

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
NOVEMBER 17, 2016**

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. by Chairman Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Laban Marsh, Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; George Joseph, The Quinn Law Firm; Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Michael Rose, Vice Chairman; Cloyd J. Rose, Ass't Secretary; Clayton J. Fails, P.E., Greenman-Pedersen. Visitors: Leon, Elda & Lee Wasielewski. ROLL CALL

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the minutes of the October 27, 2016 Regular Business Meeting. Vote 3/0 10/27/16 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 3/0 TREASURER'S REPORT

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

**RESIDENTS TO BE HEARD**

Leon, Elda Wasielewski and son Lee Wasielewski, Developers of the Eldaberry Woods Subdivision Project on New Road, requested an update on the PA DEP Notice of Violation at the New Road Lift Station site. Manager Steff responded that the Army Corps of Engineers reviewed the plan and commented to GPI; GPI reports that they have addressed the issues. The DEP identified some issues with the E&S Plan that need to be addressed by Eldaberry Engineer, Jim Welka. Mr. Leon Wasielewski responded that he thinks Jim Welka has been in communication with Rick Dodds, but he will double check. Discussion ensued regarding the details of the technical deficiency of the E&S plan. NEW RD LIFT STATION REMEDIATION PROJECT

Mr. Leon Wasielewski stated that they are ready to sign the agreements for wetlands mitigation and right-of-way regarding the Eldaberry sewer extension. First, Leon Wasielewski wants it to be clear that once the DEP permit is issued and the Wasielewski's give the Right-of-Way to the Authority, the Authority will allow the Wasielewski's to begin installing the planned sewer for Eldaberry Woods Subdivision. Solicitor Joseph responded that Mr. Wasielewski's concern is covered in the agreement, on page one and in Exhibit A of the agreement. Solicitor Joseph reports that the DEP has not yet counter-signed the COA because of the hold up with the technical deficiency in the E&S plan as discussed earlier in the meeting; once the DEP counter-signs the COA, DEP will issue the permit.

Leon, Elda and Lee Wasielewski signed the agreements for wetlands mitigation and the Right-of-Way regarding Eldaberry Woods Subdivision Project.

Motion by Mr. Welka, seconded by Mr. Marsh, to enter into the agreements with Leon, Elda and Lee Wasielewski's for wetlands mitigation and to enter into the Right-of-Way related to the sanitary sewer extension to the Eldaberry Woods Subdivision Project. Vote 3/0 ENTER INTO WASIELEWSKI AGREEMENTS

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Leon, Elda and Lee Wasielewski left the meeting at 9:22 a.m.

**SOLICITOR'S REPORT**

Solicitor Joseph reports that he has been working on the final drafts regarding the phase changes to the Copperleaf Subdivision Project. Solicitor Joseph reviewed and discussed the Letter of Credit with Manager Steff.

COPPERLEAF

Solicitor Joseph reports that he's been working with Manager Steff on Chiver's Change Order 2 for Contract 3 of the Route 97 Lift Station Project.

CHIVERS CHANGE  
ORDER

Solicitor Joseph worked with Administrative Supervisor Haener-Schwab on a Right-to-Know request received by the Authority from American Transparency.

RIGHT TO KNOW  
REQUEST

Solicitor Joseph reports that 2 Sherriff's sales satisfied liens for delinquent sewer rental. The Authority received \$3,691.61 for the lien in place for 1606 Robinson Road West (Bartosek) and \$2,418.11 for the lien in place for 8335 Perry Hwy (Glass).

SHERRIFF SALE:  
BARTOSEK &  
GLASS

**ENGINEER'S REPORT**

Engineer Fails was absent from the meeting due to jury duty. Manager Steff presented the report prepared by Engineer Fails. The Route 97 Lift Station Project Contract 1 Certificate of Substantial Completion with attached punchlist was sent to McCrossin; most of the punchlist items have been addressed. Touch up work will be required in the spring to address vegetative restoration issues. Engineer Fails recommends McCrossin's final payment request in the amount of \$153,608.49. Engineer Fails notes that McCrossin completed the project without requesting a single change order and they were a pleasure to work with. Mr. Welka asked for clarification that Engineer Fails is recommending that the Authority accept and sign the Certificate of Substantial Completion, despite the outstanding items. Manager Steff confirmed that Engineer Fails is recommending the approval of the Certificate of Substantial Completion and the outstanding items are minor.

ROUTE 97 LIFT  
STATION PROJECT  
UPDATES

Motion by Mr. Welka, seconded by Mr. Marsh, to accept and sign the Certification of Substantial Completion for Route 97 Lift Station General Construction Contract 1, G.M. McCrossin. Vote 3/0.

CERTIFY  
CONTRACT 1  
SUBSTANTIALLY  
COMPLETE

Motion by Mr. Marsh, seconded by Mr. Fette, to authorize Payment 13, Final Payment, on Contract 1 to G.M. McCrossin in the amount of \$153,608.49. Vote 3/0.

APPROVE  
CONTRACT 1  
FINAL PAYMENT

Contract 2, Cox and Kanyuck Electric employees are on site this week working to finish up loose ends; once they have indicated completion a final walk-through will be scheduled. Engineer Fails recommends Payment 7 in the amount of \$8,746.69. Cox and Kanyuck has also submitted Change Order 2 for adding data lines, temp sensors, an extra circuit and other small items totaling \$4,039.00. Engineer Fails is recommending the approval of the change order.

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Motion by Mr. Marsh, seconded by Mr. Welka, to authorize Change Order 2, Contract 2 with Cox and Kanyuck in the amount of \$4,039.00. Vote 3/0.

APPROVE  
CONTRACT 2  
CHANGE ORDER

Motion by Mr. Welka, seconded by Mr. Marsh, to authorize Payment 7, on Contract 2 to Cox and Kanyuck in the amount of \$8,746.69. Vote 3/0.

CONTRACT 2,  
PAYMENT 7

Contract 3, Chivers Construction has submitted payment application 5 in the amount of \$18,036.66; this payment application does not include any of the work covered in Change Order 2 and Engineer Fails is recommending payment. Chivers has not yet been authorized to complete the work at the Holiday Inn Lift Station, pending completion of the float backup system and operational staff comfort level with the operation of the new station. Touch up work will likely be required in the spring to address vegetative restoration issues. Once Chivers has indicated completion, a final walkthrough will be scheduled with representatives from the Authority and the Contractor.

Motion by Mr. Welka, seconded by Mr. Marsh, to authorize Payment 5, on Contract 3 to Chivers Construction in the amount of \$18,036.66. Vote 3/0.

CONTRACT 3,  
PAYMENT 5

**MANAGER'S REPORT**

Manager Steff reports that the Hamot/Hershey extension project has stalled for several reasons. The eminent Oliver Road Lift Station maintenance costs mean that an eventual extension of Hamot/Hershey is in the long-term interest of the Authority. However, the Authority has not able to secure a grant to aid in the extension costs and the Authority has more pressing issues in need of current funds. At this time, launching the Meadows Lift Station Upgrade Project is essential; Route 97 retention planning needs may arise soon, as well.

HAMOT/HERSHEY  
EXTENSION  
STALLED

Manager Steff reports that on November 4<sup>th</sup>, he met with representatives of Chivers Construction regarding the Route 97 Lift Station Contract 3, Change Order 2. Manager Steff met with David Chivers and Don Dolph to negotiate the details of the Change Order request. The additional work involved pipe undercutting for \$25,909.52 and \$42,125.32 for work involving manhole undercut. Manager Steff recommends that the Board approve the change order for the additional work totaling \$68,034.84.

RT 97 L.S.  
CONTRACT 3,  
CHANGE ORDER 2

Motion by Mr. Marsh, seconded by Mr. Welka, to approve Change Order 2 on Route 97 Lift Station Contract 3 with Chivers Construction in the amount of \$68,034.84. Vote 3/0.

APPROVE  
CHANGE ORDER 2

Manager Steff reports that Treasurer Mark Welka's term on the Authority Board will expire December 31, 2016. Manager Steff has drafted a letter to the Summit Township Supervisors, to request the reappointment of Treasurer Mark Welka, to be signed all present board members.

Motion by Mr. Marsh, seconded by Mr. Fette, to send a letter to the Summit Township Supervisors recommending Mr. Welka's reappointment to the Sewer Authority Board. Vote 2/0 with Mr. Welka abstaining.

RECOMMEND  
WELKA BOARD  
REAPPOINTMENT

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**NEW BUSINESS**

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:48 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab  
Administrative Supervisor