

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
FEBRUARY 23, 2017**

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

Present: Chris Fette, Chairman; Laban Marsh, Secretary; Cloyd J. Rose, Ass't Secretary; 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: Michael Rose, Vice Chairman; Mark Welka, Treasurer. Visitor: Leon Wasielewski. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the minutes of the January 26, 2017 Reorganizational Meeting. Vote 3/0 1/26/17 REORG MINUTES

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the minutes of the January 26, 2017 Regular Business Meeting. Vote 3/0 1/26/17 MINUTES

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 3/0 TREASURER'S REPORT

Motion by Mr. C. Rose, 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 Wasielewski developer 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 Authority has reviewed the technical submittals and provided comments. Manager Steff reports that a revised submittal was received and will be reviewed next week. Manager Steff reports that the contractor plans to begin installing pipe mid-March. Manager Steff has certified to the Township that the proper bonds are in place and the sewer plans are close to final. ELDABERRY WOODS

Mr. Wasielewski responded that the Township has recently approved the subdivision plan and it will be recorded at the Erie County Courthouse this week. Once the recording is finalized, Mr. Wasielewski's contractor will begin work to sewer all four lots.

Engineer Fails added that he sent guidelines to the contractor regarding DEP compliance; Engineer Fails will also send a copy to Mr. Wasielewski.

Mr. Wasielewski left the meeting at 9:10 a.m.

SOLICITOR'S REPORT

Solicitor Joseph had nothing to report.

ENGINEER’S REPORT

Engineer Fails reports that the Meadows Lift Station Upgrade Project planning has restarted. The temporary flow meter data has been collected and has been analyzed to determine the forward flow. The plan is to increase capacity and install new electrical panel.

MEADOWS LIFT
STATION
UPGRADE
PROJECT

Engineer Fails added that planning for the Meadows Lift Station Upgrade Project has revived the conversation about future retention needs on Route 97. The need is not urgent. Engineer Fails referenced preliminary planning done by Authority Engineer Sceiford regarding the configuration of storage tanks at the Decker property. The topography supports a gravity-in, gravity-out model. Engineer Fails will work on advancing the preliminary plans and preparing cost estimates. When the Authority is ready to proceed, there will be a clear path forward.

ROUTE 97
RETENTION
PLANNING

Engineer Fails reports that the New Road Wetlands Mitigation Project bid package is near completion and will be transmitted to Manager Steff once it is done. The weather is still too wet to begin work. Engineer Fails recommends that the Authority should plan to award the contracts at the April meeting. Manager Steff noted from his meeting with DEP that some of the project is earth moving work but other parts can be very technical. Engineer Fails explained that the most challenging part of a project like this is the monitoring period; the Authority will be responsible to make sure that the wetlands last.

NEW ROAD
WETLANDS
MITIGATION

Engineer Fails reports that he has revisited the gravity layouts previously prepared from topography maps of the general area as a part of the feasibility study to potentially eliminate the Oliver Road Lift Station. To refine the planning, Engineer Fails will order survey shots to confirm the topography around I-90 and potential stream crossings.

OLIVER ROAD LIFT
STATION
ELIMINATION
STUDY

MANAGER’S REPORT

Manager Steff reports that Scott’s Development has signed and returned a standard Developer Agreement for the construction of a U-Haul Moving and Storage facility on Downs Drive. The Authority has received the required escrow deposit. Scott’s Development has submitted plans to relocate the sewer extension along Downs Drive; the current sewer line on the property runs through the proposed building footprint.

U-HAUL PROJECT
(DOWNS DRIVE)

Motion by Mr. Marsh, seconded by Mr. C. Rose, to enter into the standard developer agreement with Scott’s Development for the U-Haul Project on Downs Drive. Vote 3/0.

U-HAUL
DEVELOPER
AGREEMENT

Manager Steff reports that UMH Properties has signed and returned a standard Developer Agreement for a proposed expansion of Holly Acres Mobile Home Park, located near Footmill Road. An escrow deposit has not yet been received. Manager Steff recommends that the Board approve the Developer Agreement contingent on receipt of the required escrow deposit.

HOLLY ACRES
EXPANSION
PROJECT

**Summit Township Sewer Authority
Monthly Business Meeting
February 23, 2017**

Motion by Mr. Marsh, seconded by Mr. C. Rose, to enter into a standard developer agreement with UMH Properties for the Holly Acres Expansion Project, contingent on receipt of the required escrow deposit. Vote 3/0.

ACCEPT HOLLY
ACRES
DEVELOPER
AGREEMENT

Manager Steff reports that the previously identified issue with the location of some older homes at Holly Acres Mobile Home Park is separate from the expansion project. As discussed in the October and September 2016 Regular Business Meetings, several older homes are encroaching on the public sewer line in the park. The Authority approached the previous owner of the park with an agreement to move the homes as they age out, but the owner declined. Manager Steff is still considering whether the Authority should bypass the park with a new public sewer line on Footmill Road and vacate the sewer lines within the park, making them private lines that are the responsibility of the park. Manager Steff reports that he is still gathering information. Once the title search is complete, the encroachments will be plotted on a map using GIS and Manager Steff will have a more thorough presentation for the Board.

HOLLY ACRES
ENCROACHMENT
ISSUES

Manager Steff reports that, per the FYE June 30, 2016 Audit recommendations, he has been gathering information to develop new financial policies. The goal is firm up the good practices that are already in place. Going forward, the Auditors will check that the financial activities are within the Board Approved policies. Manager Steff has drafted an Assigned Funds Policy and a Self-Insured Reserve Policy. Manager Steff directed Administrative Supervisor Haener-Schwab to draft an Asset Capitalization Policy. The policies have been transmitted to the Auditor for review and comment. Manager Steff presented the drafted policies and discussion ensued. Solicitor Joseph will provide more samples for Manager Steff to review.

NEW FINANCIAL
POLICIES
DRAFTED

Mr. C. Rose left the meeting at 9:55 a.m.

NEW BUSINESS

Mr. Marsh started a conversation about the proposed sewer extension project in neighboring Greene Township. Tapping fees in Greene Township will be between \$5,000-\$7,500 and the user charges will be \$110 per month. Greene Twp has approved a connection ordinance for any structure emanating sewage within 150 feet of the proposed sewer extension. Greene Township is not planning on charging a front-footage assessment. Greene Township expects to service 982 EDUs. Discussion ensued.

GREENE TWP
SEWER
EXTENSION

With no further business to come before the Board, Mr. Marsh motioned to adjourn.

Chairman Fette adjourned the meeting at 10:20 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor