

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
OCTOBER 28, 2021**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:03 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; Michael Andrus, Ass't Secretary; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Chad Yurismic, P.E., Greenman-Pedersen; and Amy McCaslin, Billing Clerk. Absent: Mark Welka, Treasurer; and Caitlyn Haener-Schwab, Administrative Supervisor. Visitor: None. ROLL CALL

Motion by Mr. Rose, seconded by Mr. Andrus, to approve the minutes of the September 30, 2021 Regular Business Meeting. Vote 4/0. 9/30/21 MINUTES

Motion by Mr. Rose, seconded by Mr. Andrus, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 4/0. TREASURER'S REPORT

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

**SOLICITOR'S REPORT**

Solicitor Joseph reported that the PennVest Loan closing took place on October 14, 2021. Solicitor Joseph filed the UCC Financing Statement with the Department of State, the confirmation was received by email from PennVest and the Authority is now able to take draws at any time. Solicitor Joseph reminded the Board that the Authority may draw funds for reimbursement of the General Fund for legal and engineering expenses that were incurred for the project prior to the closing under the Reimbursement Resolution. PENNVEST LOAN

Solicitor Joseph reported that Erie Bank Sports Park, G.R.E.A.T. (8159 Oliver Road) had their closing and the amount owed (\$39,815.06) was received on October 5, 2021. Solicitor Joseph reported that he spoke to a representative from G.R.E.A.T. prior to the closing to explain how the sewer bill was calculated. The lien was satisfied on October 6, 2021. LIEN SATISFIED  
G.R.E.A.T.  
8159 OLIVER RD

Solicitor Joseph researched the Township's Subdivision and Land Development Ordinances along with the Zoning Ordinances and forwarded the information to Manager Steff for his report. Solicitor Joseph advised that these documents offer guidance regarding the timing of projects. TIMING OF PROJECTS

Solicitor Joseph reported that an Act I Notice was sent to the property owner for the property located at 130 Fairfield Avenue. Solicitor Joseph advised that his office will be ready to place a Municipal Lien on the property in mid-November if the delinquent amount is not paid. ACT I NOTICE –  
130 FAIRFIELD

**ENGINEER’S REPORT**

Engineer Yurisc reported that he is working on coordinating a preconstruction conference with all three of the contractors for the project. Engineer Yurisc reported that the Notices to Proceed were issued October 19, 2021 for the Oliver Road Lift Station, Gravity, and Forcemain Contracts. Engineer Yurisc reported that Greenman-Pedersen is beginning to receive submittals for the project, and the submittals are currently being reviewed. Engineer Yurisc advised that many activities under the contracts can be performed in winter weather. Engineer Yurisc stated that he is hopeful that construction will be scheduled to begin at the beginning of the new year.

**OLIVER ROAD  
LIFT STATION,  
GRAVITY AND  
FORCEMAIN  
PROJECTS**

Engineer Yurisc reported that the third quarter Corrective Action Plan was submitted to DEP and reports that the Authority is currently on schedule with the Corrective Action Plan with no new connections and 20 reserved connections downstream of the Oliver Road Pump Station. Manager Steff confirmed that the report accounted for new connections; Engineer Yurisc responded that only connections downstream from the Oliver Road Lift Station must be included in the report.

**CORRECTIVE  
ACTION PLAN**

Engineer Yurisc reported that GPI surveyors are almost complete with their surveying project. Engineer Yurisc explained that after the survey is complete, the exhibits will be drafted and reviewed with Manager Steff. Manager Steff reported that the Authority has received inquiries from two residents regarding this project so far. Manager Steff reported that the Authority has until June 30, 2023, to spend the DCED Grant for the project.

**LATERAL  
ASSISTANCE  
PROJECT**

**MANAGER’S REPORT**

Manager Steff reported that Ms. Ramona Mysnyk at 1151 Townhall Road is required by The Erie County Health Department to address her current failed septic system. Manager Steff is requesting authorization to enter into a Temporary Sewer Connection Agreement with Ms. Mysnyk to allow her to connect her residence to the public sewer. Manager Steff’s recommendation is to have Ms. Mysnyk either run the connection from her home to an easement with neighboring properties or from her home to a right-away to the manhole located in front of 1290 Townhall Road. Engineer Yurisc summarized the Townhall Road extension options he presented at the April 29, 2021 Regular Business Meeting. Manager Steff advised that if the Board wanted to pursue an extension on Townhall and address the aging Central Lift Station, then the Authority will have to reprioritize other projects on the 10 Year Capital Spending Plan. Manager Steff stated that the Davis Cooperative Agreement might still be the best way to address the issues in the Old French-Townhall area until the Authority is ready to do a project. Discussion ensued. Manager Steff recommended that the Board approve a Temporary Sewer Connection Agreement to allow Mysnyk to connect via either method of private connection.

**MYSNYK  
1159 TOWNHALL  
ROAD**

Motion by Mr. Marsh, seconded by Mr. Rose, to approve the Temporary Sewer Connection Agreement for Ms. Mysnyk’s property located at 1159 Townhall Road. Vote 4/0.

**APPROVE  
TEMPORARY  
CONNECTION  
AGREEMENT**

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Manager Steff reported that the Authority's large format printer may need to be replaced if the Authority is unable to find a reliable repair technician at a reasonable rate. Manager Steff reported that Star Service estimated that repairs would cost \$1,500.00 but could not guarantee the outcome. Manager Steff will contact Schwab, to see if they have a technician that could come and look at the printer to see if it is worth repairing or if the Authority needs to start looking into purchasing a large format printer. Mr. Marsh and Mr. Rose both agreed that if this is a piece of equipment is needed to keep the Authority operating, Manager Steff should investigate purchasing a new printer due to the current timelines for purchasing items of this nature. Manager Steff is authorized to spend up to the bidding threshold established by the Pennsylvania Municipal Authorities Association under the Asset Capitalization Policy adopted at the January 30, 2020 Regular Business Meeting.

LARGE FORMAT  
PRINTER

**NEW BUSINESS**

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:58 a.m.

Respectfully submitted by,

Amy McCaslin  
Billing Clerk