

**SUMMIT TOWNSHIP SEWER AUTHORITY
RE-ORGANIZATIONAL MEETING
JANUARY 28, 2021**

The re-organizational meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:02 A.M. by Chairman Chris Fette 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; Michael Andrus, Assistant Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Chad Yurisc, P.E., Greenman-Pedersen, Inc.; George Joseph, The Quinn Law Firm; and Caitlyn Haener-Schwab, Administrative Supervisor. Visitors: None.

ROLL CALL

Chairman Fette opened the floor for nominations to the positions of; Chairman, Vice Chairman, Secretary, Assistant Secretary, and Treasurer for the 2021 calendar year.

Motion by Mr. M. Rose, seconded by Mr. Welka to appoint Mr. Fette as Chairman. Vote 5/0.

CHAIRMAN

Motion by Mr. Marsh, seconded by Mr. Welka to appoint Mr. Michael Rose as Vice Chairman. Vote 5/0.

VICE CHAIRMAN

Motion by Mr. M. Rose, seconded by Mr. Welka to appoint Mr. Laban Marsh as Secretary. Vote 5/0.

SECRETARY

Motion by Mr. M. Rose, seconded by Mr. Marsh to appoint Mr. Andrus as Assistant Secretary. Vote 5/0.

ASS'T
SECRETARY

Motion by Mr. M. Rose, seconded by Mr. Marsh to appoint Mr. Welka as Treasurer. Vote 5/0.

TREASURER

Chairman Fette opened the floor for nominations of two board members to the personnel committee for the 2021 calendar year.

Motion by Mr. Welka, seconded by Mr. Marsh to appoint Mr. M. Rose to the personnel committee. Vote 5/0.

PERSONNEL
COMMITTEE

Motion by Mr. Welka, seconded by Mr. M. Rose to appoint Mr. Marsh to the personnel committee. Vote 5/0.

Chairman Fette opened the floor for nominations of two board members to the special project finance committee for the 2021 calendar year.

Motion by Mr. Marsh, seconded by Mr. Welka, to appoint Mr. M. Rose to the special project finance committee. Vote 5/0.

SPECIAL
PROJECT
FINANCE
COMMITTEE

Motion by Mr. Marsh, seconded by Mr. M. Rose, to appoint Mr. Andrus to the special project finance committee. Vote 5/0.

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Chairman Fette opened the floor for nominations of two board members to the audit committee for the 2021 calendar year.

Motion by Mr. M. Rose, seconded by Mr. Marsh to appoint Mr. Welka to the audit committee. Vote 5/0.

AUDIT
COMMITTEE

Motion by Mr. M. Rose, seconded by Mr. Welka to appoint Mr. Marsh to the audit committee. Vote 5/0.

Chairman Fette stated that appointments for solicitor and engineer needed to be made for the 2021 calendar year.

Motion by Mr. M. Rose, seconded by Mr. Andrus to appoint George Joseph, of the office of Quinn, Buseck, Leemhuis, Toohey & Kroto Inc., as the Solicitor for 2021 in accordance with the rate schedule to be filed at the Authority office. Vote 5/0.

SOLICITOR

Motion by Mr. M. Rose, seconded by Mr. Marsh to appoint Chad Yuriscic, P.E., Greenman-Pedersen, Inc., as the Authority Engineer for 2021 in accordance with the rate schedule to be filed at the Authority office. Vote 5/0.

ENGINEER

Chairman Fette stated that the Authority's depositories needed to be named and the recommendation is to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2021.

Motion by Mr. Marsh, seconded by Mr. Welka to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2021. Vote 5/0.

DEPOSITORIES

Chairman Fette informed the Board that the Authority's office hours and meeting dates for 2021 needed to be established.

Mr. M. Rose proposed for Board consideration that the office should be open until 5:30 P.M. one night per week or one night per month to accommodate customers who are unable to make it to the building during normal office hours. Mr. M. Rose asked if the office has noticed a need for extended hours. Manager Steff responded that he and the office staff have always accommodated residents who ask for special accommodations. Administrative Supervisor Haener-Schwab added that she has never received a complaint about the office hours but she can be available to attend extended office hours, if that is what the Board decides. Mr. M. Rose responded that there is no need to extend the hours since the office has not seen that there is a need.

OFFICE HOURS

Motion by Mr. M. Rose, seconded by Mr. Welka to set the office hours for 2021 at 8:00 A.M. to 4:30 P.M. Monday through Friday. Authority hours may be altered to reflect special circumstances. Vote 5/0.

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Motion by Mr. M. Rose, seconded by Mr. Welka to set the meeting date and time as the last Thursday of each month at 9:00 AM except for the following: The March meeting will be held March 18, 2021 due to a training conference. The November meeting will be held November 18, 2021 due to Thanksgiving. The December meeting will be held on December 23, 2021 due to Christmas. Vote 5/0.

MEETING
TIMES

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:10 a.m.

Respectfully submitted,

Caitlyn Haener-Schwab
Administrative Supervisor