

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
DECEMBER 19, 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; 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; Cloyd J. Rose, Ass't Secretary. Visitors: none. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Welka, to approve the minutes of the November 21, 2019 Regular Business Meeting. Vote 3/0. 11/21/19 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 3/0. 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 3/0. EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph recommended that the Authority adopt Resolution No. 4 – 2019, a resolution adopting a schedule of attorney's fees in connection with the collection of delinquent sewage charges pursuant to Act 1 of 1996. Solicitor Joseph presented and explained the resolution to the Board. Once adopted, the legal fees associated with collection efforts will be listed on a schedule and will be provided to the customer. Solicitor Joseph will send a letter to the delinquent customer stating that a lien will be placed on their property within 30 days, with the schedule of fees enclosed. COLLECTION FEES

Motion by Mr. Marsh, seconded by Mr. Welka, to adopt Resolution 2019-04, Act One Schedule of Fees. Vote 3/0. ADOPT RESOLUTION 2019-04

ENGINEER'S REPORT

Engineer Yurisc reported that startup testing has been completed at the upgraded Meadows Lift Station. Engineer Yurisc explained that Konzel Construction is still responsible for the lift station until Konzel Construction trains the Authority staff how to run the station. Engineer Yurisc reports that Konzel Construction will complete a punch-list of final items prior to submitting an application for final payment. MEADOWS LIFT STATION UPGRADES PROJECT UPDATE

Engineer Yurisc reported that the Oliver Road Gravity Sewer Plans have been approved by the Summit Township Supervisors at their December 16, 2019 public meeting. Engineer Yurisc will now submit the planning module to the DEP. OLIVER ROAD GRAVITY SEWER PLANS

Engineer Yurisc distributed and presented estimated connection fees for the various Hamot/Oliver improvement options. Discussion ensued. Manager Steff advised that the Authority can keep the current Oliver Lift Station going for a few more years, but the HAMOT/OLIVER AREA TAP-FEES

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demand on maintenance time and materials will keep increasing; the previously discussed option to install a new impeller is not viable because the lift station is thirty years old; it needs bigger pumps, new controls, generator, and forcemain. Manager Steff continued that there is no potential for new development to cost-share or spread the tap-fee burden of an extension on Hamot Road, north of I-90; in the absence of a grant, the current estimated tap-fees would be hard to justify in going forward with an extension. Manager Steff added that the foreseeable growth is south of Oliver. Manager Steff recommends that, for now, the Authority should make improvements on Oliver and focus on retention. Engineer Yuriscic also recommends that the Authority should upgrade the Oliver Road Lift Station. Discussion ensued. Mr. Welka asked if the current location of the Oliver lift station is ideal for the upgrade, or if the Authority should consider alternative locations for the new station. Engineer Yuriscic responded that he would need time to look at grades and elevations to confirm, but the current location of the lift station seems to be the best location.

HAMOT/OLIVER
AREA TAP-FEES
(Cont.)

Motion by Mr. Welka, seconded by Mr. Marsh, to authorize the planning and development of the Oliver Road Lift Station Upgrades Project. Vote 3/0.

AUTHORIZE
OLIVER ROAD LIFT
STATION
UPGRADES

MANAGER'S REPORT

Manager Steff provided an update on the ongoing The Erie County Redevelopment Authority (ECRDA) Loan Application process for the upgrades at the Meadows Lift Station. Manager Steff reports that the interest and repayment terms of the proposed loan have changed since the Authority first met with the Corry Redevelopment Authority (CRA) prior to the fund management moving to ECRDA. Now the ECRDA is offering a flexible rate, at 60/70% of Libor; Libor is currently 2-2.5%. Manager Steff reported that the ECRDA application also says that the township must guarantee the loan. Solicitor Joseph stated that it seems that the ECRDA is looking at the Authority more like a financing vehicle of the township than an operating authority. Manager Steff concluded that he is going to contact PNC Bank; the Authority has received fixed rate loans from PNC in the past at 2.85% and 1.95%.

ECRDA LOAN
UPDATE

Manager Steff reports that the Authority was contacted by Mary Ann Olson regarding the home she and her husband own at 6411 Cherry Street. Mrs. Olson stated that the policy of charging sewer fees to a home with terminated water service is unreasonable. Mrs. Olson added that the home is vacant and listed for sale. Mrs. Olson suggested that the Authority should change the policy to not charge sewer fees to vacant homes without water service. Administrative Supervisor Haener-Schwab explained the reason for the current policy to Mrs. Olson. Mrs. Olson then requested that her circumstances be considered an exception to the policy, due to the financial burden the Olsons are currently facing because they are paying to maintain two homes while the Cherry Street home is listed for sale. Manager Steff explained to the Board that the Authority has denied other past requests and has not made exceptions to the policy for several important reasons. First, not all sewer customers are on Summit Township water; the Authority has no reasonable way to monitor water service or occupancy status on all sewer properties. Second, temporarily vacant houses are not an exceptional circumstance; some residents go on extended vacations, some landlords have gaps in tenancy, and houses go up for sale

OLSON
(6411 CHERRY ST)

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regularly. Third, the current budget methodology counts each customer for an entire year and approximately 1/3 of the rate is used to retire debt and make capital improvements. Finally, the current policy is uniform, common among our peer agencies, consistent with existing ordinances and cost effective to implement. Manager Steff recommends that the Board deny Mrs. Olson's request to change the policy and/or make an exception for her circumstances.

OLSON
(6411 CHERRY ST)
(Cont.)

Motion by Mr. Welka, seconded by Mr. Marsh, to deny Mary Ann Olson's request to change the policy and to deny the request that an exception should be made for billing 6411 Cherry Street. Vote 3/0.

OLSON REQUEST
DENIED

NEW BUSINESS

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:08 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor