

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
APRIL 25, 2019**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:12 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Michael Rose, Vice Chairman; Laban Marsh, Secretary; Cloyd J. Rose, Ass't Secretary; William C. Steff, P.E., Manager; George Joseph, The Quinn Law Firm; Chad Yuriscic, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. ROLL CALL
Absent: Chris Fette, Chairman; Mark Welka, Treasurer.

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the March 21, 2019 Regular Business Meeting. Vote 3/0 3/21/19 REGULAR MINUTES

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 3/0 TREASURER'S REPORT

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 3/0 EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reported that the judge will not to allow an evidentiary hearing to change the scope of the review in the upcoming Zoning Hearing Board Appeal case regarding the proposed Route 97 Surge Retention Project on Harold Road. Solicitor Joseph submitted a brief on behalf of the Authority on April 23, 2019; the brief for the Zoning Hearing Board is due by May 24, 2019. The judge will hear oral arguments on May 31, 2019. Solicitor Joseph anticipates a decision in June or July. RT 97 SURGE DETENTION: ZONING APPEAL

Solicitor Joseph reported that the Authority has liens for delinquent sewer rental on three properties up for Sherriff's sale soon: Smith (8535 Oliver Road), Russel (6361 Cherry Street Extension) and Matos (8681 Oliver Road). Manager Steff added that the Authority received a fact-finding call from GECAC Adult Protective Services regarding the Smith property (8535 Oliver Road); Solicitor Joseph advised that the Authority is not obligated to negotiate a settlement on the delinquent balance due. LIENS: SMITH RUSSEL MATOS

Solicitor Joseph reported that Ed Pacy (6311 Cherry Street) has signed an agreement to transfer a 150 sq. ft. parcel to the Authority for the Meadows Lift Station Upgrade Project but the closing is still pending; a mortgage release from Mr. Pacy's bank is needed to proceed. The mortgage lender is charging fees totaling \$880.00, including an appraisal; Solicitor Joseph will contact the bank to try to negotiate the requirements. Manager Steff added that he reassured Mr. Pacy that the Authority will cover all expenses regarding the transfer of the parcel to the Authority. MEADOWS LS UPGRADES: PACY PARCEL

ENGINEER’S REPORT

Engineer Yurisc reported that the submittals for the Meadows Lift Station Upgrades Project have been processed and comments provided to the contractor. There isn’t a firm start date yet, pending a scheduled delivery date for the pump station.

MEADOWS LS PROJECT SUBMITTALS

Engineer Yurisc reported that regarding the Route 97 Surge Detention Project, he worked with Manager Steff regarding the Zoning Hearing Board Appeal brief finalized by Solicitor Joseph.

RT 97 SURGE DETENTION

Engineer Yurisc reported that he is working on cost estimates for the various phases of future projects in the Oliver / Hamot Roads area and evaluating alternatives.

OLIVER/HAMOT EVALUATIONS

Engineer Yurisc reported that the first inspection of the year has been completed at the New Road Wetlands Mitigation site. Engineer Yurisc explained that there isn’t much growing, due to the time of year, but the site is retaining water as it was designed to do.

NEW ROAD WETLANDS MITIGATION

MANAGER’S REPORT

Manager Steff reported that Billing Clerk Pfister is scheduled to retire at the end of June 2019. Administrative Supervisor Haener-Schwab placed a job ad in the paper and online. The Authority received 99 resumes in response to the ad; twelve candidates were contacted and nine were interviewed. A final candidate was selected and a background check was conducted; the results of the background check are satisfactory. Manager Steff recommended that the Board approve Amy McCaslin for hire as the new Billing and Collections Clerk, starting June 3, 2019 at a rate of \$16.00/hour. Discussion ensued.

BILLING CLERK REPLACEMENT SEARCH

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the hire of Amy McCaslin at a rate of \$16.00/hour starting June 3, 2019 as a Billing and Collections Clerk. Vote 3/0.

HIRE MCCASLIN

Manager Steff requested authorization to reallocate \$6,500.00 originally budgeted for the Oliver Road Lift Station Maintenance to the Abington Crest Lift Station Maintenance account for bypass pump valving; the funds will no longer be needed at the Oliver Road Lift Station now that the Authority is planning to eliminate the station. Manager Steff also requested authorization to reallocate \$5,000.00 from I&I Contract Services to Jetting & Vacuum Services to replenish the Jetting & Vacuuming budget after funds were diverted to the Route 97 I&I Investigation at the September 2018 meeting.

REALLOCATION OF BUDGETED FUNDS

Motion by Mr. C. Rose, seconded by Mr. Marsh to reallocate \$6,500.00 budgeted funds from Oliver Road Lift Station Maintenance to the Abington Crest Lift Station Maintenance and reallocate \$5,000.00 budgeted funds from I&I Contract Services to Jetting & Vacuum Services. Vote 3/0.

REALLOCATION APPROVED

Manager Steff reports that there was a small sewer overflow near the intersection of Meridian Drive and Hershey Road. The office received a call from a resident who saw sewer water and debris around a manhole behind Target. Operations personnel used the Harben Sewer Jetter to relieve an obstruction of flushable wipes and paper towels by

OVERFLOW REPORTED

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noon the same day. Manager Steff reported the overflow to the appropriate agencies. Discussion ensued.

OVERFLOW
(Cont.)

Manager Steff reports that regarding the proposed Summit Pointe development on Hamot Road, he has provided the developer's engineer with the new standard lift station specifications. Manager Steff provided the new standard lift station specifications for the developer to come up with a base cost; once the developer provides estimates for the base cost and the cost of the STSA requested upsizing, the Authority will draft a cost sharing agreement for the future Hamot Road Lift Station.

SUMMIT POINTE
PROGRESS

Manager Steff reports that he discussed the removal of the weapons policy from the STSA Personnel Code with the Authority's general insurance agent. The insurance agent told Manager Steff that removing the weapons policy will have no impact. Next, Manager Steff will poll the staff. Discussion ensued.

WEAPONS POLICY

NEW BUSINESS

ADJOURNMENT

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

Vice Chairman M. Rose adjourned the meeting at 9:47 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor