

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
MAY 31, 2018**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:04 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; Chad Yuriscic, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Absent: None. Visitors: None. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the April 26, 2018 Regular Business Meeting. Vote 5/0 4/26/18 REGULAR 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. Marsh, 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 he has been working with Manager Steff on a capacity issue highlighted by the subdivision of the former Family First Sports complex on Oliver Road, now G.R.E.A.T.T. Solicitor Joseph has drafted new Rules and Regulations regarding capacity reallocation for Manager Steff to review. NEW RULES DRAFTED: CAPACITY ALLOCATION

Solicitor Joseph reports that he has reviewed an Underwriters Letter of Intent received from PNC Bank. The Authority is not obligated to do business with PNC. The letter is a formality, a disclaimer of liability required by the SEC. PNC BANK LETTER OF INTENT

Solicitor Joseph reports that the Sherriff's sale was scheduled for the residence of Chris Miller (8630 Dundee Road). There is a delinquent sewer balance due for the residence that the Authority should be able to recover via the Sherriff's sale. MILLER (8630 DUNDEE RD)

**ENGINEER'S REPORT**

Engineer Yuriscic reports that the Inflow & Infiltration Investigation metering of seven study areas is nearly complete. The metering has revealed three priority areas of contribution and the next phase of the investigation will be to smoke and dye test those areas: Pops Mobile Home Park, Glenmar Gardens and a backlot sewer line that runs through a valley between Robison Road East and the Pilot station at 8035 Perry Highway. Detailed discussion of the meter findings to date ensued; a GPI report with recommendations will follow once the metering study is complete. Manager Steff noted that if I&I mitigation is successful it might relieve or delay the need for retention. I&I INVESTIGATION UPDATE

Engineer Yuriscic presented a detailed Route 97 Retention plan to the Board, with cost estimates for various tank configurations. All of the tank options presented were rated for ROUTE 97 RETENTION

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1,000,000 gallons; options for Board consideration include a concrete cover and gravity-in, gravity-out or pump-in, gravity out designs. Engineer Yurisc led a discussion of each option in detail. A covered tank will trigger storm water management obligations not included in the current cost estimate; the above ground tank requires a pump. The Board preferred the non-covered, partial buried tank with precast walls for the gravity in, gravity out feature. Manager Steff reiterated the necessary improvements driving the Old Perry Highway Relief Project. Manager Steff recommends that planning for the Route 97 Retention Project should be included in the planning for the Old Perry Highway Relief Project. Discussion ensued.

ROUTE 97  
RETENTION  
(Cont.)

OLD PERRY HWY  
RELIEF

Motion by Marsh, seconded by Mr. Welka, to retain GPI for the design and permitting of the Old Perry Highway Relief and Route 97 Retention combined Project. Vote: Yes - 4 (CF,MR,MW,LM)/Abstained-1 (CR).

GPI TO DESIGN  
OLD PERRY HWY  
RELIEF & RT 97  
RETENTION

Engineer Yurisc presented a mapped plan for a sewer extension on Hamot Road, with gravity under I-90. Engineer Yurisc has proved out the I-90 crossing and presented a mapped layout to the Board. The proposed partial sewer extension would begin at Copperleaf, run south on Route 99 to Hershey Road; then east on Hershey Road to Hamot Road; then south on Hamot Road, under I-90, to the north-west corner of the proposed Summit Pointe Subdivision by Maleno Development. Manager Steff stressed that a partial Hamot Road Extension Project would be a clean-up project that would pick up 50-55 homes. The extension to Five Points would be in a later phase, but the proposed depth on Hamot Road will be adequate for a future Oliver Road connection. Manager Steff added that the Oliver Road Lift Station needs upgrades; Manager Steff will budget for repairs and maintenance to get the Oliver Road Lift Station through a few more years. Mr. C. Rose inquired about the subsurface conditions; Engineer Yurisc responded that there has not been any subsurface investigation yet. Manager Steff recommends that a subsurface investigation should be done via core samples. Manager Steff added that he is concerned about the possibility of dewatering nearby wells due to the fill around the gravity sewer line. Manager Steff will investigate the number of Hamot Road homes that are connected to water service or are on wells; Manager Steff referenced the well concerns that came up during the South Hill Road Project. Manager Steff reports that past projects have been subsidized between 70-75%; if the Authority subsidizes 65%, the tapping fee would be \$10,000 per residence. Mr. Welka added that the Erie Federal Credit Union is offering Pennvest loans for sewer lateral connections. Manager Steff did not request Board action at this time, in consideration of the possible award of the Authority's pending grant applications; the grants are expected to be awarded by the end of June.

HAMOT ROAD  
EXTENSION  
PROJECT

**MANAGER'S REPORT**

Manager Steff requests a motion to ratify the 5/15/18 poll of the Board members to authorize the retention of Infinity Consulting for a minor human resources update. The scope of the project was to provide wage benchmarking for the new Maintenance Technician position, revise the position profiles for the Operations Technician and the Billing Clerk based on changes in their responsibilities since the original project in 2014 and update the wage/salary benchmarking for the remaining employees. The proposed cost was \$1,000.00.

INFINITY  
CONSULTING  
HR UPDATES

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Motion by Mr. M. Rose, seconded by Mr. Welka, to ratify the 5/15/18 poll to authorize the retention of Infinity Consulting to update position profiles and benchmarking for \$1,000.00. Vote 5/0.

RATIFY: HIRE  
INFINITY  
CONSULTING

Manager Steff reports that he attended a special meeting at the Wastewater Treatment Plant where the Engineering Firm of Ruekert Mielke presented their Capital Improvement Plan for the City of Erie Sewer Authority. Manager Steff distributed a copies of the plan he received at that meeting. Manager Steff requested all of the tributary municipalities percentage of cost, assuming the satellite municipalities is current based on the 3 year average tributary flow at the publicly owned treatment works. For the Summit Township Sewer Authority, the 2015, 2016 and 2017 average flow is 2.6%. The City's Capital Improvement Plan totals \$70M; the anticipated share for Summit Township is estimated to be \$1.8M. Manager Steff reviewed the plan in detail with the Board. Discussion ensued.

CITY OF ERIE  
CAPITAL  
IMPROVEMENTS  
PLAN

**NEW BUSINESS**

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 11:09 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab  
Administrative Supervisor