

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
NOVEMBER 21, 2019**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:07 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 Yurismic, P.E., Greenman-Pedersen; Amy McCaslin, Billing Clerk. Absent: Caitlyn Haener-Schwab, Administrative Supervisor. Visitors: none. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. M. Rose, to approve the minutes of the October 31, 2019 Regular Business Meeting. Vote 5/0 10/31/19 REGULAR MINUTES

Motion by Mr. Welka, seconded by Mr. M. 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. M. Rose, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 5/0. EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reported that the lien on the Temple residence (1620 Robison Road) has been paid in full and satisfied. TEMPLE
1620 ROBISON RD

Solicitor Joseph reported that water service has been terminated and a lien has been placed on the Wander residence (1741 Robison Road). The Sherriff's sale is scheduled for January 2020. The Authority will resubmit the account balance to the Sherriff's office after the December billing is processed in order to receive the amount that will be owed before the January 2020 sale in order to satisfy the lien. WANDER
1741 ROBISON RD

Solicitor Joseph reported that he has been working with Manager Steff and Engineer Yurismic to update the standard developer agreement. DEVELOPER
AGREEMENTS

Solicitor Joseph reported that he has drafted a developer agreement for Saddlewood Phase 3. Solicitor Joseph began drafting a developer agreement for Hamot Village Phase 2, but there are issues to clear up before the agreement proceeds.

Solicitor Joseph reported that he has, with the assistance of Attorney Michael Jan Janin, researched additional steps that can be taken in order for the Sewer Authority to proceed with the collection of the liens that are currently outstanding. Solicitor Joseph described the collection steps available to the Authority subsequent to the filing of a lien. Discussion ensued. Solicitor Joseph has requested for future liens that the Sewer Authority adopt an "Act One Schedule of Fees", which relates to the lien itself. Once adopted the legal fees will be listed on a schedule and will be provided to the customer, UPDATE PROCESS
FOR COLLECTION
OF LIENS

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so they know every step of the way that, for example, if the Authority has to go through with filing a lien, that will cost them an additional \$100. Solicitor Joseph will send a letter to the delinquent resident that a lien will be placed on their property within 30 days, along with the schedule of fees. This gives the property owners a 30-day grace period before the actual lien is placed; this may induce delinquent customers to pay prior to the lien filing. The Board agreed that Manager Steff is still authorized to negotiate with delinquent customers once the collections process is underway. Solicitor Joseph will draft an Act One Schedule of Fees for approval at a future meeting. Solicitor Joseph recommends that the Board adopt the collections process detailed in the letter from Attorney Jan Janin.

DELINQUENT
ACCOUNT
COLLECTIONS
PROCESS

Motion by Mr. C. Rose, seconded by Mr. Marsh, to adopt the collections process detailed by Attorney Jan Janin and direct Solicitor Joseph to prepare an Act One Schedule of Fees. Vote 5/0.

ADOPT
COLLECTIONS
PROCESS

ENGINEER'S REPORT

Engineer Yurisc reported that the Oliver Road Gravity Sewer Planning Module has been submitted to the City of Erie, Erie County Department of Health, Erie County Department of Planning and the Summit Township Zoning Office. Public Notice was advertised on November 13, 2019, which established a 30 day public comment period. After the public comment period, the Summit Supervisors will be able to take action. Engineer Yurisc has received a response from the Department of Planning; once all responses have been received, Engineer Yurisc will assemble them and relay them to the Supervisors.

OLIVER ROAD
GRAVITY SEWER
PLANNING
MODULE

Engineer Yurisc reported that the upgraded Meadows Lift Station is scheduled to begin start up testing on Monday. Engineer Yurisc explained that Konzel Construction is still responsible for the lift station until it is confirmed to be functioning properly. Then Konzel Construction will train the Authority staff on how to run the station. Engineer Yurisc has reviewed Payment Application #2 from Konzel Construction and recommended payment in the amount of \$505,223.50.

MEADOWS LIFT
STATION UPDATE

Motion by Mr. Welka, seconded by Mr. Marsh to approve Meadows Lift Station Upgrades Contract Payment #2 to Konzel Construction in the amount of \$505,223.50. Vote 5/0.

APPROVE
MEADOWS
CONTRACT
PAYMENT #2

Manager Steff reported that he has been working on the loan application to Corry Redevelopment Authority with Rick Novotny. Since Manager Steff first made a presentation to Corry Redevelopment Authority, it has been reorganized and now Manager Steff is in contact with Tina Menge. Ms. Menge advised Manager Steff that the Authority needs to provide that the Authority has authorized signatories in the minutes. Manager Steff recommends that the Authority designate authorized signatories for the potential future loan with Corry Redevelopment Authority. Manager Steff added that the CRA requested a loan resolution, but Manager Steff does not recommend approving a resolution at this time because important details of the loan are still unclear. Specifically, we have not seen a loan agreement with conditions like: interest, rate and term.

CRA
LOAN
APPLICATION
UPDATE

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Motion by Mr. Marsh, seconded by Mr. Welka to approve Chairman Fette and Manager Steff as designated signatories on documents required by the Corry Redevelopment Authority. Vote 5/0.	CRA SIGNATORIES DESIGNATED
Engineer Yurisc reported that the PA Small Water & Sewer Grant Applications have been submitted for the Sanitary Sewer Connection Compliance Project and the Old Perry Sanitary Sewer Upgrades Project. The application process requires that the Board must provide the following for each project: the Board must certify that the Authority will provide the required funding match to finance the proposed project; the Board must certify that the Authority will own, operate and maintain the sewage collection system including any related improvements; and the Board must adopt a grant application resolution. Engineer Yurisc presented the proposed resolutions and the certification letters for the Board to sign.	PA SMALL GRANT APPLICATIONS UPDATE
Motion by Mr. Marsh, seconded by Mr. M. Rose to adopt Resolution 2019-02, requesting a PA Small Water and Sewer Program Grant of \$410,739.76 from the Commonwealth Financing Authority to be used for Sanitary Sewer Connection Compliance AND designating Manager Steff and Chairman Fette as the officials to execute all documents and agreements between the Authority and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant. Vote 5/0.	ADOPT RESOLUTION 2019-02 CONNECTION COMPLIANCE
Motion by Mr. M. Rose, seconded by Mr. Marsh to adopt Resolution 2019-03, requesting a PA Small Water and Sewer Program Grant of \$398,945.61 from the Commonwealth Financing Authority to be used for Old Perry Highway Sanitary Sewer Upgrades AND designating Manager Steff and Chairman Fette as the officials to execute all documents and agreements between the Authority and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant. Vote 5/0.	ADOPT RESOLUTION 2019-03 OLD PERRY HWY RELIEF
Engineer Yurisc reports that he has evaluated connection alternatives for the Farrell residence (3003 Flower Drive): The option to pump north to Persimmon Drive, a 6” gravity line south to Valley View Circle, or an 8” gravity line south to Valley View Circle. The option to pump north to Persimmon Drive is the least expensive option by a significant amount, estimated to cost \$24,000. A 6” gravity line to Valley View Circle, that would only serve the subject residence, is estimated to cost \$121,000. An 8” gravity line to Valley View Circle that would be able to serve a future extension and is preferable for the Comprehensive Plan, is estimated to cost \$137,000. Discussion ensued. Manager Steff requested approval to contact Mr. Farrell regarding his connection options available, with a cost sharing option for an 8” gravity line project. Mr. Marsh requested he be present during this conversation with Mr. Farrell.	FARRELL (3003 FLOWER RD)
Motion by Mr. M. Rose, seconded by Mr. Welka to direct Manager Steff to contact Mr. Farrell directly regarding connection options at 3003 Flower Drive. Vote 5/0.	CONTACT FARRELL RE CONNECTION OPTIONS

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**HAMOT / OLIVER
AREA PROJECT
ALTERNATIVES**

Engineer Yurisc led a discussion of the future options to sewer the Hamot/Oliver area, with new exhibits to supplement the GPI Report presented at the October 31, 2019 Regular Business Meeting. The proposed alternatives have overlapping component projects: both plans include the Oliver/Peach Gravity Sewer Upsize Project, Gravity Sewer from Rt. 99 to I-90, and Gravity to Five Points. The primary difference between the options is whether to upgrade the existing Oliver Road Lift Station and upsize gravity along Oliver Road or abandon the Oliver Road Lift Station and construct a new lift station on Hamot Road with a force main to Oliver Road. Engineer Yurisc requested that the Board authorize planning for the future Hamot Road Lift Station. Manager Steff advised the Board that starting any planning will enable the Authority to participate in a corrective action plan when developers are seeking approval for new projects south of Five Points. Manager Steff explained that Joe Palermo has started planning for new phases for two residential subdivisions, Saddlewood Phase 3 and Hamot Village Phase 2. Manager Steff expects that Saddlewood will start soon. Saddlewood will require a full planning module and the DEP may require a corrective action plan along with the Saddlewood submission. Discussion ensued regarding potential tap fees and public notice. Chairman Fette and Mr. Welka agreed that if the tap fees are too high, they wouldn't approve the project. Mr. M. Rose expressed concern that it seems that the Authority is doing more than what is necessary for system maintenance to accommodate a developer; Mr. M. Rose clarified that his concern isn't about Palermo specifically, but rather a concern that the Authority would spend money up front to help any developer because it seems like the Authority is subsidizing development. Mr. M. Rose stated that the Authority could just do the Oliver/Peach Gravity Sewer Upsizing and the Oliver Road Lift Station Upgrade, then save the Gravity to Five Points via Hamot Rd and the Gravity from Rt. 99 to I-90 projects for later. Manager Steff responded that the Hamot/Oliver area projects have been a part of the Comprehensive Plan for a long time due to the potential for development in the area, not specifically Palermo's development. Manager Steff explained that the Palermo developments have spurred the need for the Authority to address the known capacity issues in this part of the system, to allow for the continuation of development that has been previously approved by the Authority in the original planning module, in the case of Hamot Village. Manager Steff clarified that Palermo will contribute to the project costs, via tap fees, just like any other future customer who taps into the system. Mr. Marsh emphasized that the landowner on Hamot Road has already expressed that he's willing to cooperate with the Authority regarding the bit of land that will be required for the Hamot Road Lift Station option and the landowners adjacent to the Oliver Road Lift Station are an unknown factor that could present an obstacle to the Oliver Road Lift Station Upgrade alternative. Mr. Welka described the higher MS4 standards for on-lot systems and stated that many existing residences in the project area would probably fall under clean-up. Chairman Fette added that once the Authority upgrades the Oliver Road Lift Station, the Authority will have committed to having two lift stations serving the area in the future. Alternatively, the Hamot Road Lift Station option will reconfigure the area so only one lift station is required, which will cost the Authority less over time. Mr. Welka asked if the Oliver Road Lift Station can be more substantially repaired, instead of completely upgraded, following the Oliver Road Gravity Upsizing Project, to buy the Authority some time to figure out the tap fees. Chairman Fette asked for a timeline, if the Hamot Road Lift Station plan was approved today. Manager Steff replied that it would probably be three more years until the new lift station

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would be operational, making it possible to abandon the Oliver Road Lift Station at that time. Manager Steff described the condition of the Oliver Road Lift Station as a growing liability for the Authority. Engineer Yurisc and Manager Steff began a discussion about possibly replacing an impellor at the Oliver Road Lift Station. Mr. M. Rose explained that he is concerned about cash flow, that perhaps the Authority should space the proposed projects out more and Hamot Road doesn't need to be done right now. Manager Steff will research the cost of rerating Oliver Road Lift Station with new impellers, estimate the tap-in fees for the Hamot-Oliver area alternatives, and research potential grants for the December Regular Business Meeting.

HAMOT / OLIVER
AREA PROJECT
ALTERNATIVES
(Cont.)

MANAGER'S REPORT

Manager Steff reports that Chairman Fette's appointment to the Sewer Authority Board expires on December 31, 2019. Chairman Fette has informed the Authority that he is willing to serve another five-year term. Manager Steff has prepared a letter to the Summit Township Supervisors recommending Chairman Fette's reappointment.

Motion by Mr. Marsh, seconded by Mr. Welka, to send a letter to the Summit Township Supervisors recommending Chairman Chris Fette's reappointment to the Sewer Authority Board. Vote 4/0, CF abstained.

RECOMMEND
FETTE
REAPPOINTMENT

NEW BUSINESS

None.

With no further business to come before the Board, Mr. Marsh motioned to adjourn, seconded by Mr. M. Rose. Vote 5/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 11:22 a.m.

Respectfully submitted by,

Amy McCaslin
Billing Clerk