

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
OCTOBER 25, 2018**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:06 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; Chad Yurisc, 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 September 27, 2018 Regular Business Meeting. Vote 4/0 9/27/18 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 continues to work to vacate the paper streets in the Harold Road area. Solicitor Joseph has been working with Attorney Joe Sinnott, representing Penelec. Penelec does not oppose the street vacation nor the proposed property swap. Penelec needs time to remove any equipment or appurtenances on the property to be traded; Solicitor Joseph is waiting to receive word back from Atty. Sinnott regarding the progress of that effort. HAROLD ROAD PAPER STREET VACATION

Solicitor Joseph reports that he reviewed and revised an easement agreement provided by the developer of the Hawkeye Hotel Project. Solicitor Joseph transmitted the revised agreement and comments to Manager Steff. HAWKEYE HOTEL

Solicitor Joseph reports that he worked with Billing Clerk Pfister on specific accounts regarding liens and the water shut-off policy. LIENS / WATER SHUTOFF

Solicitor Joseph reports that he has reviewed Resolution 2018-5 for the acceptance of certain relocated sewer lines on Downs Drive as public sewer. Solicitor Joseph deferred to Manager Steff for further discussion. DOWNS DRIVE RELOCATION

**ENGINEER'S REPORT**

Engineer Yurisc reports that GPI has issued a certificate of completion regarding the Downs Drive Relocation Project for the future U-Haul Storage development. The Certificate of Completion has been transmitted to Manager Steff.

Engineer Yurisc reports that he is working to clarify the possible availability and cost of purchasing more downstream capacity from Erie and Millcreek in the course of due PURCHASE CAPACITY FROM ERIE & MILLCREEK

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diligence regarding the Route 97 Retention Project. Engineer Yurisc sent letters to the Millcreek Township Supervisors, the Millcreek Township Engineer, the MTSA Technical Manager, Dave Wright, City of Erie Bureau of Sewers Chief Basil Ronsetti, and City of Erie Director of Public Works, Dave Mulvihill. The letters explained the growth that has occurred in Summit Township in the past 20 years, since the Joint Transportation Agreement was assembled. The letters outline an ultimate flow projection of 4,200GPM for the Route 97 sewer shed, which means that Summit Township would need an additional 2.4 million gallons of capacity from Erie and Millcreek if the Authority does not construct a retention facility. The letters asked if Erie and Millcreek have capacity available in their current infrastructure; if not, what improvements would be needed and how much would the improvements cost. Engineer Yurisc has not yet received a response. Related to this research, Manager Steff added that he sent an email to Mr. Mulvihill in which Manager Steff calculated the fines for exceeding the maximum allowable daily flow and asked Mr. Mulvihill to confirm his calculations. Manager Steff explained that the fine equation relates in part to the tributary municipality's annual Act 537 capital cost. Since Summit bought out of the Act 537 Bonds, the amount is very low. Mr. Mulvihill responded that he is unable to research the issue on his end, due to the timing of the request; Mr. Mulvihill is current working on the development of his annual budget. Mr. Mulvihill suggested that the email be forwarded to Rob Rodemoyer, an engineer with the City of Erie Waste Water Treatment Plant, for review.

PURCHASE  
CAPACITY FROM  
ERIE &  
MILLCREEK  
(Cont.)

Engineer Yurisc reports that he will attend a zoning hearing for the special exemption permit for the Route 97 Retention tank on October 30, 2018. Manager Steff has prepared a presentation. Discussion ensued.

ROUTE 97  
RETENTION  
PROJECT

Engineer Yurisc reports that he has done a capacity analysis on Downs Drive and determined that the reserve capacity is 125 GPM.

DOWNS DRIVE  
CAPACITY

Engineer Yurisc reports that the Oliver Road Lift Station site has been surveyed. Engineer Yurisc has started to develop flow estimates. The next step is to develop a planning module. The upgraded Oliver Road Lift Station will have a compact footprint, like the upgraded Meadows Lift Station. Discussion ensued.

OLIVER ROAD  
LIFT STATION

**MANAGER'S REPORT**

Manager Steff reports that he has been in contact with Brian McNamara, Manager of the Harborcreek Township Sewer Authority. Mr. McNamara sent a letter to the City of Erie requesting a payoff figure for the capital portion of the bond issue presently authorized by the Erie Sewer Authority for Phase I of the ten-year capital improvement plan and also the restructuring of existing debt service. Attorney Tim Sennett responded to Mr. McNamara that there is no provision for the determination of a capital payoff to be separately financed by an outlying municipality therefore it is not an option under the existing agreements. Discussion ensued.

CITY OF ERIE  
CAPITAL  
IMPROVEMENT  
PLAN

Manager Steff reports that Joe Palermo has returned a signed Developer Agreement for Phase 3 of the Copperleaf Development by PLP X, LP. Manager Steff recommends that the Board enter into the developer agreement.

COPPERLEAF

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Motion by Mr. C. Rose, seconded by Mr. Marsh, to enter into the Developer's Agreement with PLP X, LP for Copperleaf, Phase 3. Vote 4/0.

COPPERLEAF  
DEVELOPER  
AGREEMENT

Manager Steff recommends that the Board adopt Resolution 2018-5 to adopt the relocated sewer line on Downs Drive. Along with adopting the resolution, Manager Steff recommends that the performance bond be partially released. The original performance bond was \$49,610.00; Manager Steff recommends that the Authority hold 15% in escrow for the one year maintenance period. The amount of bond recommended to be released is \$42,168.50; the reduced bond amount is \$7,441.50.

DOWNSDRIVE  
RELOCATION AND  
BOND REDUCTION

Motion by Mr. Welka, seconded by Mr. Marsh, to adopt Resolution 2018-5, to accept as public the relocated sanitary sewers on Downs Drive and release \$42,168.50 of the performance bond. Vote 4/0.

ADOPT  
RESOLUTION  
2018-05

Manager Steff led a discussion regarding phased development and bonding requirements. A phased development may take years to complete, but the Authority's bonding requirement is currently one year from completion. The Authority may find some infrastructure that was approved in phase one was damaged or buried during the construction of subsequent phases; this discovery is usually over a year later, after the bonding requirement has expired. Solicitor Joseph will review the standard Developer Agreement in light of issues that arise with phased development. Solicitor Joseph will research adding language to the standard agreement that includes previous phases until the development is built out.

BONDING FOR  
PHASED  
DEVELOPMENT  
AGREEMENTS

Manager Steff reports that the annual audit for Fiscal Year End June 30, 2018 is complete. The CPA firm, McGill, Power, Bell & Associates met with the audit committee on September 25, 2018 to review the draft report. The meeting was attended by Manager Steff, Administrative Supervisor Haener-Schwab, CPA Cathy Humphrey, CPA Shawn Emerson, and Audit Committee Members Mr. Marsh and Mr. Welka. No changes were made to the report. The Auditors have issued an unmodified opinion, which indicates a clean report with no exceptions. The Audit Report has been distributed to the Board for their review. Manager Steff, along with the Audit Committee, recommends that the Board adopt the Audit Report for Fiscal Year End June 30, 2018 as prepared by McGill Power Bell and Associates.

FYE 2018  
AUDIT REPORT  
REVIEW

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the Fiscal Year End June 30, 2018 Audit Report, as prepared by McGill Power Bell. Vote 4/0.

APPROVE FYE 2018  
AUDIT REPORT

**ONGOING BUSINESS**

Mr. C. Rose reports that the City of Erie intends to spend \$5 million to repair the wing walls along Mill Creek where it enters Lake Erie as a part of their Wastewater Treatment Plant Capital Improvement Project. The City of Erie should ask that the Army Corps of Engineers to undertake that part of the project because stream maintenance is the responsibility of the Army Corps of Engineers.

CITY OF ERIE:  
MILL CREEK  
WING WALLS

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Regarding Mr. C. Rose's proposed Alternative Transportation Plan (first presented and discussed in detail at the July 26, 2018 Regular Business Meeting), Mr. C. Rose stated that to accommodate recent developments in the City of Erie, such as the additions to Erie Insurance and the others, the City may run new sewer lines to the treatment plant. Mr. C. Rose suggested that the Authority should look into opting into participating in those projects to increase the capacity from Wallace to the large Hammermill access sewer line (1200ft) so the line will be adequate in the future. Manager Steff responded that the Summit Township effluent currently connects at Pitt/Manor and Liberty Street. Mr. C. Rose emphasized that seizing opportunities to upsize when they come along now will save the Authority millions in the future, maybe in 100 years, when Summit Township will want to construct their own direct line.

ALTERNATIVE  
TRANSPORTATION  
PLAN: UPSIZING  
OPPORTUNITIES

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:59 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab  
Administrative Supervisor