

PERMITTEE
CONNECTIONS –
POLICY CHANGE
DISCUSSION

Discussion ensued regarding establishing the contractor criteria for getting on the proposed list, possible bonding requirements, and criteria for getting banned from the proposed list. Discussion ensued bidding the work for a single contractor. Mr. Marsh noted that establishing proper criteria for contractor approval will be challenging due to the fact that connection work is often a joint effort between excavators and plumbers. Mr. M. Rose spoke in favor of creating a list of approved contractors. Mr. C. Rose added that the list should be expandable. Mr. M. Rose expressed concern that if the contractor options for residents are too limited, it will increase the cost for all residents due to lack of competition; consumer choice will keep the connection costs down. Also,

**Summit Township Sewer Authority
Monthly Business Meeting
August 25, 2016**

too few contractor options could create a wait-time for connections that could disrupt private construction deadlines.

Mr. Welka expressed concern that the list will not adequately protect Authority assets if the contractor criteria for approval is not strict enough. Manager Steff added that having a single designated contractor would simplify the connection process for residents by eliminating the need for residents to try to determine who to call for a quote or if the contractors are qualified.

Mr. M. Rose reiterated his concern that the cost to connect will be greater for all residents because the contractor's rates may be based on worst-case connection scenarios, rather than each resident paying the fair rate for the conditions at their property. Mr. M. Rose added that if a single contractor is the only one allowed to perform mainline lateral connections for several years it will be harder for outside bidders to successfully bid the work because they won't be as experienced; this could further increase the rates each bidding cycle.

Engineer Fails recommends that the Authority should bid the work every few years and award the work to a single contractor. Otherwise, the Authority staff could end up spending lots of time continuously vetting contractors who want to be added to the list; there is also the risk that damage to STSA infrastructure will already be done by the time the Authority takes action to ban the offending contractor. If the job goes out for bid, this will enable the Authority to thoroughly vet the bidders and select a qualified contractor with certainty; the quality assurance will benefit residents as well.

Manager Steff requested Board authorization to expend the funds to investigate a policy change that would prevent permittees from making the connection to the sewer mainline. Manager Steff will investigate both an approved-list system and a single bidder system, then report back to the Board.

Motion by Mr. Welka, seconded by Mr. C. Rose, to authorize the investigation of a policy change to limit mainline connections to a list of approved contractors or a bid-awarded single contractor. Vote: Y – MW,LM,CR / N - MR

PERMITTEE
CONNECTIONS –
POLICY CHANGE
DISCUSSION (Cont.)

AUTHORIZE POLICY
CHANGE
INVESTIGATION

Mr. M. Rose stated that he voted against policy investigation because he doesn't like where the conversation is going.

At 10:07 a.m., the Board recessed to executive session to discuss the Consent Order and Agreement received from the PA DEP regarding wetlands mitigation at the New Road Lift Station site.

NEW ROAD LIFT
STATION COA

Motion by Mr. Marsh, seconded by Mr. Welka, to recess to executive session for the purpose of discussing the COA from DEP. Vote 4/0.

EXECUTIVE SESSION

RECONVENED

Vice Chairman M. Rose reconvened the meeting to regular session at 10:35 a.m.

Motion by Mr. Welka, seconded by Mr. Marsh, to authorize Chairman Fette to sign the Consent Order and Agreement from DEP pending the recommendation of the professional staff and a poll of the Board. Vote 4/0.

CONDITIONAL
AUTHORIZATION OF
COA

**Summit Township Sewer Authority
Monthly Business Meeting
August 25, 2016**

Mr. Welka left the meeting at 10:36 a.m.

Manager Steff reports that the STSA hosted a meeting with the STWA regarding implementation details of the water shut-off agreement. Both agencies agreed that the first step will be to start locating the water shut-off valves for delinquent residences. The location project will progress as the agencies have personnel available and the accounts with the highest balances will be located first.

WATER SHUT-OFF
MEETING

NEW BUSINESS

None.

With no further business to come before the Board, Mr. C. Rose motioned to adjourn, seconded by Mr. Marsh. Vote 3/0.

ADJOURNMENT

Vice Chairman M. Rose adjourned the meeting at 10:39 a.m.

Respectfully submitted by,

Caitlyn Haener
Administrative Supervisor