

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JUNE 24, 2021**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:00 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Mark Welka, Treasurer; Michael Andrus, Ass't Secretary; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Chad Yuriscic, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Michael Rose, Vice Chairman; Laban Marsh, Secretary. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Welka, to approve the minutes of the May 27, 2021 Regular Business Meeting. Vote 3/0. 5/27/21 MINUTES

Motion by Mr. Welka, seconded by Mr. Andrus, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 3/0. TREASURER'S REPORT

Motion by Mr. Andrus, seconded by Mr. Welka, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 3/0. EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reported that he attended the PennVest conference call on June 1, 2021 and he plans to attend the next conference call scheduled for August 25, 2021. Solicitor Joseph expects that the closing will take place October 14, 2021. Solicitor Joseph added that all documents are due to PennVest by September 23, 2021. Solicitor Joseph has prepared Resolution 3 of 2021 to authorize the Authority Officers and the Manager to act on behalf of the Authority to execute all necessary documents in connection with the closing on the Authority's debt obligation with PennVest and to take other action as appropriate. Solicitor Joseph presented Resolution 3 of 2021 to the Board for approval. PENNVEST
LOAN FOR
OLIVER ROAD
LIFT STATION
AND GRAVITY
PROJECT

Motion by Mr. Andrus, seconded by Mr. Welka, to adopt Resolution 3 of 2021 authorizing the Authority Officers and the Manager to execute all necessary documents in connection with the PennVest closing and to take other action as appropriate. Vote 3/0. ADOPT
RESOLUTION
2021-03

Solicitor Joseph reported that the easement agreement with Erie County Technical School (Vo-Tech) at 8500 Oliver Road has been recorded at the Erie County Courthouse. Solicitor Joseph advised that the easement issue at Vo-Tech is now resolved. VO-TECH
EASEMENT
RECORDED

ENGINEER'S REPORT

Engineer Yuriscic reported that he has been reviewing submittals from contractors regarding the Roundabout at the Five Points Project to relocate and upgrade sewer lines on Oliver Road. Engineer Yuriscic reported that PennDOT has scheduled the sewer construction to start next week which will be overseen by a Greenman-Pedersen inspector FIVE POINTS
ROUNDAABOUT

**Summit Township Sewer Authority
Monthly Business Meeting
June 24, 2021**

for the duration. Sewer construction is expected to take approximately one to two weeks to complete. Discussion ensued.

FIVE POINTS
ROUNDAABOUT
(Cont.).

Engineer Yurisc reported that he has been working to finalize the design for the Oliver Road Lift Station and Gravity Upgrades Project. Engineer Yurisc attended the PennVest call, and a team meeting with the Authority Operations staff to review the project timeline and details. To make the PennVest deadlines, Engineer Yurisc recommended that the Authority should begin advertising for bids around July 22, 2021.

OLIVER ROAD L.S.
AND GRAVITY

Motion by Mr. Welka, seconded by Mr. Andrus, to authorize Engineer Yurisc to advertise for bids for the Oliver Road Lift Station and Gravity Project. Vote 3/0.

ADVERTISE
FOR BIDS

Engineer Yurisc reported that he has been working on the Old Perry Relief Project. The Old Perry Relief Project was selected for a DCED Grant award of \$367,415.58 to relieve a bottleneck in sewer line north of I-90 on Route 97. Engineer Yurisc advised that the Authority should pair the Old Perry Relief Project and the Route 97 Surge Detention Project together for the DEP permit application. Engineer Yurisc explained that the DEP permit is good for five years, so the Authority could complete the grant portion by June 30, 2023, as required by the grant; then, the Authority could begin the Route 97 Surge Detention Project. Mr. Welka added that Zoning Ordinance 2021-02 was approved by the Summit Township Supervisors on June 21, 2021. Chairman Fette asked whether there are any remaining municipal impediments to surge detention in Summit Township. Mr. Welka responded that there are not. The new zoning ordinance defines sewage surge and overflow retention towers, tanks, and underground storage containers as essential services. Engineer Yurisc advised that the Authority should resubmit the planning module to the Township for Old Perry Relief and Route 97 Surge Detention. Engineer Yurisc will ask for authorization to bid the Old Perry Relief Project once permitting is complete.

OLD PERRY
RELIEF

Motion by Mr. Andrus, seconded by Mr. Welka, to authorize Engineer Yurisc to proceed with permitting and design for Old Perry Relief and Route 97 Surge Detention. Vote 3/0.

AUTHORIZE
OLD PERRY AND
RT 97 SURGE
DETENTION
PERMITTING

Engineer Yurisc reported that he has been working on the Connection Compliance Project. The Connection Compliance Project was selected for a DCED Grant award of \$343,710.00 to assist with the clean-up costs of connecting residences who are required to connect to sanitary sewer to comply with current Township ordinances. Engineer Yurisc explained that the Authority may add additional homes to the scope of the project to maximize the benefit of the grant to the community. Further discussion was deferred to the Manager's Report.

CONNECTION
COMPLIANCE
PROJECT

MANAGER'S REPORT

Manager Steff reported that a tentative change in the scope of the Connection Compliance Project was reviewed by Tigh Savercool, Economic Development Analyst, PA Department of Community and Economic Development, Office of Business Financing. Mr. Savercool agreed that nine additional homes may be added to the project

**Summit Township Sewer Authority
Monthly Business Meeting
June 24, 2021**

as long as the total project cost remains under \$500,000.00 and the Authority covers any costs over the \$343,710.00 grant award. Engineer Yurisc advised that the Authority is not at risk of losing the grant if the project runs over \$500,000.00. Manager Steff advised the Board that approving the change to expand the scope of the project would increase the total number of homes from twenty-three to thirty-two and the total project cost would increase from \$416,130 to \$498,740; the estimated cost to the Authority would increase by \$83,840. Manager Steff further explained that the estimated grant-subsidized project fee per home would increase from \$3,150 to \$4,884. Manager Steff recommends expanding the scope of the project to benefit the maximum number of Summit Township residents. Discussion ensued.

CONNECTION
COMPLIANCE
PROJECT
(Cont.)

Motion by Mr. Andrus, seconded by Mr. Welka, to approve the addition of nine more homes to the Connection Compliance Project. Vote 3/0.

EXPAND SCOPE OF
CONNECTION
COMPLIANCE
PROJECT

Manager Steff reports that Summit Township will receive American Rescue Plan Funds and the Authority has projects that are eligible to apply. Manager Steff asked the Board to consider two projects to submit for consideration. First, Manager Steff proposed that the Authority could apply for more relief for Connection Compliance Project residents. Second, Manager Steff proposed that the Authority could apply for funds to lower the cost to residents of mandatory repairs to private laterals under the Inflow and Infiltration Abatement Project. The Inflow and Infiltration (I&I) Abatement Project has identified I&I problems in low to moderate income areas, with generally older homes, and whose owners are generally considered long-time residents of Summit Township. Manager Steff emphasized that the I&I Abatement Project residents are an ideal demographic to receive American Rescue Funds. Mr. Welka advised that the application process for the American Rescue Funds is still in development. Chairman Fette added that he would prefer that all Board Members have the opportunity to consider the issue prior to Board action. Mr. Welka stated that there will be more information available in the next month. The Board agreed to defer discussion.

AMERICAN
RESCUE FUNDS

Manager Steff provided an overview of the projected year end for the 2020 – 2021 Fiscal Year, adding that the actual Authority revenue was more stable than projected when developing the budget in May 2020. Notably, the Authority did not budget for any excess demand income in 2020 – 2021, but there were excess demand charges billed and collected from commercial and industrial customers. Manager Steff reported that in 2020 – 2021 the Authority budgeted for pipe repairs at Ennis. However, the contractor advised that the pipe was too fragile to repair. Manager Steff advised that the Authority should start planning for an improvement project at the Ennis Lift Station. Manager Steff reported that in 2020 – 2021 the Authority budgeted \$115,000 for I&I repairs, but only spent \$29,000. Manager Steff explained that the Authority was able to complete some repairs at lower rates with a contractor using no-dig technology and other repairs were postponed to the next fiscal year. Manager Steff reported that the Authority budgeted for a new back-up pump and a building generator, but the diesel back-up pump currently in use is still reliable. The Authority ordered a generator through COSTARS that is still on back-order due to supply shortages.

FISCAL YEAR
2020-2021
REVIEW

Engineer Yurisc left the meeting at 10:15 a.m.

**Summit Township Sewer Authority
Monthly Business Meeting
June 24, 2021**

Manager Steff presented the Budget for Fiscal Year 2021 – 2022, as distributed to all Board Members for review prior to the meeting. Manager Steff is recommending a 3.3% rate increase from \$90/quarter to \$93/quarter. Manager Steff explained that the rate increase is proposed to offset inflation since the previous rate increase in 2019 and in consideration of the STSA 2021 Capital Plan. Discussion ensued. Manager Steff explained that the building generator is included in the budget again this year because it is still on back-order. Manager Steff also included an electric back-up pump again in the budget for this year. Manager Steff explained that the budget includes switch replacement at Baldwin Lift Station, replacement of a pump at Flower Road Lift Station, programming at Meadows Lift Station, I&I investigation in the Pennbriar-Bloomfield-Holly Acres area, and I&I repairs.

PROPOSED
BUDGET
FISCAL YEAR
2021 - 2022

Manager Steff reported that the I&I Investigations have identified several residences for an I&I Abatement clean-up project. Manager Steff explained that a successful I&I abatement project requires repairs on the public side and the private side. As the Authority conducts repairs on the public line, private repairs remain to be addressed. When the Board authorizes action, the Authority will contact residents to notify them of lateral deficiencies and those homeowners will be required to hire a contractor to make the necessary repairs. Manager Steff suggested that prior to I&I Abatement notifications, the Board may want to reconsider updating the Rules and Regulations to prevent homeowners and unqualified contractors from touching the main lines to protect the public utility. Discussion ensued.

I&I ABATEMENT
PROJECT

Manager Steff requested an Executive Session to discuss annual personnel reviews.

Motion by Mr. Andrus, seconded by Mr. Welka, to enter into Executive Session at 10:27 a.m. to discuss annual personnel reviews. Vote 3/0.

EXECUTIVE
SESSION

Chairman Fette reconvened the meeting to regular session at 11:15 a.m.

Manager Steff recommended that the Board adopt the proposed Budget for Fiscal Year 2021 – 2022.

Motion by Mr. Andrus, seconded by Mr. Welka, to adopt the Annual Budget for Fiscal Year 2021 – 2022. Vote 3/0.

ADOPT FISCAL
YEAR BUDGET
2021-2022

Manager Steff recommended that the Board approve the wages and salaries as discussed in the personnel reviews. Manager Staff explained that the personnel committee members have reviewed and approved the rates presented to the Board. Manager Steff recommends that Chairman Fette sign the letter to reflect Board approval of the 2021 - 2022 wage letter for the auditor.

Motion by Mr. Andrus, seconded by Mr. Welka, to approve the wages and salaries as discussed in personnel reviews and authorize the Chairman Fette to sign the annual Wage Letter to the Auditor for Fiscal Year 2021-2022. Vote 3/0.

APPROVE WAGES
AND SALARIES

**Summit Township Sewer Authority
Monthly Business Meeting
June 24, 2021**

Manager Steff recommended that the Board adopt the rate increase included in the Fiscal Year 2021 – 2022 Budget.

Motion by Mr. Andrus, seconded by Mr. Welka, to increase the rate from \$90.00/quarter to \$93.00 effective for the September 2021 billing cycle. Commercial rates to be adjusted accordingly. Vote 3/0.

APPROVE
RATE
INCREASE

Manager Steff recommended that the Board defer discussion and adoption of the 2021 Capital Plan to the July Regular Business Meeting.

2021 CAPITAL
PLAN

NEW BUSINESS

None.

With no further business to come before the Board, Mr. Andrus motioned to adjourn, seconded by Mr. Marsh. Vote 3/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 11:21 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor