

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
OCTOBER 29, 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; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Chad Yuriscic, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Visitors: Michael Andrus. ROLL CALL

Motion by Mr. M. Rose, seconded by Mr. C. Rose, to approve the minutes of the September 24, 2020 Regular Business Meeting. Vote 5/0. 9/24/20 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 he has reviewed the revisions to the GPI Engineering Service Agreement for the Oliver Road Lift Station Upgrades and Oliver Road Gravity Sewer Projects. Solicitor Joseph notified Manager Steff that he is satisfied with the agreement in accordance with the conditional approval granted by the Board at the September 24, 2020 Regular Business Meeting. GPI AGREEMENT
OLIVER ROAD

Solicitor Joseph reported that he sent Act 1 notices to three delinquent accounts at the request of Billing Clerk McCaslin. ACT ONE
NOTICES

Solicitor Joseph reported that the closing on the Oliver Road parcel for the Oliver Road Lift Station Upgrades project should take place before the November Regular Business Meeting. Solicitor Joseph reported that he will send the paperwork out to the Cullens next week and he plans to schedule the closing soon after. CULLEN
CLOSING

Solicitor Joseph reported that he has reviewed a deficiency notice drafted by Manager Steff regarding failures in the private sewage collection system at Perry's Summit Mobile Home Community. DEFICIENCY
NOTICE

Solicitor Joseph recommended that a cost sharing agreement with the Summit Township Water Authority for meter reading services should be authorized through Board action. Solicitor Joseph will work with Manager Steff to draft an agreement. COST-SHARING
WITH STWA

Solicitor Joseph reported that he has been working with Manager Steff on connection issues regarding the construction of a new building for Kunco Landscaping, Inc. at 8099 KUNCO
8099 E. JOHNSON

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E. Johnson Road. Manager Steff explained that a gravity connection is not possible. Kunco has a permit for on-lot disposal, but he is requesting to connect via low-pressure forcemain. Manager Steff explained that Kunco's proposed sewer line is adjacent to two existing homes; the homes will likely be within the connection range mandated in Summit Township Ordinance 2015-02. Manager Steff advised that the Authority has options about how to proceed: (1) STSA could allow Kunco to build the line and enter into a reimbursement agreement under which the residents would reimburse a portion of Kunco's construction costs when they connect; (2) STSA could designate low-pressure forcemains as non-collector lines, then the residents would not be mandated to connect; (3) STSA could require residents to connect within a reasonable timeframe. Manager Steff advised the Board that the STSA Rules and Regulations Article XIII adopted at the April 30, 2020 Regular Business Meeting regulates low pressure connections and will require the residents to install grinder pumps. Manager Steff advised that the connections costs, including grinder pump and internal replumbing, could cost the homeowners \$17,000. Solicitor Joseph explained that the Board could have him draft a reimbursement agreement under which Kunco would install the sewer and residents would pay Kunco a tap fee to connect later. Mr. M. Rose proposed that the residents could have a 5-year timeframe to connect or connect when their septic system fails, if they can show that their septic system is working properly now. Chairman Fette proposed that they could prove their system is functioning now and recertify every couple of years. Mr. Marsh agreed with allowing some time to connect but expressed concern about sellers making the required disclosure to buyers if the property should change hands in the interim. Mr. M. Rose added that lots in Saddlewood will be sold with the required disclosure, whereas the Johnson Road residents are in existing homes. Mr. M. Rose proposed that the Authority should consider modifying Article XIII to allow for testing. Solicitor Joseph responded that the connection range is mandated by the Township Supervisors; once the line is built by Kunco, residences within 300 feet must connect. Solicitor Joseph advised that he is currently in the process of reviewing the relevant ordinances on the matter. Chairman Fette proposed that, as a matter of administration, the Authority could allow more time to connect when a grinder pump is required because the upfront costs are so much higher than gravity. Mr. Welka added that the residents may qualify for PennVest. Mr. Marsh proposed that Manager Steff should survey the residents, the Board agreed.

KUNCO
8099 E. JOHNSON
(Cont.)

ENGINEER'S REPORT

Engineer Yurisc reported that the New Road Wetlands Mitigation inspection is complete and the biannual monitoring report has been submitted. Engineer Yurisc explained that the vegetation looks good; some trees have been damaged by deer, but they can be replanted. Engineer Yurisc added that this report wraps up the second year of the five-year monitoring period.

NEW ROAD
WETLANDS
MITIGATION

Engineer Yurisc reported that he has been working with pump representatives from Hydromatic regarding proposed upgrades to the South Hill Road Lift Station to accommodate the proposed Melaragno South Hill Road subdivision. Engineer Yurisc advised that the estimated cost to upgrade the pumps would be \$85,000 and the new pumps would add 80 GPM pumping capacity. Given the age of the pumps, replacing the impeller is not recommended.

MELARAGNO
SOUTH HILL RD

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Engineer Yurisc reported that he has been working with a consultant from the PADOT Roundabout at Five Points Project. PADOT will handle construction with a cost-sharing agreement. Engineer Yurisc presented the form letter Cost Sharing Request Letter for Incorporated Work with Municipality and Municipality Authority Utilities. Engineer Yurisc explained that PADOT will pay 75% and the STSA will pay 25% to upgrade the forcemain portion; the STSA will pay 100% of costs to upsize gravity line from 8” to 12”. A manhole must also be relocated. Engineer Yurisc explained that originally only construction costs were included, but the consultant will confirm whether engineering costs may be included also. Engineer Yurisc advised that the Board must take action to stay on track with the milestone dates in the resolution letter. Engineer Yurisc presented Resolution 2020-04.

PADOT
ROUNDAABOUT
AT FIVE POINTS

Motion by Mr. M. Rose, seconded by Mr. C. Rose, to adopt Resolution 2020-04 to authorize a request for reimbursement agreement for sewer work at the PADOT Roundabout at Five Points Project and authorize the Chairman to sign. Vote 5/0.

ADOPT
RESOLUTION
2020-04

Engineer Yurisc reported that the permitting for the Oliver Road Lift Station Project is underway. Discussion ensued.

OLIVER ROAD
LIFT STATION

MANAGER’S REPORT

Manager Steff reported that the annual audit for Fiscal Year End June 30, 2020 is complete. The CPA firm, McGill, Power, Bell & Associates met with the audit committee and reviewed the draft report. The meeting was attended by Manager Steff, Administrative Supervisor Haener-Schwab, CPA Cathy Humphrey, CPA Shawn Emerson, and Audit Committee Members Mr. Marsh and Mr. Welka. No changes were made to the report. The Auditors have issued an unmodified opinion, which indicates a clean report with no exceptions. The Audit Report has been distributed to the Board for their review. Manager Steff, along with the Audit Committee, recommends that the Board adopt the Audit Report for Fiscal Year End June 30, 2020 as prepared by McGill Power Bell and Associates.

FYE 2020
AUDIT REPORT

Motion by Mr. Marsh, seconded by Mr. M. Rose, to approve the Fiscal Year End June 30, 2020 Audit Report, as prepared by McGill Power Bell. Vote 5/0.

APPROVE
AUDIT REPORT
FY 2019 -2020

Manager Steff reported that Vincent Palermo, the developer of the proposed Rustic Ridge subdivision, has returned a signed Developer Agreement and made the requisite escrow deposit. Rustic Ridge is a proposed, single-phase, six EDU residential subdivision on Cherry Street Extension. Manager Steff recommends that the Board enter into the standard agreement.

RUSTIC RIDGE
V. PALERMO

Motion by Mr. Welka, seconded by Mr. Marsh, to enter into a standard developer agreement with Vincent Palermo for Rustic Ridge Subdivision. Vote 5/0.

V. PALERMO
DEVELOPER
AGREEMENT

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Manager Steff reported that he transferred the 2013 4x4 GMC Truck to Melvin Schlegel for \$20,800.00 on October 5, 2020. The bid and sale were approved at the September 24, 2020 Regular Business Meeting.

TRANSFER OF
2013 GMC

Manager Steff reported that Engineer Sanford has submitted a concept plan for a Little Caesars on Keystone Drive. The Authority has received an Administrative Fee Agreement and an escrow deposit for plan review. Manager Steff provided the Public Sewer System Available Capacity Determination authorizing the processing of an Exemption from Sewage Facilities Planning Module.

LITTLE
CAESARS
KEYSTONE DR

NEW BUSINESS

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:39 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor