

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
DECEMBER 21, 2017**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:00 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, 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: Michael Rose, Vice Chairman. Visitors: none. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the November 30, 2017 Regular Business Meeting. Vote 4/0 11/30/17 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

SOLICITOR'S REPORT

Solicitor Joseph reported that on December 18, 2017, the Summit Township Supervisors passed resolution 2017-21 to extend the life of the Authority for another 50 years. Next, there must be a legal advertisement to advise residents that we intend to file with the Commonwealth. The articles will then be submitted to the Secretary of Commonwealth. EXTEND THE LIFE OF THE AUTHORITY

Solicitor Joseph reports that he has been working on the Right-of-Way agreement for Downs Drive sewer line relocation. Solicitor Joseph worked with the Scott Enterprises' attorney on some revisions to the standard agreement. Both attorneys agreed on the final draft. Manager Steff elaborated on the changes that were proposed, some of which he rejected. Manager Steff reports that the Authority has not yet received the signed agreement but the developers are eager to get started on the project prior to the next regular meeting of the Authority. Manager Steff and Solicitor Joseph recommend that the Board pre-approve the agreement, contingent on a final review by Solicitor Joseph and Manager Steff prior to counter-signing. DOWNS DRIVE RELOCATION

Motion by Mr. Welka, seconded by Mr. C. Rose, to pre-approve the Right-of-Way agreement with Scott Enterprises for the Downs Drive sewer relocation, pending the receipt of the signed agreement and contingent on a final review by Manager Steff and Solicitor Joseph. Vote 4/0 APPROVE ROW WITH CONTINGENCY

Solicitor Joseph reports that he is currently working on an opinion for the proposed Connection Compliance Project regarding far-side and private drive issues as requested by Manager Steff. CONNECTION COMPLAINTS ISSUES

ENGINEER’S REPORT

Engineer Fails distributed and presented a report on the DCED grant opportunities. The awards should be announced this summer. Engineer Fails recommends that the Board consider pursuing the grants for the projects outlined in the report: the Meadows Pump Station Improvements, Old Perry Highway Sanitary Sewer Upgrades, Hamot Road Sanitary Sewer Extension Project, and the proposed Connection Compliance Project.

DCED GRANT
OPPORTUNITIES

Engineer Fails reports that the Meadows Lift Station metering data has been confirmed. The current design planning for 500 GPM is still valid. Only nominal growth is built in and the 6” forcemain creates a bottleneck that is also a horsepower limitation. Engineer Fails has been in discussion with reps from Smith & Lovelace regarding various design concepts. Manager Steff explained that the Meadows is a critical lift station and there will certainly be greater capacity needs at the station in the future, but it’s impossible to know when; the preferred design will still provide options for growth when the future capacity reaches a point that will require another upgrade. Discussion ensued. The Meadows Upgrade Project is ready for Part 2 permitting; bidding may be ready for this summer.

MEADOWS LIFT
STATION
UPGRADE
PROJECT

Engineer Fails reviewed the 2016 Project, with focus on a Hamot Road Sewer Extension for a DCED grant application. Engineer Fails briefly reviewed the Connection Compliance Project. Discussion ensued regarding retention planning at the Decker property; there is a gravity solution. Various tank sizes have been considered.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to direct Greenman-Pedersen to prepare grant applications for the Meadows Pump Station Improvements, Old Perry Highway Sanitary Sewer Upgrades, Hamot Road Sanitary Sewer Extension Project, and the proposed Connection Compliance Project. Vote 4/0

PREPARE FOUR
GRANT
APPLICATIONS

Engineer Fails reports that data from a recent storm event has revealed I&I in the Route 97 sewer shed. Investigation planning to possibly determine primary I&I sources is underway.

ROUTE 97 I&I
INVESTIGATION

Engineer Fails reports that Route 97 Lift Station, Contract 2 has submitted an application for final payment. Engineer Fails recommends the ninth and final payment to Cox & Kanyuck Electric in the amount of \$10,268.09. Engineer Fails has not yet received the close-out paperwork. Engineer Fails recommends that once paperwork is finalized, the Authority should release funds.

ROUTE 97 LIFT
STATION PROJECT
CONTRACT 2

Motion by Mr. C. Rose, seconded by Mr. Marsh, to issue the final payment on Route 97 Lift Station Contract 2 to Cox & Kanyuck Electric in the amount of \$10,268.09, with funds to be released once the contract paperwork is finalized per Engineer Fails. Vote 4/0

APPROVE FINAL
PAYMENT WITH
CONTINGENCY

Engineer Fails reports that the New Road Wetlands Mitigation Project contract is out of time. Engineer Fails presented a change order to the Board to extend the contract in to next spring.

NEW ROAD
WETLANDS
MITIGATION

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Motion by Mr. Marsh, seconded by Mr. C. Rose, to extend the New Road Wetlands Mitigation Project Contract with McLallen Construction to April 15, 2018. Vote 4/0

MCLALLEN
CONTRACT
EXTENSION IN
TIME

Engineer Fails is recommending a partial payment to McLallen Construction for the New Roads Wetlands Mitigation contract work that has already been completed. The recommended payment amount is \$42,205.05.

Motion by Mr. Welka, seconded by Mr. Marsh, to pay McLallen Construction \$42,205.05 for the work completed to date on the New Roads Wetland Mitigation contract. Vote 4/0

MCLALLEN
PAYMENT 1

MANAGER'S REPORT

Manager Steff presented a slide-show to review the updated Act 57 Schedule of Fees as prepared by Greenman-Pedersen. Discussion ensued.

Motion by Mr. C. Rose, seconded by Mr. Marsh, to adopt the updated Act 57 Schedule of Fees dated November 2017. Vote 4/0

ADOPT UPDATED
ACT 57 FEES

Mr. Marsh left the meeting at 10:30 a.m.

NEW BUSINESS

Mr. C. Rose led a discussion regarding future planning for possible alternatives to the transportation fees paid to the City of Erie and Millcreek.

TRANSPORTATION
ALTERNATIVES

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

Chairman Fette adjourned the meeting at 10:40 a.m.

ADJOURNMENT

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor