

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JULY 30, 2020**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order at 9:05 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; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Chad Yurisic, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Mark Welka, Treasurer, attended by telephone.

ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the June 25, 2020 Regular Business Meeting. Vote 5/0.

6/25/20 MINUTES

Motion by Mr. M. Rose, seconded by Mr. Marsh, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 5/0.

TREASURER'S REPORT

Motion by Mr. C. Rose, 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 reports that the Chiaramontes (115 Fairfield) have paid \$1,561.65 to satisfy their delinquent sewer balance, and the corresponding liens were removed. Solicitor Joseph reports that the liens were removed from 135 Fairfield Avenue following the Board's acceptance of the Lamp/Kelly settlement agreement at the June 25, 2020 Regular Business Meeting. Solicitor Joseph reports that the Leube property 54 Fairfield was sold at Tax Sale and the Authority should expect to receive the balance due in full (\$1,120.68).

LIENS/
COLLECTIONS

Solicitor Joseph reports that the resolution to allow for employees to opt-out of health care coverage is ready for Board action. (See June 25, 2020 Regular Business Meeting).

AMEND
EMPLOYEE
BENEFITS

Solicitor Joseph reports that he has reviewed the Corrective Action Plan for Oliver Road. Solicitor Joseph reports that Manager Steff requested more information on the enforceability of the Corrective Action Plan, should the Authority opt to provide a plan to the developer's engineer for submittal with the Cornelius Subdivision Plan. Solicitor Joseph advised that under the PA Sewage Facilities Act, the DEP can order the Authority to follow through with the plan via civil and criminal penalties.

OLIVER ROAD
CORRECTIVE
ACTION PLAN

Solicitor Joseph reports that the closing for the Cullen subdivision will be scheduled soon. The closing was delayed due to the Covid emergency. At the closing, the Authority will acquire a small parcel adjacent to the Oliver Road Lift Station as required for the planned improvement project.

OLIVER L.S. /
CULLEN

**Summit Township Sewer Authority
Monthly Business Meeting
July 30, 2020**

Chairman Fette requested an update on the status of G.R.E.A.T. (8159 Oliver Road). Solicitor Joseph advised that G.R.E.A.T. is listed for upset sale, but they are also in the midst of appealing their tax status. Discussion ensued.

G.R.E.A.T.
UPDATE

ENGINEER'S REPORT

Engineer Yurisic has completed several forms regarding the PADOT Five Points Roundabout Project. Engineer Yurisic explained that the forms are PA DOT standard forms that must be submitted to move forward with cost-sharing to upgrade and relocate the Oliver Road sewer and force-main during their project. Engineer Yurisic explained that the Five Points Roundabout Project dates have yet to be formalized by PA DOT; once the timeline is clearer, Engineer Yurisic can complete the dates on the forms.

PA DOT
ROUNDABOUT/
OLIVER COST
SHARING

Engineer Yurisic presented the first form for Chairman Fette's signature: A proposal for design and cost estimate. Engineer Yurisic explained that this form will allow Greenman-Pedersen, Inc. to engineer the design of the facilities to be relocated, to provide assistance during the construction bid phase, and surveillance and inspection services during construction in order to insure the project is constructed in accordance with the approved plans and specifications. As indicated on the form, Engineer Yurisic estimates that the scope of the proposed work will cost \$26,692.00 including inspection costs that are estimated to be \$16,000.

APPROVE
COST
ESTIMATES

Motion by Mr. M. Rose, seconded by Mr. Marsh, to approve the Proposal for Design and Cost Estimate form for Chairman Fette's signature. Vote 5/0.

Engineer Yurisic presented the second item for Chairman Fette's signature: A form letter addressed to Brian McNulty, P.E., District Executive for PA DOT requesting that PA DOT incorporate the sewer relocation into their plan and contract for the roundabout project. The form indicates that the reason for the request is that the Authority is not adequately staffed or equipped to perform the work.

APPROVE
REQUEST FOR
PROJECT
INCORPORATION

Motion by Mr. M. Rose, seconded by Mr. Marsh, to approve the form letter to Mr. McNulty for Chairman Fette's signature. Vote 5/0.

Engineer Yurisic presented the third item for Chairman Fette's signature: A cost-sharing proposal in which the Authority offers to pay 50% of the relocation costs. There are two cost-sharing forms: one for the pressure force-main work and a second for an adjustment to a man-hole rim that will be directly impacted by the PA DOT project.

APPROVE
COST SHARING
PROPOSAL

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the cost sharing-proposal for Chairman Fette's signature. Vote 5/0.

Engineer Yurisic reports that he has prepared the Utility Questionnaire regarding the relocation of sewer for the Five Points Roundabout Project. Following the meeting, Engineer Yurisic and Manager Steff will review the utility questionnaire for Manager Steff to sign. Engineer Yurisic explained that the Utility Questionnaire includes two Utility Relocation Estimates; the first is for the relocation, estimated to cost \$87,600.00 total, of which the Authority would share 50%, estimated to be \$43,800.00; the second is

UTILITY
QUESTIONNAIRE

**Summit Township Sewer Authority
Monthly Business Meeting
July 30, 2020**

to upsize the gravity line, estimated to cost \$100,350.00, of which the Authority would pay 100%.

PA DOT
ROUNDABOUT/
OLIVER COST
SHARING
(Cont.)

Engineer Yurisic reports that he has worked with Manager Steff regarding the PennVest application. Engineer Yurisic deferred further discussion to the Manager's Report.

PENNVEST

MANAGER'S REPORT

Manager Steff presented a proposed Intermunicipal Agreement between Millcreek Township and the Authority. Manager Steff explained that entering into the agreement will allow the Authority to reimburse Millcreek Township for the use of their lateral launch closed circuit television equipment as a part of STSA's ongoing I&I investigation. The cost for services in 2020 is \$113.91 per hour, plus the cost of any materials. There will be a minimum of two hours charged on each day the services are provided and services will be billed in 15-minute increments. The term of the agreement is five years from the effective date. The agreement further stipulates that the Authority will release Millcreek from any liability that may arise from the service. Manager Steff recommends that the Board enter into the agreement with Millcreek. Discussion ensued.

MILLCREEK
AGREEMENT
FOR CAMERA
WORK

Motion by Mr. M. Rose, seconded by Mr. Marsh, to enter into the inter-municipal agreement with Millcreek Township as described. Vote 5/0.

ACCEPT
MILLCREEK
AGREEMENT

Manager Steff reports that he has been working with the professional staff to develop the Corrective Action Plan (CAP) for the Oliver Road Gravity Sewer Upsizing and Lift Station Upgrade Project. A copy was distributed to all Board Members prior to the meeting. The CAP identifies the problems on Oliver Road, and details a plan and timeline for correcting the issues. The CAP is required for the approval of a proposed minor subdivision of property owned by Mr. Cornelius at 8300 Oliver Road. The Authority has previously identified a possible hydraulic overload within five years in the vicinity of the proposed subdivision. Therefore, DEP's options are to reject the Cornelius planning module or require the Authority to submit a CAP that would eliminate the hydraulic overload. Manager Steff reminded the Board that the Authority has approved preparation of plans and permitting for improvements on Oliver Road. (See August 29, 2019 and December 19, 2019 Regular Business Meetings.) Manager Steff emphasized that if the DEP approves the CAP the Authority will be obligated to proceed. The CAP will allow for the continuation of development in the tributary area. Engineer Yurisic advised that some of the dates in the CAP will be amended prior to submittal; PennVest funding could alter the project timeline. Discussion of a possible timeline ensued. Manager Steff recommends that the Board adopt the Corrective Action Plan for the Oliver Road Lift Station and Gravity Upsizing Project as prepared by GPI.

OLIVER ROAD
CORRECTIVE
ACTION PLAN

Motion by Mr. C. Rose, seconded by Mr. M. Rose, to adopt the Corrective Action Plan, with amended dates as discussed. Vote 5/0.

APPROVE
CORRECTIVE
ACTION PLAN

Manager Steff reports that National Fuel Gas is offering \$4,000.00 in consideration for a General Release of Claims arising from a 1986 cross-boring incident on Robison Road that damaged the sewer main. (See February 27, 2020 Regular Business Meeting).

NFG
CROSS-BORE
SETTLEMENT

**Summit Township Sewer Authority
Monthly Business Meeting
July 30, 2020**

Manager Steff recommends that the Board accept the \$4,000.00 settlement and authorize the General Release of Claims.

Motion by Mr. M. Rose, seconded by Mr. Marsh, to accept \$4,000.00 in consideration for a General Release of Claims arising from the 1986 cross-bore damage to the sewer main on Robison Road. Vote 5/0.

APPROVE
NFG
CROSS-BORE
SETTLEMENT

Manager Steff reports that he has been working on the PennVest Loan Application. Manager Steff attended a virtual meeting with representatives from PennVest to discuss a 20-year loan for capital improvements. Manager Steff explained that PennVest is offering a 1% interest rate for the first 5 years, then the interest rate rises to 1.75% for the duration of the loan. Discussion ensued to establish the amount that the Authority should apply for. The Board agreed that the Authority should apply to borrow as much as possible, up to \$3 million, to take advantage of the loan rates.

Motion by Mr. M. Rose, seconded by Mr. C. Rose, to authorize the Manager Steff to apply for a PennVest loan for the maximum amount the Authority may borrow, not to exceed \$3 million. Vote 5/0.

PENNVEST LOAN
APPLICATION

APPROVE
PENNVEST
LOAN
APPLICATION

NEW BUSINESS

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:59 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor