

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JANUARY 31, 2019**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:15 a.m. 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. Visitors: None. ROLL CALL

Motion by Mr. M. Rose, seconded by Mr. C. Rose, to approve the minutes of the December 20, 2018 Regular Business Meeting. Vote 5/0 12/20/18 REGULAR MINUTES

Motion by Mr. Welka, seconded by Mr. C. 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. Welka, seconded by Mr. C. Rose, 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 sent a letter to the township to appeal the original determination of Zoning Administrator, Nate Miller, regarding the Route 97 Retention project's 'sewage lagoon' status. Solicitor Joseph explained that past sewer infrastructure projects have been approved under 'essential service', not through the 'special exemption' process. Solicitor Joseph requested that the Township reconsider that the Route 97 Retention Project should be permitted as an essential service. If Zoning Administrator Miller approves the essential service designation, then the Zoning Hearing Board decision will be rendered moot. Regarding progress of the Zoning Hearing Board Appeal, the record has been certified to the court. Solicitor Joseph has requested an evidentiary hearing to change the scope of the review. Solicitor Joseph would like to add flow data and the Summit Township Comprehensive Plan for the judge to consider along with the evidence already submitted; Manager Steff referenced flow data and the Comprehensive Plan at the Zoning Hearing, but they were not included with the official record. Discussion ensued. ROUTE 97 RETENTION PROJECT: ZONING APPEALS

Solicitor Joseph reports that a Sherriff's sale has been scheduled for the former Russell residence at 6361 Cherry Street Extension. The account has a delinquent balance of \$836. 6361 CHERRY ST (RUSSELL)

Solicitor Joseph reports that he is continuing to work to vacate the paper streets in the Harold Road area. Solicitor Joseph has been in contact with Attorney Joe Sinnott, representing Penelec; Penelec has not yet completed their review. Solicitor Joseph will continue to work to keep the project moving forward. PENELEC HAROLD RD PAPER STREET VACATION

Solicitor Joseph reports that the Meadows Lift Station Upgrade Project will need to acquire more property to meet the building code requirements. Manager Steff added that the Zoning Administrator recommends that once more land is acquired, it should be combined with the existing lot for the sake of compliance. Discussion ensued.

MEADOWS LIFT
STATION
UPGRADE
PROJECT

ENGINEER’S REPORT

Engineer Yurisc reports that the Meadows Lift Station Upgrades Project bid opening occurred on January 24, 2019. Engineer Yurisc distributed a bid tab to everyone present. Engineer Yurisc reports that ten interested contractors purchased bid documents for the project; four bids were received and reviewed; no irregularities were noted. Konzal Construction was the lowest qualified bidder at \$582,000.00. Manager Steff reiterated that the Meadows Lift Station is considered one of the critical lift stations and that the upgrades are necessary for the continued proper function of the station, given the current and growing downstream demands. Engineer Yurisc has prepared a Notice of Award for Manager Steff’s signature and recommends that the Board award the contract to Konzal Construction. Discussion ensued.

Motion by Mr. M. Rose, seconded by Mr. Marsh, to authorize Manager Steff to sign the Notice of Award for the Meadows Pump Station Replacement Project to Konzal Construction in the amount of \$582,000.00. Vote 5/0.

AWARD
MEADOWS
CONTRACT TO
KONZEL

Engineer Yurisc anticipates that construction will begin in Spring 2019; the contract stipulates that the contractor has 180 days from the notice to proceed. Engineer Yurisc added that contractors typically need 4-6 weeks from the Notice of Award to secure the required bonds and insurance prior to construction. Engineer Yurisc explained that the contract is for \$557,000 with a \$25,000 allowance; the allowance saves the back and forth of having to get change orders for minor changes. This way, minor changes can be handled via the field order approval process. The contractor will have to submit field orders in meetings with Manager Steff and Engineer Yurisc for review and approval. Any amount of the allowance remaining at the end of the contract will not be charged to the Authority.

Engineer Yurisc reports that he has been working on planning for the Oliver Road Lift Station Upgrades Project. Given the current zoning, ultimate buildout could generate an ultimate flow of 600GPM. Engineer Yurisc reviewed the downstream infrastructure to Peach Street and determined that the area would need more upgrades to handle that projected flow; most of the line is 8” pipe. The slope of the 8” pipe further limits the capacity of the line; in some places the slope is 0.48%, most of the line is 0.5%. The pumps at the station now can pump 350GPM and that’s about all the line can handle. Engineer Yurisc explained that an 8” line would need at least a 2% slope to handle 600GPM and that slope would be impossible to achieve in this area. Any more flow through the line is going to start causing surcharging. Discussion ensued. Manager Steff explained that upgrades to the area will occur in phases: first the pump station, then downstream. Manager Steff added that the Oliver Road Lift Station is also a critical lift station, currently serving over 500 homes. The plan for the upgraded design is to install

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600GPM pumps, throttled back to 350GPM for now, until the downstream infrastructure can handle more capacity. Engineer Yurisc and Manager Steff would like to bid the Oliver Road Lift Station Upgrade Project later this year for construction in Spring 2020. Engineer Yurisc added that more land will need to be acquired for the proposed station to meet building requirements. Engineer Yurisc deferred to the Manager's Report for further discussion.

OLIVER ROAD
LIFT STATION
UPGRADE
PROJECT

MANAGER'S REPORT

Manager Steff reports that Administrative Supervisor Haener-Schwab is requesting to carryover 5 days and 5 hours of vacation from 2018. According to the personnel code, the Board must approve any vacation carryover in excess of 5 days.

Motion by Mr. Welka, seconded by Mr. M. Rose, to allow Administrative Supervisor Haener-Schwab to carryover 5 days and 5 hours of vacation from 2018 to 2019. Vote 5/0.

VACATION
CARRYOVER
APPROVED

Manager Steff reports that the Act 57 Schedule of Fees has been updated for January 2019. Engineer Yurisc has prepared a report and the report has been distributed to all Board members. Manager Steff briefly explained the changes in the updated report: 6.19% increase for tap fees on Route 19; 6.7% increase for tap fees on Route 99; 5.81% increase for tap fees on Route 97. The Board will review the report and take action next month.

ACT 57 SCHEDULE
OF FEES UPDATED

Manager Steff reports that, as discussed earlier in the meeting, the Meadows Lift Station Upgrade Project will need to acquire more land to meet the UCC requirements for fire safety. Manager Steff polled the Board on January 21st and January 22nd and was granted unanimous authorization to acquire a small parcel from adjacent land owner, Ed Pacy (6311 Cherry Street). Mr. Pacy agreed to the subdivision for 5 years of free sewer rent plus a vegetative screen on the west side of the lift station. Welka & Associates were retained to perform a subdivision of the 10'x15' property; the cost of the subdivision will be \$2,000-\$2,500 plus applicable fees.

MEADOWS LIFT
STATION
UPGRADES
PROJECT

Motion by Mr. Welka, seconded by Mr. Marsh, to ratify the poll granting Manager Steff authorization to acquire a 10'x15' parcel from Mr. Pacy for the Meadows Lift Station Upgrade Project. Vote 5/0.

ACQUIRE SMALL
PARCEL FROM
PACY

Manager Steff reports that the Authority holiday calendar is out of sync with the Township holiday calendar. The Township currently has thirteen holidays and the Authority has twelve. There are a couple of times per year when the Authority office is open but the township is not and vice versa; this creates unnecessary confusion for residents and on occasion has disrupted Township-Authority business. Manager Steff recommends that the Authority add Martin Luther King Day and switch Columbus Day out for Veterans Day, effective immediately.

AUTHORITY
HOLIDAY
CALENDAR

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Motion by Mr. Welka, seconded by Mr. Marsh to add Martin Luther King Day as a holiday and switch Columbus Day for Veterans Day effective immediately. Vote 5/0.

APPROVE
HOLIDAY
CHANGES

Mr. Welka left the meeting at 10:00 a.m.

Manager Steff presented and explained exhibits related to the Oliver Road Lift Station Upgrade Project. Manager Steff explained that an additional 0.21 acres will be needed for the planned upgrades and requested authorization to begin negotiations with the adjacent land owners. Discussion ensued. The Board directed Manager Steff to negotiate an agreement and come back to the Board for final approval.

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LIFT STATION
UPGRADE
PROJECT

Mr. M. Rose left the meeting at 10:15 a.m.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to negotiate to acquire 0.21 acres adjacent to the Oliver Road Lift Station from Carolyn and Patrick Cullen and Stephen J. Romance. Vote 3/0.

AUTHORIZATION
TO NEGOTIATE
FOR 0.21 ACRES

Manager Steff reports that the current overhead rate of \$36.00 was adopted at the January 2018 Regular Business meeting. Based on a review of the 2017-2018 Fiscal Year Audit Report, Manager Steff recommends that the overhead rate for 2019 should be raised to \$39.00 per hour.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to set the overhead rate at \$39.00 per hour for 2019. Vote 3/0.

UPDATE
OVERHEAD RATE

Manager Steff reports that repairs are needed at the Route 97 Lift Station. Recently, the failure of a newly installed Uninterrupted Power Supply (UPS) left the Supervisory Control and Data Acquisition (SCADA) and Programmable Logic Controller (PLC) without power for a short period of time. Once the issue was discovered, the electrical engineer was contacted; equipment upgrades were authorized and installed. In case of failure in the future, the new Liebert UPS unit will revert to line voltage or emergency generator power rather than defaulting to an open circuit. An additional and separate UPS with independent battery backup was also installed. The existing computer in the control cabinet was replaced. The cost for new hardware totals \$2,900. Additional repairs are required on the through-the-wall drain line penetration. Manager Steff requested authorization to retain Konzal Construction for approximately ½ day to make the repair on a time and material basis. Discussion ensued. The Board directed Manager Steff to get a quote from Konzal Construction.

ROUTE 97 LIFT
STATION REPAIRS

Motion by Mr. Marsh, seconded by Mr. C. Rose, to authorize Manager Steff to retain Konzal Construction if the quote for the Rt 97 Lift Station repair is under \$10,000; and to get two more quotes if the Konzal Construction quote is over \$10,000. Vote 3/0.

CONDITIONAL
AUTHORIZATION
FOR RT 97 LS
REPAIRS

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NEW BUSINESS

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:42 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor