

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
FEBRUARY 25, 2021**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:10 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Laban Marsh, Secretary; Michael Andrus, 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. Visitor: Summit Supervisor Tony Davis, 8945 Old French Road. ROLL CALL

Motion by Mr. M. Rose, seconded by Mr. Andrus, to approve the minutes of the January 28, 2021 Reorganization Meeting. Vote 5/0. 1/28/21 REORG MINUTES

Motion by Mr. M. Rose, seconded by Mr. Andrus, to approve the minutes of the January 28, 2021 Regular Business Meeting. Vote 5/0. 1/28/21 REG 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

RESIDENT TO BE HEARD

Summit Supervisor Tony Davis attended the meeting to discuss serving additional homes with his private force-main lateral. Mr. Davis has a temporary sewer connection agreement for his residence at 8945 Old French Road. In 1997, Mr. Davis entered into the agreement with the Summit Township Sewer Authority to temporarily connect his single-family home to the sanitary sewer force main that serves the Authority Building. Mr. Davis' lateral runs through two easements along the backside of the properties that front on Townhall Road. Mr. Davis has an easement with the Township along the southern property line at 8900 Old French Road and a separate agreement with the former Mr. Traut at 1064 Townhall Road (currently Yapple). Mr. Davis has the opportunity to purchase a parcel at Old French and Townhall that he could subdivide into three parts. Mr. Davis is investigating options to provide sewer service to two of the three potential new parcels and one existing home adjacent to his private lateral. First, Manager Steff proposed that Mr. Davis should investigate the possibility of an HOA agreement for a 2-inch force-main that could serve up to nine homes. Mr. Davis would become the developer for the project, subject to the normal bond and escrow requirements for all developers. However, Manager Steff is concerned about an HOA with many different homeowners on a private sewer system. Manager Steff added that each home on the private system would be subject to a temporary connection agreement; they would be required to disconnect from the private system and connect to the public system at their

DAVIS
8945 OLD
FRENCH RD

**Summit Township Sewer Authority
Monthly Business Meeting
February 25, 2021**

own cost when public sewer is constructed along Townhall Road. Mr. Davis does not want to force his neighbors to connect to the private system; Engineer Yurismic proposed that the HOA could reserve the right to connect instead of mandating connection and Solicitor Joseph agreed. Solicitor Joseph added that future connections may be subject to future capacity limitations; even if a homeowner wants to connect, the Authority can only issue a permit if the system has capacity available at that time. As a second option, Manager Steff proposed that the Authority could provide a low-pressure public force-main collector in the Townhall Road Right-of-Way from end of the current line at The Summit Township Municipal Offices at 1230 Townhall Road, heading west past the intersection at Old French. This option would trigger mandatory connections that would require private grinder-pumps. As a third option, Manager Steff proposed that the Board could consider a cost-sharing project with the Township to run gravity sewer along Townhall Road, then south on Old French, and build a new lift station at the low point on Old French Road. This option provides gravity service to nearby homes on Townhall Road and Picnicana Park. This option would also enable the Authority to abandon the Central Lift Station and the small lift station shared by the Authority and the Township Municipal Garage. Manager Steff explained that extending service in this area is consistent with the Comprehensive Plan and may be attractive to the Supervisors because Picnicana Park is a valued asset in the community. Discussion ensued. The Board agreed that the Authority should gather more information.

DAVIS
8945 OLD
FRENCH RD
(Cont.)

Motion by Mr. Rose, seconded by Mr. Marsh, to direct Solicitor Joseph to draft an HOA agreement for seven homes, for Mr. Davis to review. Vote 5/0.

SOLICITOR TO
DRAFT HOA

Motion by Mr. Marsh, seconded by Mr. Welka, to direct Engineer Yurismic to investigate the feasibility and cost of the three options presented by Manager Steff. Vote 5/0.

ENGINEER TO
INVESTIGATE
TOWNHALL RD
OPTIONS

SOLICITOR'S REPORT

Solicitor Joseph reported that he has been working on Act One Notices with Billing Clerk McCaslin. Solicitor Joseph added that the notice sent to the Radomski residence (855 South Hill Rd) was returned. In accordance with the terms of the deed, Solicitor Joseph next sent a notice to the surviving son that was returned as unclaimed; Solicitor Joseph will try again in the spring. Solicitor Joseph also sent an Act One Notice to Microtel (8100 Peach Street) that incorrectly referred to Microtel as a quarterly commercial account, but Microtel is a monthly commercial account. Solicitor Joseph sent out a new notice to correct the error.

ACT ONE NOTICES

Solicitor Joseph reported that he has been working to resolve the issue regarding the easement agreement with Erie County Technical School at 8500 Oliver Road (Vo-Tech). Solicitor Joseph reported that the new easement agreement was approved by the ECTS JOC Board at their January 28, 2021 Regular Meeting. Solicitor Sennett is circulating the document to collect signatures from the Joint Operating Committee, comprised of one elected school board member from eleven participating districts.

VO-TECH
EASEMENT

ENGINEER’S REPORT

Engineer Yurisc reported that the PennVest Application for the Oliver Road Gravity Sewer and Lift Station Upgrades Project was submitted and accepted as complete. The application will be reviewed for approval at the next PennVest meeting on April 21, 2021. PENVEST APPLICATION

Engineer Yurisc has been working on the Connection Compliance Project, the Water Quality Management review for Saddlewood Phase Three, and a review of plans for a private project on upper Peach Street. VARIOUS PROJECTS

Engineer Yurisc reported that he has provided an updated Act 57 Schedule of Fees for presentation to the Board. Discussion deferred to the Manager’s Report. ACT 57 FEES UPDATED

MANAGER’S REPORT

Manager Steff presented the Act 57 Schedule prepared by GPI for February 2021. Manager Steff explained that the Authority asks GPI to recalculate the tap fees and issue a report on an annual basis; the project costs, the construction cost index, the Authority’s outstanding debt on a project, and any grants received all factor into the per gallon cost for a new connection to tap into the system. Manager Steff explained that the tap fees can vary by location, based on the downstream improvements through which the effluent will flow. Discussion ensued. ACT 57 REPORT PRESENTED

Motion by Mr. Rose, seconded by Mr. Marsh, to adopt the Act 57 Schedule of Fees dated February 2021. Vote 5/0. ADOPT ACT 57 FEB 2021

Manager Steff requested authorization to obtain a proposal from GPI for flow modeling on the Route 19 sewer shed from the township line to the collection point with the proposed Oliver Road Upgrade Project. Manager Steff explained that the modeling will help the Authority determine more accurately how much capacity is left in the Route 19 corridor and whether there may be a better path from the Oliver Road Lift Station to the future surge detention site via some pipe upgrades. Discussion ensued. ROUTE 19 FLOW MODELING

Motion by Mr. Marsh, seconded by Mr. Rose, to authorize Manager Steff to obtain a proposal from GPI for Route 19 flow modeling. Vote 5/0. FLOW MODELING APPROVED

Manager Steff reported that the December 17, 2020 Minutes should be corrected to reflect a more accurate limit in time on the temporary suspension of the posting of penalty and interest to delinquent customer accounts. The motion by Mr. Marsh, seconded by Mr. Welka, currently reads “to continue waiving penalty and interest posting to delinquent accounts for relief during the Covid-19 Pandemic.” Manager Steff recommended that the temporary suspension should last until June 30, 2021 but that was inadvertently not included in the recorded minutes of the meeting. ERROR IN DECEMBER 2020 MINUTES

Motion by Mr. Marsh, seconded by Mr. Welka, to correct the motion in the December 17, 2020 Minutes to read that the temporary suspension of CORRECT DECEMBER 2020 MOTION

**Summit Township Sewer Authority
Monthly Business Meeting
February 25, 2021**

CORRECT
DECEMBER 2020
MOTION
(Cont.)

penalty and interest posting on delinquent accounts will continue until June 30, 2021. Vote 5/0.

Mr. Welka left the meeting at 11:10 a.m.

Manager Steff requested authorization to advertise for a new maintenance technician. Manager Steff met with the Personnel Committee to discuss continuity planning and training of new Operations Staff as the key STSA Operations employees begin planning for retirement. The Personnel Committee agreed that the time is right to search for a second maintenance technician.

OPERATIONS
FUTURE
STAFFING

Motion by Mr. Marsh, seconded by Mr. Rose, to authorize Manager Steff to advertise for candidates for the maintenance technician position. Vote 4/0.

APPROVE
ADVERTISEMENT
FOR HIRE

Manager Steff requested authorization to purchase a smart television for the maintenance office. Manager Steff explained that Operations Technician Hodge often gives camera inspection and GIS presentations from his desktop computer. Several people end up crowding around a desk to watch a small screen. Manager Steff would like to get a 55" television to better facilitate future maintenance presentations.

TECHNOLOGY
REQUEST

Motion by Mr. Marsh, seconded by Mr. Rose, to authorize Manager Steff to purchase a 55" television for the maintenance office not to exceed \$1,000.00. Vote 4/0.

AUTHORIZE
PURCHASE OF
TELEVISION

Manager Steff reported that the annual Pennsylvania Statement of Financial Interest Forms for Board Members and professional staff can now be completed online. Even when the form is completed online a paper copy must still be submitted to the Authority to keep on file.

ANNUAL
ETHICS FORMS

Manager Steff reported that the Zoning Ordinance Project undertaken by the Summit Township Supervisors is coming to a close and the Supervisors are going to put the revisions to a vote at their March 1, 2021 meeting. Discussion ensued. The Board agreed that Manager Steff should not attend the meeting.

TOWNSHIP
ZONING

Manager Steff reported that Splash Lagoon (8091 Peach Street) experienced a significant water leak resulting in Excess Demand charges on their sewer bill in January and February 2021. Manager Steff reported that Summit Township Water Authority maintenance staff observed that the water leak was draining into the creek, not into the sanitary sewer. Manager Steff explained that in similar circumstances in the past the Authority has adjusted the bill to reflect that some metered water usage did not enter the sanitary sewer. Manager Steff plans to take a three year average for the effected months and use that as a basis for an adjustment. Manager Steff will present an adjustment amount to the Board at a future meeting.

SPLASH LAGOON
(8091 PEACH ST)
LEAK

**Summit Township Sewer Authority
Monthly Business Meeting
February 25, 2021**

NEW BUSINESS

Chairman Fette read aloud a Thank You note addressed to the Board from retired Board Member Mr. Cloyd Rose.

C. ROSE CARD

With no further business to come before the Board, Mr. Rose motioned to adjourn, seconded by Mr. Marsh. Vote 4/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 11:35 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor