

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
DECEMBER 22, 2016**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:12 a.m. by Vice Chairman M. Rose at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

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

Motion by Mr. Marsh, seconded by Mr. Welka, to approve the minutes of the November 17, 2016 Regular Business Meeting. Vote 4/0 11/17/16 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 4/0 TREASURER'S REPORT

Motion by Mr. Welka, seconded by Mr. C. Rose, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0 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. Engineer Fails responded that the DEP says all is in order and it is only a matter of time before the permit is issued. Manager Steff reports that the E&S Plan was approved and the COA has been signed. Once the permit is issued, Manager Steff will receive the original and will notify Mr. Wasielewski. On the start of the Eldaberry Woods Subdivision Project, Manager Steff reports that the Authority has the plan on file and it has been approved. Mr. Wasielewski stated that there have not been any changes to the approved plan. Manager Steff stated that Mr. Wasielewski must direct his contractor to provide the Authority with cut sheets outlining all of the products and backfill material that will be used prior to starting the project. NEW RD LIFT STATION REMEDIATION PROJECT

Leon, Elda and Lee Wasielewski left the meeting at 9:18 a.m.

SOLICITOR'S REPORT

Solicitor Joseph reports he started working with Manager Steff on a damage claim at 8270 Perry Highway, The Blue Spruce Motel. Solicitor Joseph will follow up in a letter to Manager Steff once he has a chance to more thoroughly review the claim. DAMAGE CLAIM 8270 PERRY HWY

Solicitor Joseph reports that serial bankruptcy filers, The Smiths of 8535 Oliver Road, have agreed to make payment arrangements, including an initial payment of \$300.00. PAYMENT AGREEMENT 8535 OLIVER ROAD

Solicitor Joseph reports that an easement issue was corrected regarding a potential small extension on Flower Road. The original easement had to be refiled along with a death ROCK EASEMENT REFILED

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certificate for Mrs. Rock's husband because he is still listed on the property at 2835 Flower Road; the easement has since been recorded.

ROCK
EASEMENT (Cont.)

Solicitor Joseph reports that he has drafted new regulations to qualify plumbers to work on the Sewer Authority main lines. The draft was sent to Manager Steff for review.

NEW PLUMBER
REGULATIONS
DRAFTED

ENGINEER'S REPORT

Engineer Fails reports that the Route 97 Lift Station Project has only small items left to complete. Contract 2, Cox and Kanyuck Electric employees are on site this week working to finish up loose ends; Engineer Fails recommends Payment 8 in the amount of \$17,370.15 pending receipt of the signed, original AIA Application and Certification for Payment Document.

ROUTE 97 LIFT
STATION UPDATES

Motion by Mr. Welka, seconded by Mr. C. Rose, to authorize Payment 8, on Contract 2 to Cox and Kanyuck Electric in the amount of \$17,370.15 pending receipt of the signed, original AIA Application and Certification for Payment Document. Vote 4/0.

APPROVE
PAYMENT 8,
CONTRACT 2

Contract 3, Chivers Construction has submitted Payment Application 6 in the amount of \$73,011.39; this payment application includes the work covered in Board approved Change Order 2 but it is not the final payment. Engineer Fails is recommending Payment Application 6; a retainer of \$13,097.81 remains.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to authorize Payment 6, on Contract 3 to Chivers Construction in the amount of \$73,011.39. Vote 4/0.

APPROVE
PAYMENT 6,
CONTRACT 3

Engineer Fails reports that he will begin work on a bid package for the New Road Wetlands Mitigation Project. This will enable the Authority to advertise for bids as soon as the permit is issued.

NEW RD
WETLANDS BID
PACKET

Engineer Fails reports that the awards for the PA Small Water and Sewer Program Grant from the Commonwealth Financing Authority will be announced in the first quarter of 2017. Engineer Fails advised the Board that the application is a long shot – there were 650 other applicants and \$170 million was applied for in total. There are \$22 million in grant funds available. Engineer Fails deferred further discussion to the Manager Steff.

FLOWER RD
GRANT
APPLICATION
UPDATE

MANAGER'S REPORT

Manager Steff recalled for the Board that the Authority has submitted an application for a PA Small Water and Sewer Program Grant from the Commonwealth Financing Authority to add a small extension on Flower Road, utilizing the planning done for the Lasher (2833 Flower Road) Project. Resolution 2016-02 was adopted October 27, 2016 to request a subsidy of \$57,205 for the project. Manager Steff explained that the amount requested needs to be revised. In the course of the review process, the budget was modified to reduce the contingency from 10% to 5%. Manager Steff presented Resolution 2016-03 for the revised total of the grant request, \$54,655.

REVISED GRANT
RESOLUTION

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Motion by Mr. C. Rose, seconded by Mr. Welka, to adopt Resolution 2016-03 for the PA Small Water and Sewer Program Grant Request of \$54,655 and to designate Manager Steff and Mr. Marsh as officials authorized to execute all documents and agreements between the STSA and the Commonwealth Finance Authority. Vote 4/0

ADOPT
RESOLUTION
2016-03

NEW BUSINESS

Mr. Marsh requested an updated lien list for June 2016 to December 2016. Administrative Supervisor Haener-Schwab will prepare the list.

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

ADJOURNMENT

Vice Chairman M. Rose adjourned the meeting at 9:32 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor