

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JANUARY 27, 2022**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:08 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 Yurisc, P.E., Greenman-Pedersen; and Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Michael Rose, Vice Chairman. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the December 23, 2021 Regular Business Meeting. Vote 4/0. 12/23/21
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 4/0. TREASURER'S
REPORT

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0. EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph advised that he had no report.

ENGINEER'S REPORT

Engineer Yurisc provided a status update for the Oliver Road Lift Station, Force Main, and Gravity Projects. Engineer Yurisc reports that there was a field order change for the Oliver Road Gravity contract regarding manholes for a cost difference of \$2,000.00 for new manholes. Engineer Yurisc explained that the old manholes are only thirty years old and the original plan was to try to reuse them. The contractor proposed the change because fitting old manholes to the new system would have been labor intensive and time consuming because they have different angles and elevations. Engineer Yurisc reported that the actual start for the contracts will likely be in March depending on when the necessary materials arrive. OLIVER ROAD
LIFT STATION,
FORCE MAIN,
GRAVITY

Engineer Yurisc reported that he has submitted the quarterly Corrective Action Plan for Oliver Road. Engineer Yurisc reported that the Authority added 7.5 EDUs for the forthcoming PA State Police Project. OLIVER ROAD
CORRECTIVE
ACTION PLAN

Engineer Yurisc reported that he is working to update the Act 57 Schedule of Fees. ACT 57 FEES

Mr. Welka requested an update on the Old Perry Highway Relief Project. Engineer Yurisc reported that planning was submitted to the DEP and review is underway. Engineer Yurisc advised that the project will be ready to bid as soon as the DEP permits are approved. OLD PERRY
HIGHWAY
RELIEF

MANAGER’S REPORT

Manager Steff reported that the current overhead rate of \$39.00 was adopted at the January 2021 Regular Business meeting. Based on a review of the 2020-2021 Fiscal Year Audit Report, Manager Steff recommends that the overhead rate for 2022 should be raised to \$41.00 per hour.

2022
OVERHEAD
RATE

Motion by Mr. Andrus, seconded by Mr. Marsh, to set the overhead rate at \$41.00 per hour for 2022. Vote 4/0.

Manager Steff reported that two employees are requesting to carryover additional vacation from 2021. The Board approved estimated vacation carryover at the November 18, 2021 Regular Business Meeting. Two employees are requesting to carryforward more vacation than the estimate approved in November. Manager Steff requested Board approval of additional 2021 carryover in the amount of eighteen hours for Manager Steff and five hours for Maintenance Technician Snyder.

VACATION
CARRY-
FORWARD
APPROVAL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve additional carryforward vacation from 2021 to 2022 for Manager Steff and Maintenance Technician Snyder. Vote 4/0.

Manager Steff reported that Michael and Tammy Mangold (8330 Proctor Ave) were assessed project fees of \$7,500.00 in 2014 for the 2010 Sewer Extension Project. The Mangolds connected to the sewer system but did not pay the assessment. The Authority placed a lien on the property for the assessment and properly notified the Mangolds that 10% annual interest would accrue. Their assessment is now \$14,170.70. In response to the September 2021 assessment reminder notice, Mrs. Mangold contacted the Authority to request a settlement and payment plan. Manager Steff reports that the Mangolds requested that the debt be reduced to \$11,000.00 and they want to make monthly payments of \$100.00. The Mangolds are requesting a reduction in their debt due to the hardship that Mr. Mangold has been on Social Security Disability since 2011 and they are claiming that they were not notified about the debt. Manager Steff reiterated that the Authority met the legal requirements for notification and Mrs. Mangold’s signature is on the certified mail receipts for the assessment notice and the lien notice. Manager Steff reminded the Board the Authority has recently implemented quarterly notifications for assessment liens as a courtesy, but it is not a legal requirement. Manager Steff reminded the Board that the Board moved at the December 18, 2014 Regular Business Meeting to require residents to have rejection letters from three banks to qualify for a special payment agreement. Manager Steff explained that the intent of the bank rejection requirement is that the Authority was willing to enter into special payment agreements only with residents who showed that they were unable to get traditional financing. The Mangolds have provided one rejection letter from PennVest. PennVest rejected the financing request because their funding does not allow them to finance assessments for existing connections; PennVest can only finance new sewer connections. Manager Steff requested authorization to propose a settlement agreement with the Mangolds and that his authorization should be effective for ninety days. Discussion ensued.

MANGOLD
(8330 PROCTOR)

**Summit Township Sewer Authority
Monthly Business Meeting
January 27, 2022**

Motion by Marsh, seconded by Mr. Andrus, to authorize Manager Steff to propose a settlement agreement with the Mangolds for a payment plan on the delinquent assessment at 8330 Proctor Avenue at \$11,000.00 over ten years at 6.25%. Vote 4/0.

**AUTHORIZATION
TO PROPOSE
SETTLEMENT
OFFER**

Manager Steff provided a year-end recap of outstanding capital projects and private development projects. Discussion ensued. **PROJECT RECAP**

NEW BUSINESS

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:19 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor