

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JULY 27, 2017**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:05 a.m. by Chairman 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; George Joseph, The Quinn Law Firm; Clayton J. Fails, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Absent: none. Visitors: none. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. M. Rose, to approve the minutes of the June 29, 2017 Regular Business Meeting. Vote 5/0 6/29/17 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. M. Rose, seconded by Mr. Welka, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 5/0 EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reports that the Authority has received a signed Amendment #2 for the Copperleaf Developer Agreement. COPPERLEAF AMENDMENT

Solicitor Joseph reports that his office has rerecorded the Developer Agreement with UMH PA Holly Acres for the expansion project, originally recorded in March 2017. The Agreement was rerecorded to correct for an exhibit that was inadvertently not included in the original recording. HOLLY ACRES RERECORDED

Solicitor Joseph reports that the Prittie's refinanced their residence (8260 Curtis Road) and that resulted in the Authority receiving full payment of the lien, in the amount of \$5,473.85. Other liens on other properties have also been paid off and removed; collections are going well. Mr. Marsh began a discussion regarding the list of liened delinquent customers as of July 2017. Discussion ensued regarding current collection efforts and future collection options. DELINQUENT ACCOUNT COLLECTIONS

ENGINEER'S REPORT

Engineer Fails reports that the Route 97 Lift Station Project Contract 3 inspection revealed an area with eroded vegetation. Engineer Fails has reviewed a balancing change order to close out the contract. The contractor has submitted a request for final payment and the paperwork to close out the contract. Originally, Engineer Fails recommended that an amount should be withheld from the final payment due to the vegetation issue. In response, Chivers Construction requested that the Board close out the contract, issue the final payment in full and hold the check until the vegetation issue is resolved. Discussion ROUTE 97 LIFT STATION PROJECT CONTRACT 3

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ensued. Engineer Fails and Manager Steff have reviewed and recommend approval of the change order. Manager Steff explained that the balancing change order is the sum of minor changes in material quantities and a manhole between planning and actual construction.

ROUTE 97
LIFT STATION
(Cont.)

Motion by Mr. M. Rose, seconded by Mr. Marsh, to approve Final Change Order #3 to Contract 3 with Chivers Construction in the amount of \$14,942.86 to balance the quantities at the end of the project. Vote 5/0.

APPROVE
CONTRACT 3
CHANGE ORDER

Engineer Fails and Manager Steff recommend that the Authority approve Final Payment #7 on Contract 3 with Chivers Construction in the amount of \$28,040.67, to be released on the condition that the vegetation issues at the site are resolved. Discussion ensued.

CONTRACT 3
FINAL PAYMENT

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve Final Payment #7 on Contract 3 with Chivers Construction in the amount of \$28,040.67, to be released on the condition that the vegetation issues at the site are resolved. Vote 5/0.

APPROVE FINAL
PAYMENT W
CONDITIONS

Engineer Fails reports that the New Road Wetlands Mitigation Project contractor, McLallen Construction, is just finishing up privately contracted work for the Eldaberry Subdivision Project and should be able to start work on the wetlands mitigation soon. Engineer Fails will schedule a preconstruction meeting.

NEW ROAD
WETLANDS
MITIGATION
PROJECT

Engineer Fails reports that he is preparing a presentation for the Board regarding the 2016 Project (Hamot, Hershey, and Edinboro Roads Extension).

2016 PROJECT

Engineer Fails reports that he has been working with Manager Steff and STSA Operations staff to work out the details of the Meadows Lift Station Upgrades Project. The project will start moving forward soon. Mr. C. Rose asked whether the capacity planning for the Meadows Lift Station Upgrades has considered all potential growth in the area, citing new paving apparently for more development in the Countryside Condominiums near Old French Road. Engineer Fails responded that the capacity planning is based on the current metering data plus some additional growth in the area for what could be built out. Engineer Fails will double check the numbers for projected growth and noted that there seems to be a lot of inflow and infiltration in the system based on the metering data collected.

MEADOWS LIFT
STATION
UPGRADES
PROJECT

MANAGER'S REPORT

Manager Steff presented a correction to the Budget for Fiscal Year 2017-2018. The revision is to correct a place-holder error in the categories Provision for Bad Debt (+\$10,000) and Debt Service (+\$30,000). The net change is an additional \$40,000 in operating expenses. Discussion ensued.

REVISED BUDGET
FOR FY 17-18

Motion by Mr. M. Rose, seconded by Mr. Marsh, to approve the revised Budget for Fiscal Year 2017 – 2018. Vote 5/0.

APPROVE REVISED
BUDGET FY 17-18

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Manager Steff reports that GPI has prepared the Agreements between the Authority and McLallen Construction regarding the bid award for the New Road Wetlands Replacement Project. Manager Steff requests Board authorization for Chairman Fette and Secretary Marsh to sign the presented documents.

NEW ROAD
WETLANDS
MITIGATION
CONTRACT

Motion by Mr. Welka, seconded by Mr. M. Rose, to authorize the signing of the New Road Wetlands Replacement Project agreements with McLallen Construction. Vote 5/0.

AUTHORIZE
AGREEMENTS

Manager Steff reports that the City of Erie has applied for renewal of their NPDES permit from the DEP. The permit is typically effective for 5 years. The City reported that there are no planned improvements or operational changes.

CITY OF ERIE
NPDES PERMIT

Manager Steff reports that the EPA has started implementing Mercury and Air Toxins Standards (MATS). City of Erie Bureau of Sewers contacted the Authority to identify sampling locations for each entrance point into the Joint Transportation System. The City of Erie is at the beginning of the process. There are no mandated improvements currently, only mandated testing and monitoring. If a problem is identified steps may be required to minimize the entrance of mercury into the Joint Transportation System.

EPA MERCURY
MONITORING

Manager Steff presented the STSA Report on the Route 97 Lift Station Project Cost of Engineering. Manager Steff explained that the total engineering expenses charged to the project were higher than proposed in the Engineering Services Agreement. Administrative Supervisor Haener identified the differences and Manager Steff investigated them. Most of the cost over-runs were accounted for in engineering services rendered prior to the signing of the service agreement, additional permitting costs, the STEIDA Grant application, additional inspection due to the extended project duration, and change orders due to unforeseeable issues like the NFG line. Engineer Fails added that two inspectors were required on site for longer than originally anticipated due to the timing of the different contracts. Manager Steff has no further concern with the issue.

ROUTE 97 LIFT
STATION PROJECT
ENGINEERING
COSTS

NEW BUSINESS

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:52 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor