

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JUNE 27, 2019**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:05 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. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the May 30, 2019 Regular Business Meeting. Vote 4/0 5/30/19 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

RESIDENTS TO BE HEARD

Mark and Judy Senita (2921 Hershey Road) asked when sewer might be available in their area. Manager Steff responded that a Hershey Road sewer extension is not in the 10 year plan for the Authority, but it is in the Summit Township Comprehensive Plan. Manager Steff explained that the Authority's top priority is to maintain the system we have and some pertinent maintenance projects are in development, such as the lift station on Oliver Road. Mrs. Senita asked how soon residents are notified of extension plans prior to construction. Manager Steff responded that the Authority tries to acquire easements from area residents well in advance of bidding out projects; usually a year in advance. SENITA (2921 HERSHEY)

SOLICITOR'S REPORT

Solicitor Joseph reported that the Ed Pacy (6311 Cherry Street) parcel has been transferred to the Authority for the Meadows Lift Station Upgrade Project. In exchange for providing the Authority with the small lot, Mr. Pacy will receive 5 years of free sewer service. PACY (6311 CHERRY ST)

Solicitor Joseph reported that the private easement agreement between Ascent Hospitality and the Goetz family regarding development on Downs Drive has been recorded. Manager Steff summarized that the Authority is included as a party in the agreement to regulate the discharge flow rate from the proposed hotel. The Goetz Family granted the easement to Ascent Hospitality on the condition that the hotel be limited to a 25GPM maximum flow so that capacity would be available for future development on the Goetz properties. There is currently 125GPM available on Downs Drive, including the proposed hotel. DOWNS DRIVE EASEMENT

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Solicitor Joseph reported that he argued on behalf of the Authority in front of a Judge Domitrovich at the Erie County Courthouse regarding the Zoning Hearing Board Appeal case for the proposed Route 97 Surge Retention Project on Harold Road; the judge's decision is pending. Manager Steff added that he attended the hearing and commended Solicitor Joseph on his performance at the hearing. Discussion ensued. Solicitor Joseph advised the Board that if the Erie County decision is unfavorable to the Authority, the Board could decide to appeal the decision to the Commonwealth Court. Manager Steff added that the Authority could also choose to redesign and reapply.

RT 97 RETENTION
ZONING HEARING
BOARD APPEAL

ENGINEER'S REPORT

Engineer Yurisc reported that regarding the Oliver Road Gravity Project, the next step is for Maleno, the developer of the future Summit Pointe subdivision, to provide the Authority with a planning module so the Authority can add a corrective action plan and propose upsizing. Engineer Yurisc has been in contact with the developer's engineer, Sanford; when Sanford is ready he will reach out to schedule a coordination meeting with Engineer Yurisc and Manager Steff to review the Summit Pointe planning module and the Authority's corrective action plan together.

OLIVER RD
GRAVITY /
SUMMIT POINTE

Engineer Yurisc reported that the New Road Wetlands Mitigation report has been submitted; the wetlands are functioning as designed in the first year; this concludes the first year of the 5 year monitoring period.

NEW ROAD
WETLANDS
MITIGATION

MANAGER'S REPORT

Manager Steff introduced Amy McCaslin to the Board and professional staff. Mrs. McCaslin will replace Billing Clerk Pfister upon her retirement at the end of this month.

WELCOME
MCCASLIN

Manager Steff presented the Audit Engagement Letter from McGill Power Bell & Associates to the Board for the Fiscal Year 2018-2019 audit. The fee, per the five year agreement with McGill Power Bell & Associates is \$9,000.00. Manager Steff recommends that Chairman Fette sign the annual audit engagement letter.

AUDIT
ENGAGEMENT
LETTER

Motion by Mr. Marsh, seconded by Mr. Welka, to authorize Chairman Fette to sign the Audit Engagement letter with McGill Power Bell & Associates for the Fiscal Year 2018-2019 audit and fee of \$9,000.00.
Vote 4/0

AUTHORIZE
FY 18-19
AUDIT
ENGAGEMENT

Manager Steff reported that a drafted Route 97 Deficiency Notice has been distributed to the Board for review and comment. Manager Steff explained that in an effort to reduce the amount of ground water entering the sanitary sewer system, the Authority recently completed 2 investigations to locate sources of storm or ground water in portions of the Route 97 corridor. Now that the investigation has identified some significant sources of inflow and infiltration, Manager Steff is requesting Board direction to take steps to mitigate it in both the public and private portions of the system. The final budget for Fiscal Year 2019-2020 includes \$40,000 for repairs to deficiencies found in the public system; the public system ends at the wye and any portion of the connection beyond that point is private. There were also deficiencies and illegal connections found in private portions of the system. Manager Steff emphasized that the Authority should make every

RT 97
DEFICIENCY
NOTICES

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effort to notify residences and businesses in the selected areas at the same time for the sake of uniformity. Discussion ensued. Following feedback from Board members, Manager Steff will research and revise the deficiency notice to include general information regarding PennVest Funding options. Prior to issuing the notices, the Board directed Solicitor Joseph to review the Rules & Regulations regarding the legal mechanisms available to compel private repairs and penalties for noncompliance.

RT 97 DEFICIENCY
NOTICE (Cont.)

Manager Steff presented the final Budget for Fiscal Year 2019-2020. Manager Steff reiterated that the budget includes a rate increase from \$87.00/qtr to \$90.00/qtr due to necessary lift station upgrades, the City of Erie Capital Improvements Plan, Oliver Road Relief, Surge Retention Facilities and failed on-lot disposal system clean-up projects. Manager Steff added that the September 2019 rate increase is the first of the planned incremental annual rate increases that will each be recommended for Board approval separately during the future annual budget processes. Discussion ensued.

REVIEW
FY 2019-2020
BUDGET

At 10:07 a.m., the Board recessed to executive session to discuss annual personnel reviews.

Motion by Mr. Welka, seconded by Mr. C. Rose, 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 10:20 a.m.

Manager Steff recommends that the Board approve the wages and salaries as discussed in the personnel reviews. Manager Staff explained that the personnel committee members have already signed the annual wage letter to the auditor, reflecting the new employee rates. Manager Steff recommends that Chairman Fette sign the letter to reflect Board approval of the 2019-2020 wage letter for the auditor.

ANNUAL WAGE
AND SALARY
LETTER 19-20

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the wages and salaries as discussed in personnel reviews and authorize the Chairman Fette to sign the annual Wage Letter to the Auditor for Fiscal Year 2019-2020. Vote 4/0.

APPROVE WAGES
AND SALARIES

Manager Steff recommends that the Board adopt the proposed Budget as presented for Fiscal Year 2019-2020, including a rate increase from \$87.00/qtr to \$90.00/qtr effective for the September 2019 billing.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to adopt the proposed Annual Budget for Fiscal Year 2019-2020, including a rate increase from \$87.00/qtr to \$90.00/qtr effective for the September 2019 billing. Vote 4/0.

2019-2020 BUDGET
& RATE INCREASE
APPROVED

ONGOING BUSINESS

Mr. C. Rose led a discussion regarding his future planning concerns. In his prepared statement last month, Mr. C. Rose proposed that the Authority should ask the City of Erie about the capacity choke points at Liberty Street and Pittsburgh Avenue. Mr. C.

C. ROSE:
FUTURE
PLANNING
CONCERNS

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Rose wants to ask the City if there is any additional capacity available in these 2 lines and, if so, how much capacity is available. Mr. C. Rose reiterated his concern that there will come a time when the City of Erie will be unable to handle the volume of effluent from Summit Township, based on a projected Summit Township population of 96,000 residents in 40 years; Mr. C. Rose explained that his projected future population figure is based on the Township's history of 6% annual population growth. Mr. Marsh responded that the population of Erie County has remained about the same since the 1980s; the satellite communities are growing due to people migrating out of the city. Mr. Marsh added that he has been in contact with Erie Councilwoman Liz Allen, Liaison to the Erie Sewer Authority and Mr. Marsh suggested Ms. Allen attend an STSA meeting. Mr. C. Rose is concerned that when the City of Erie has to tear up 15 miles of streets to upsize the underlying pipes, Summit Township will be the cause of the overload and therefore have to pay for it. Mr. C. Rose urged the Board to be proactive: to investigate these potential future issues now and pay to fix them now, rather than later when the problems will have begun and the cost to repair them will be greater. Mr. Fette responded that the Authority Board is not able to predict future Millcreek and City of Erie upsizing projects; when downstream repairs and improvements occur, Summit will participate at that time. Manager Steff added that prior requests for information have gone unanswered but if the Authority keeps pressing the issue, the City could offer to hire consultants to do an expensive study and pass the cost along to Summit. Mr. C. Rose added that someday Summit Township will have to choose between paying for repairs to the City of Erie system or going outside of it, such as Mr. C. Rose's proposed alternative transportation plan via the Millcreek Tube. Mr. C. Rose stated that residential population growth isn't his only concern – the restaurants, hotels and other businesses will continue to develop and see more traffic. Mr. Welka responded that if Mr. C. Rose's predictions come true, the township will have to purchase more capacity at that time. Chairman Fette responded that Summit Township will eventually develop up to the limitations of the infrastructure and growth will be forced to slow down; the current zoning restrictions will not allow 6% annual population growth to continue forever. Manager Steff pointed out that, in the event of a future downstream transportation failure, Summit's contribution percentage varies depending on where the failure is. Manager Steff added that, even though the Authority plans for growth, growth is never uniform and there's no way to know for sure where the growth will be so far in the future. Mr. Welka asked if there is an end-date in the Joint Transportation Agreement. Solicitor Joseph responded that he does not think there is an end date; the agreement included projections that went 20 years in to the future, implying that it was intended to be revisited at some point, but the time frame in the projection has passed.

C. ROSE:
FUTURE
PLANNING
(Cont.)

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:46 a.m.

Respectfully submitted by,
Caitlyn Haener-Schwab
Administrative Supervisor