

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
NOVEMBER 18, 2021**

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; Mark Welka, Treasurer; Michael Andrus, Ass't Secretary; 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: Absent: Michael Rose, Vice Chairman. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the October 28, 2021 Regular Business Meeting. Vote 4/0. 10/28/21
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 4/0. TREASURER'S
REPORT

Motion by Mr. Welka, 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 he advised Administrative Supervisor Haener-Schwab regarding the Authority opening a new bank account to receive PennVest funds. PENNVEST LOAN

Solicitor Joseph reported that he worked with Billing Clerk McCaslin to place a lien for delinquent sewer usage charges at the Swartz residence at 130 Fairfield Avenue after the Act One Notice was ignored. SWARTZ
(130 Fairfield)

Solicitor Joseph reported that the delinquent assessment lien at 1259 Ponderosa Drive (Corapi) has been paid in full through the sale of the property. Solicitor Joseph removed the lien after the Authority received the payment. Discussion ensued regarding outstanding liens. CORAPI
(1259 Ponderosa)

ENGINEER'S REPORT

Engineer Yurisc reported that he conducted the preconstruction meeting for the Oliver Road Lift Station, and Forcemain Contracts. Engineer Yurisc relayed to the Board that the contractors have expressed concerns about the availability and timing of materials. Engineer Yurisc reported the contractors are planning to start construction in February or March of 2022. Engineer reported that Greenman-Pedersen is still in the process of reviewing submittals as they come in. OLIVER ROAD
LIFT STATION
AND
FORCEMAIN
PROJECTS

Engineer Yurisc reported that the preconstruction meeting for the Oliver Road Gravity Sewer is planning for November 30, 2021. OLIVER ROAD
GRAVITY

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Engineer Yurisc reported that analysis of the existing flow meter for the Old Perry Relief Project has revealed conditions the create back-water effects, which could result in the Authority being metered and billed in excess of the effluent actually being discharged. Additionally, Engineer Yurisc reported that the Authority Staff has expressed safety concerns about the tight turn-around at the meter site for service body trucks. Engineer Yurisc recommended that the Authority expand the scope of the Old Perry Relief Project to include upgrades to the Route 97 Meter Station. Engineer Yurisc estimates that the expanded scope will cost an additional \$150,000 for electrical work and driveway improvements.

OLD PERRY
RELIEF –
EXPAND SCOPE

Motion by Mr. Marsh, seconded by Mr. Andrus, to expand the scope of the Old Perry Relief Project to include Route 97 Meter Station Upgrades.
Vote 4/0.

AUTHORIZE
RT 97 METER
UPGRADES

MANAGER’S REPORT

Manager Steff reported that the Authority is required to open a new bank account to keep the PennVest funds separate from other Authority funds. Manager Steff presented to the Board the authorization form and signature card prepared by PNC Bank to open a new checking account. Manager Steff recommends that the Board authorize the opening of a PennVest Checking Account and designate signatories.

PENNVEST
CHECKING
ACCOUNT

Motion by Mr. Welka, seconded by Mr. Marsh, to open a new checking account for PennVest funds and to authorize all Board Members and Manager Steff as signatories for the account. Vote 4/0.

AUTHORIZE
PENNVEST
ACCOUNT

Manager Steff reported that the practice of certifying vacation carryover for audit purposes will continue until such time as there is a change to the personnel code. Manager Steff has prepared a list of the estimated number of accrued vacation days that each employee is requesting to carryforward into the next calendar year. Manager Steff explained that past policy and practice has been that employees must ask for Board approval to carryforward five or more vacation days. The letter prepared for this year end lists all requested vacation carryforward: Manager Steff 5 days; Operations Foreman McAtee 0 days; Assistant Project Manager Hodge 6 days; Administrative Supervisor Haener-Schwab 4 days; Billing Clerk McCaslin 3 days; Operations Technician Larsen 2 days; Operations Technician Snyder 2 days. Manager Steff reported that the calculated total value of the vacation carryforward request is less than \$6,000. Manager Steff presented a letter addressed to the auditors for the Board to sign upon approval. Mr. Marsh proposed that Authority should consider paying for the unused vacation to prevent excessive carryforward. Solicitor Joseph advised that some agencies pay out accrued vacation at the end of the year because the days carried-forward cost the agency more when the employees get pay raises. Mr. Andrus asked if there was a cap on vacation carryforward in the personnel code. Administrative Supervisor Haener-Schwab clarified that there is not a cap in the personnel code on how many days an employee could request to carryforward. Manager Steff responded that the Board could decline to approve any vacation carryforward request for any reason, including if the Board found a request to be excessive. Manager Steff explained that the two employees hired in 2021 will not get additional vacation days until their one-year anniversaries, which are six-

ACCRUED
VACATION
POLICY

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months away for each of them, and they have young families. Chairman Fette stated that he has not seen any evidence that the current policy is being abused. Discussion ensued. The Board agreed that the Personnel Committee should discuss the vacation policy when they meet in 2022.

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the total estimated vacation carryover to calendar year 2022. Vote 4/0.

APPROVE
ESTIMATED
VACATION
CARRYFORWARD

Manager Steff reports that Treasurer Welka's appointment to the Sewer Authority Board will expire on December 31, 2021. Mr. Welka has indicated that he is willing to serve another five-year term. Manager Steff has prepared a letter to the Summit Township Supervisors recommending Mr. Welka's reappointment.

WELKA TERM
EXPIRING

Motion by Mr. Marsh, seconded by Mr. Andrus, to send a letter to the Summit Township Supervisors recommending Mark Welka's reappointment to the Sewer Authority Board. Vote 4/0.

RECOMMEND
WELKA
REAPPOINTMENT

Mr. Marsh requested an update on the subdivision and sewer easement at G.R.E.A.T.T. (8159 Oliver Road). Manager Steff responded that the Authority has not had any recent communication with G.R.E.A.T.T. other than to resolve the delinquent sewer bill, which was paid in full last month.

G.R.E.A.T.T.
(8159 OLIVER
RD)

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 9:34 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor