

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
DECEMBER 23, 2021**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:10 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; 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; Mark Welka, Treasurer. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the November 18, 2021 Regular Business Meeting. Vote 3/0. 11/18/21
MINUTES

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

SOLICITOR'S REPORT

Solicitor Joseph reported that last month he sent an Act One Notice to Microtel Inn & Suites for delinquent sewer rental for service at 8100 Peach Street. Solicitor Joseph learned that the property was going to be transferred, so he notified the Sherriff of the delinquent balance. Solicitor Joseph reported that the Authority received payment in full of \$1,680.08 on December 13, 2021. MICROTEL
(8100 PEACH ST)

Solicitor Joseph reported that he has reviewed the latest guidance regarding eligible use of Coronavirus State and Local Fiscal Recovery Funds and has provided Manager Steff with a written opinion. Solicitor Joseph explained in summary that the Authority has a reasonable basis for seeking Fiscal Recovery Funds for replacement of lost Authority revenue, and for infrastructure improvements, but the Authority cannot assist households with grinder pumps and laterals without proof of impact for each individualized household assisted. Further discussion was deferred to the Manager's Report. CORONAVIRUS
STATE AND
LOCAL FISCAL
RECOVERY
FUNDS

Solicitor Joseph reported he has reviewed the Vendor Agreement for the Low-Income Household Water Assistance Program (LIHWAP). Solicitor Joseph advised that the Vendor Agreement between the Pennsylvania Department of Human Services (DHS) is very straightforward. Solicitor Joseph explained that the Authority would be obligated to provide information to DHS for each application and to restore water service once a residence is determined by the State to be eligible for LIHWAP relief. Solicitor Joseph explained that the Authority would receive funds directly from the program that must be applied to the customer's account and there are some record-keeping requirements. Further discussion was deferred to the Manager's Report. LIHWAP
RELIEF FOR
RESIDENTS

ENGINEER’S REPORT

Engineer Yurisc reported that during the preconstruction meeting for the Oliver Road Gravity Upgrades Contract, Terra Works indicated that there is noise associated with the technique they intend to use to dispose of the old pipes. Engineer Yurisc advised that PennDOT requires Peach Street work to be done at night, but all other work can be done during the day. Engineer Yurisc estimates that the Oliver Road Gravity Upgrades will begin in the Spring. Discussion ensued.

OLIVER ROAD
GRAVITY
UPGRADES
CONTRACT

Engineer Yurisc reported that submittals for the Oliver Road Lift Station and Forcemain Contracts are still under review by GPI. Engineer Yurisc reported that GPI has authorized a small change to the pre-engineered pump station in the Oliver Road Lift Station Contract. Engineer Yurisc advised that the impellers were upgraded to better handle the growing issue created by sanitary wipes in the effluent at the Oliver Road Lift Station. Engineer Yurisc recommends the change to the upgraded impeller for the sake of long-term maintenance, and he has confirmed with the supplier that the new impeller does in fact handle sanitary wipes better than the impeller originally specified in the plans. Engineer Yurisc explained that the change is estimated to cost \$3,000.00 and will be covered by the allowance built into the contract.

OLIVER ROAD
LIFT STATION
CONTRACT

Engineer Yurisc reported that GPI has completed the survey for the Lateral Assistance Project and thirty-four preliminary connection exhibits are now underway. Engineer Yurisc explained that the cost estimates will be updated once the exhibits are complete.

LATERAL
ASSISTANCE
PROJECT

Engineer Yurisc reported that Authority has received a sewage planning module for the planned PA State Police Troop E Headquarters at 8355 Oliver Road. Engineer Yurisc has reviewed the plans and provided comments to Manager Steff. Mr. Marsh inquired about wetlands on the parcel. Engineer Yurisc responded that the plans indicate that there are wetlands and they intend to mitigate on-site.

PA STATE
POLICE

MANAGER’S REPORT

Manager Steff reported that the Authority has investigated the application that may be made to the Summit Township Supervisors for funds through the Coronavirus State and Local Fiscal Recovery Funds. Manager Steff recommended that the Authority should use the actual growth rate of 2.3% and should exclude tapping fees from the lost revenue calculation. Based on the recommended calculation, Manager Steff recommended that the Authority should request \$244,581.00 in relief for lost revenue due to the Covid-19 Pandemic for the period ending December 31, 2020. Detailed discussion regarding the calculation of lost revenue, and fixed costs ensued.

CORONAVIRUS
STATE AND
LOCAL FISCAL
RECOVERY
FUNDS
(Cont.)

Motion by Mr. Marsh, seconded by Mr. Andrus, to authorize Chairman Fette to sign an application to Summit Township Supervisors for Coronavirus State and Local Fiscal Recovery Funds in the amount of \$244,581.00. Vote 3/0.

AUTHORIZE
APPLICATION
FOR RELIEF
FUNDS

Manager Steff presented to the Board a Vendor Agreement for the Low-Income Household Water Assistance Program (LIHWAP) administered by the Pennsylvania Department of Human Services (DHS). The LIHWAP program will begin on January 4,

LIHWAP

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2022. LIHWAP is part of an overall emergency effort to prevent, prepare for, and respond to the COVID-19 pandemic, with the public health focus of ensuring that low-income households have access to drinking water and wastewater services. The DHS will receive applications from residents and determine eligibility. LIHWAP will provide households who meet the 150 percent of the Federal Poverty Income Guidelines with up to \$2,500 to reduce or eliminate past due utility balances. Under the proposed vendor agreement, the STSA will provide information to DHS during their determination process. Once the DHS notifies the STSA that a resident is eligible for relief, the STSA agrees to restore water service within 48 hours and receive payment from the DHS to apply to the delinquent account balance. The STSA will keep confidential any customer information exchanged with DHS through the LIHWAP program. LIHWAP vendors are not asked to forgive or reduce any part of the utility bills by participating in the program. The vendor agreement will expire at the end of 2023. Commercial accounts are not eligible. Manager Steff recommends that the Authority should register as a LIHWAP vendor by entering into the Vendor Agreement with Pennsylvania DHS to help bring State relief to local, low income residents.

LOW INCOME
HOUSEHOLD
WATER
ASSISTANCE
PROGRAM
(LIHWAP)

Motion by Mr. Andrus, seconded by Mr. Marsh, to authorize Chairman Fette to sign the Vendor Agreement Low Income Household Water Assistance Program (LIHWAP). Vote 3/0.

AUTHORIZE
LIHWAP
VENDOR
AGREEMENT

Manager Steff reported that the Authority plans to replace the large format multi-function printer/scanner and the office copier. Manager Steff reported that he compared pricing and equipment models from two Co-Star qualified vendors and one additional vendor. Manager Steff authorized the purchase of a Cannon TX-3100 MFP Z36 for \$9,587.00 from Ford Office Technologies. Manager Steff reported that the Cannon TX-3100 will replace the existing malfunctioning HP Designjet T-2530 purchased in June 2016. Manager Steff notified the Board that the Authority plans to scrap the HP Designjet. Manager Steff authorized the purchase of new office multi-function copier, a Cannon ImageRunner Advance DX C5840i costing \$7,996.47 from Ford Office Technologies. The Cannon ImageRunner will replace the existing Ricoh Aficio MP C4502 purchased in June 2012. Manager Steff notified the Board that the Authority plans to scrap the Ricoh.

REPLACE
COPIERS AND
PRINTERS

NEW BUSINESS

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:36 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor