

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JUNE 28, 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; 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 Yurisc, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Michael Rose, Vice Chairman. Visitors: residents Jaron Bateman and Dr. Daniel Burdick (2570 Dorn Road). ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the May 31, 2018 Regular Business Meeting. Vote 4/0 5/31/18 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 4/0 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 4/0 EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reports that he has researched the question of deed restrictions on Hamot Road regarding the calculation of the best planning estimate of future EDU's in the event of a Hamot Road Extension Project. Solicitor Joseph reports that the deed restrictions expired in 1985. Discussion ensued. It was noted that several property owners in the area are active in Clean and Green and the threat of penalties would be a disincentive for the owners to subdivide any time soon. Manager Steff concluded that the possibility of future subdivisions is not likely enough to significantly increase the planning estimate, therefore 55-60 EDU's is still a reasonable estimate for the project area. HAMOT ROAD DEED RESTRICTION RESEARCH

Solicitor Joseph reports that the Simonian (8560 Hamot Road) lien has been satisfied. In response to the water being shut off, Simonian paid \$429.67 for the past due balance plus the water shut off fee to have service restored. Manager Steff added that he has directed Billing Clerk Pfister to prepare a list of delinquent accounts without water service. Manager Steff made the Board aware that he intends to work with Solicitor Joseph to develop a legal strategy for collecting delinquent balances for customers without water and other unique delinquent accounts, such as delinquent assessments and residents that have not yet connected to available sewer lines. SIMONIAN (8560 HAMOT) LIEN SATISFIED

ENGINEER'S REPORT

Engineer Yurisc reports that McLallen Construction has submitted a final application for payment for the New Road Wetlands Mitigation Project. Engineer Yurisc has reviewed the application and recommends that the Board approve final payment to McLallen Construction in the amount of \$12,964.95. Discussion ensued regarding monitoring obligations. Engineer Yurisc explained that the 5 year monitoring begins now; there are NEW ROAD WETLANDS MITIGATION PROJECT

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two DEP inspection reports per year for the first 3 years. Invasive species must be kept below a percentage threshold; a certain percentage of trees must survive and grow. Manager Steff reports that the Authority has received a monitoring agreement service contract from GPI that he will review and present to the Board next month.

NEW ROAD
WETLANDS
MITIGATION
(Cont.)

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve final payment to McLallen Construction in the amount of \$12,964.95 to close out the Wetlands Mitigation Project. Vote 4/0.

APPROVE FINAL
PAYMENT

Engineer Yurisc reports that plans have been submitted to the township for the Old Perry Highway Relief and Retention Project. There is a 30 day public comment period and the Supervisors plan to vote on the plan August 6, 2018. Engineer Yurisc will then submit plans to the DEP for various permits and the project should be ready to bid for construction in July 2019. Engineer Yurisc anticipates that the project will be complete in December 2019 and final restoration will take place in May 2020. Mr. Welka asked if the project timeline could be shortened to avoid potential December weather complications; Engineer Yurisc replied that the duration of the DEP review periods and the timing of permit approvals will determine whether the schedule can be adjusted.

OLD PERRY
HWY RELIEF
AND
RETENTION

Engineer Yurisc reports that the Inflow and Infiltration metering is complete. The meters have been pulled. The data was collected and preliminarily analyzed; the full report is pending.

I&I
INVESTIGATION

Engineer Yurisc reports that the Meadows Lift Station Upgrades Project plan has been submitted to DEP; approval is pending. Engineer Yurisc hopes to have DEP approval by October 2018.

MEADOWS LS
UPGRADES

MANAGER'S REPORT

Manager Steff presented the Audit Engagement Letter from McGill Power Bell & Associates to the Board for the Fiscal Year 2017-2018 audit. The fee, per the three year agreement with McGill Power Bell & Associates is \$8,400.00. Manager Steff recommends that Chairman Fette sign the annual audit engagement letter.

AUDIT
ENGAGEMENT
LETTER

Motion by Mr. Welka, seconded by Mr. Marsh, to authorize Chairman Fette to sign the Audit Engagement letter with McGill Power Bell & Associates for the Fiscal Year 2017-2018 audit and fee of \$8,400.00. Vote 4/0

APPROVE AUDIT
ENGAGEMENT
FY 2017-2018

Manager Steff presented the proposed Budget for Fiscal Year 2018-2019. Discussion ensued, including a review of The City's Capital Improvement Plan and the anticipated impact on Summit Township Sewer Authority. The City of Erie project is expected to begin in 2019. The City is currently reviewing the viability of Phase 1 of the 2 Phase plan. No specifics on the bond issue are known yet, however the City is using an estimate of 5% for 20 years in some examples; if the plan comes to fruition as the City has presented, the Summit Township Sewer Authority would need to raise rates enough to generate an additional \$60,000 more per year. However, since the plans are still in a review phase, Manager Steff is not recommending a rate increase at this time.

2018-2019
BUDGET
PRESENTATION

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At 10:19 a.m., the Board recessed to executive session to discuss annual personnel reviews.

Motion by Mr. Welka, seconded by Mr. Marsh, to recess to executive session for the purpose of discussing annual personnel reviews. Vote 4/0.

EXECUTIVE
SESSION

Chairman Fette reconvened the meeting to regular session at 10:47 a.m.

Manager Steff recommends that the Board approve the wages and salaries as discussed in the personnel reviews. Once approved, Manager Staff asks that the personnel committee members sign the annual wage letter to the auditor, reflecting the new employee rates.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the wages and salaries as discussed in personnel reviews and authorize the personnel committee members to sign the annual Wage Letter to the Auditor for Fiscal Year 2018-2019. Vote 4/0.

APPROVE
ANNUAL WAGE
LETTER

Manager Steff recommends that the Board adopt the proposed Budget as presented for Fiscal Year 2018-2019.

Motion by Mr. C. Rose, seconded by Mr. Welka, to adopt the proposed Annual Budget for Fiscal Year 2018-2019. Vote 4/0.

APPROVE
2018-2019
BUDGET

NEW BUSINESS

Mr. C. Rose led a conversation regarding possible transportation alternatives for the effluent from the Summit Township line to the Waste Water Treatment Plant in the City of Erie via the Mill Creek Tube. Mr. C. Rose presented his drafted drawings for 5 ½ miles of ductile iron pipe anchored to the bottom of the Mill Creek Tube with stainless steel straps. Mr. C. Rose has investigated pricing for materials; he estimates the cost to be approximately \$5 million for pipe and an additional \$1 million for extras. Mr. C. Rose stressed that the Authority will save millions of dollars over the years in transportation fees and the need for retention will be eliminated. Detailed discussion of the plan ensued. Mr. Welka has a call in to DEP for a preliminary discussion of the plan. Manager Steff stated that the Authority would be abandoning pipes that we've already paid for. Mr. Fette wondered if there is any mechanism for the Authority to leave the Joint Transportation Agreement; if so, would the Authority would be expected to contribute to the repairs and maintenance of the Mill Creek Tube in a new agreement. Discussion ensued regarding the history and construction of the Mill Creek Tube. Mr. C. Rose will continue to develop the plan and estimates for discussion at a future meeting.

TRANSPORTATION
ALTERNATIVE

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With no further business to come before the Board, Mr. C. Rose motioned to adjourn, seconded by Mr. Welka. Vote 4/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 11:08 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor