

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
NOVEMBER 19, 2020**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order at 9:00 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. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the October 29, 2020 Regular Business Meeting. Vote 5/0. 9/24/20 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 5/0. 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 5/0. EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reported the Authority closed on the Cullen property last week. The Cullen property is a small parcel adjacent to the current Oliver Road Lift Station and is necessary for the planned improvements at the site. CULLEN CLOSING

Solicitor Joseph reported that the final payment has been received from the Alexanders at 1536 Robison Road. Solicitor Joseph explained that the delinquent balance has been paid in full and the liens were satisfied. ALEXANDER 1536 ROBISON

Solicitor Joseph reported that he has drafted a cost-sharing agreement for Manager Steff to review regarding shared meter reading with the Summit Township Water Authority. COST-SHARING WITH STWA

Solicitor Joseph reported that he has researched the issues that arose from the Kunco (8099 E. Johnson Road) discussion at the October 29, 2020 Regular Business Meeting. Solicitor Joseph advised that forcemains are not excluded from the public sewer collection system in the Township ordinances, therefore the Authority may not designate low-pressure forcemains as non-collector lines for mandatory connection purposes. Solicitor Joseph further advised that the Municipal Authorities Act does not allow the Authority to incentivize connections by lowering tap fees because the Authority must treat all residential customers in a uniform way; the Authority is required to charge fees in accordance with the Act 57 Schedule of Fees. Solicitor Joseph advised that a private reimbursement agreement would be effective for ten years. Solicitor Joseph advised that the only way to lower connection fees would be for the Authority to participate in the project. Manager Steff explained that the way the Authority could participate is to pay for the public portion, above and beyond the private portion. Manager Steff advised that there are many other remote corners of the system that the Authority could consider KUNCO 8099 E. JOHNSON

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participating in if the Board wants to pursue participation in such projects. Manager Steff proposed that the Authority could develop a policy for remote areas and define these areas as having under ten EDUs. Manager Steff recommended that the Authority should not participate because it could trigger STSA participation in many other areas. Discussion ensued.

KUNCO
8099 E. JOHNSON

ENGINEER'S REPORT

Engineer Yurisc reported that three permits for the Oliver Road Lift Station Improvements Project have been submitted and approval is pending. The permits submitted to the Conservation District are for stream crossing and storm water management during construction. Engineer Yurisc added that the Water Quality Management Plan submitted to DEP is also pending, but should be approved soon.

OLIVER ROAD
LIFT STATION
IMPROVEMENTS

Engineer Yurisc reported that GPI conducted the annual Best Management Practices Inspection (BMP) at the Route 97 Lift Station as required by the Summit Township Stormwater Management Ordinance. Engineer Yurisc reported that the inspection revealed settling in one corner of one of the stormwater catch basins.

RT 97 L.S.
ANNUAL BMP

Engineer Yurisc reported that he is working to Old Perry Highway Relief Project to separate out the by-pass project from the relief basin, and from the surge detention facility.

OLD PERRY HWY
RELIEF PROJECT

Engineer Yurisc reported that Konzel Construction has submitted the final payment request for the Meadows Lift Station Upgrades Project contract. Engineer Yurisc verified completion of the final punch-list items with STSA Operations Staff. Engineer Yurisc explained that the final payment request for \$3,000.00 brings the contract to a close at \$559,098.68; the original contract plus allowance was for \$582,000.00 so Change Order 2 has been prepared in the amount of \$22,901.32 to decrease the contract price to the final amount. Engineer Yurisc presented Change Order 2 for Board action.

MEADOWS
LIFT STATION
UPGRADES
PROJECT

Motion by Mr. M. Rose, seconded by Mr. Welka, to approve Change Order 2 in the amount of \$22,901.32 to decrease the Konzel Construction contract for the Meadows Lift Station Upgrades Project. Vote 5/0.

APPROVE
CHANGE ORDER

Motion by Mr. M. Rose, seconded by Mr. Welka to approve the final payment in the amount of \$3,000.00 to Konzel Construction on the Meadows Lift Station Upgrades Project contract. Vote 5/0.

APPROVE
FINAL PAYMENT

Mr. Welka asked Engineer Yurisc about automated features at the Meadows Lift Station. Engineer Yurisc responded that the Meadows Lift Station does not have SCADA, but the Route 97 Lift Station does have SCADA. Engineer Yurisc explained that an Operator must be present at the Meadows Lift Station to adjust the controls manually, but the Route 97 Lift Station can be controlled remotely; it would be possible for an Operator to make adjustments to the Route 97 Lift Station while at the Meadows Lift Station.

SCADA

MANAGER’S REPORT

Manager Steff reported that he was considering a remote work schedule for Authority employees to limit contact between key employees during the holidays. The area is experiencing a rise in Covid-19 cases and the Governor is still recommending remote work, when feasible, to reduce the risk of workplace spread. Manager Steff explained that he is concerned about key employees being sick at the same time because the Authority is a lean operation. Manager Steff recalled that the Authority maintained operation during April 2020 remote-work and the staff has since developed strategies to better facilitate remote-work periods. Manager Steff is confident that the Authority can maintain normal operations during occasional remote-work periods. Manager Steff asked for Board guidance. Discussion ensued. The Board advised Manager Steff that he can direct remote work under his administrative discretion, as long as there is no reduction in operations or services.

REMOTE
WORK
GUIDANCE

Manager Steff reported that Mr. Cloyd Rose’s term as a Board Member will expire in December 2020. Mr. C. Rose has indicated that he will retire rather than seek reappointment. Manager Steff thanked Mr. C. Rose for his support, insight, and skills contributed to the Authority over the years, as an engineer and as a respected member of the local community. Chairman Fette thanked Mr. C. Rose for his forty years of service to the community as a member of the Sewer Authority Board.

C. ROSE
RETIREMENT

NEW BUSINESS

Mr. C. Rose stated that the Authority must be ready to apply for infrastructure grants and federal money as the programs and funds become available. In order to be ready, the Authority has to know how much money is needed for future projects, particularly the Alternative Transportation Plan (originally proposed by Mr. C. Rose at the July 25, 2019 Regular Business Meeting).

C. ROSE
FUTURE
PLANNING

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:01 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor