

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

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:06 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; Clayton J. Fails, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Michael Rose, Vice Chairman; Cloyd J. Rose, Ass't Secretary. Visitors: none. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Welka, to approve the minutes of the February 23, 2017 Regular Business Meeting. Vote 3/0 2/23/17 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

SOLICITOR'S REPORT

Solicitor Joseph reports that Manager Steff requested he review the personnel code regarding reduced hours and the impact on benefits; Solicitor Joseph also reviewed the vacation accrual policy. Solicitor Joseph has provided comments to Manager Steff. PERSONNEL CODE

Solicitor Joseph reports that his office has filed several liens. One of the liens requested by the Authority could not be filed because the owners, The Smiths of 8535 Oliver Road, have refiled for bankruptcy. There is a hearing scheduled for the Smiths regarding their multiple bankruptcy filings to determine whether they have been abusing the system. Solicitor Joseph will follow the hearing determination and file the lien, if possible, at that time. LIENS FILED

Solicitor Joseph reports that, per Manager Steff, he has been researching regulations and case law regarding commercial water meters, issues pertaining to leaks and whether all of the water metered is introduced into the sewer system. Solicitor Joseph will provide comments to Manager Steff when the research is complete. COMMERCIAL METERS

Solicitor Joseph reports that he has recorded the developer agreements for the Holly Acres Expansion Project and the construction of a U-Haul on Downs Drive. Solicitor Joseph will have the recorded documents returned to the Authority. AGREEMENTS RECORDED

ENGINEER'S REPORT

Engineer Fails reports that the Route 97 Lift Station Project is coming to a close. There are still some punch-list items for Contract 1 and Contract 2. Contract 3 is pending the installation of a fence and restoration, weather permitting. Engineer Fails expects to close the contracts out soon. ROUTE 97 LIFT STATION PROJECT

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Engineer Fails reports that the Meadows Lift Station Upgrade Project planning is underway; there have been a variety of meetings. Initial and ultimate capacity has been determined. Engineer Fails contacted pump manufacturers, they reviewed GPI's findings and confirmed the pump selections. The pump manufacturers have responded with specs and details. The site was surveyed to develop a site map. Preliminary contact with DEP has been made; DEP responded that the Act 537 planning at the site is already done for up to 500 gallons per minute. Engineer Fails will meet with Manager Steff and Authority Staff to move the project into design mode. Discussion ensued regarding the size of the lift station site and possible storage needs.

MEADOWS LIFT
STATION
UPGRADE
PROJECT

Engineer Fails reports that the 2016 Project (Hamot/Hershey/Edinboro Road) topography shots are complete; the purpose is to prove out the viability of the proposed gravity lines. Engineer Fails has not reviewed the results yet.

2016 EXTENSION
PROJECT

Engineer Fails reports that the New Road Mitigation Project bid documents are complete and have been transmitted to Manager Steff.

NEW RD
MITIGATION

MANAGER'S REPORT

Manager Steff reports that PLP X, LP has returned a signed Sanitary Sewer Right-of-Way Agreement for the construction of sewer along Edinboro Road for the Copperleaf Project. Manager Steff recommends that the Board enter into the agreement.

COPPERLEAF ROW
EDINBORO RD

Motion by Mr. Welka, seconded by Mr. Marsh, to enter into the Sanitary Sewer Right Of Way Agreement with PLP X, LP regarding the Copperleaf Project sewer extension along Edinboro Road. Vote 3/0

Manager Steff reports that PLP X, LP has provided the Authority with an agreement to assign a Right-of-Way originally granted to PLP X, LP by Protective Industries for the construction of sewer between Edinboro Road and Zuck Road on the Caplugs property. Manager Steff recommends that the Board enter into the agreement.

COPPERLEAF
ASSIGNMENT OF
ROW

Motion by Mr. Marsh, seconded by Mr. Welka, to enter into the Assignment of Right-of-Way Agreement with PLP X, LP regarding the sewer extension on Caplugs property. Vote 3/0

Manager Steff reports that PLP X, LP has returned a signed Sanitary Sewer Right-of-Way Agreement for the construction of sewer along Zuck Road for the Copperleaf Project. Manager Steff recommends that the Board enter into the agreement. .

COPPERLEAF ROW
ZUCK ROAD

Motion by Mr. Welka, seconded by Mr. Marsh, to enter into the Sanitary Sewer Right Of Way Agreement with PLP X, LP regarding the Copperleaf Project sewer extension along Zuck Road. Vote 3/0

Manager Steff reports that Billing Clerk Pfister has requested a reduction in normally scheduled work hours from 40 hours per week to 32 hours per week. Manager Steff recommends that the Board approve Billing Clerk Pfister's request and benefits will be adjusted per the current Employee Handbook.

BILLING CLERK
HOURS

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- Motion by Mr. Welka, seconded by Mr. Marsh, to grant the request to reduce Billing Clerk Pfisters' normal work hours from 40 hours per week to 32 hours per week. Vote 3/0 REDUCE BILLING CLERK HOURS
- Manager Steff reports that the primary GPS device used to access the GIS system out in the field is in need of repair. Preparing to go without the primary device during the repairs has highlighted the need for a second unit. Manager Steff requested that the Board authorize the purchase of a second GPS device for \$8,991. Manager Steff advised the Board that this purchase will be over the GIS budget for this fiscal year, but the second unit will be beneficial even when the primary unit is returned; the Operations staff will have a unit for each truck. GIS EQUIPMENT
- Motion by Mr. Marsh, seconded by Mr. Welka, to approve the purchase of a new GIS unit for \$8,991. Vote 3/0 PURCHASE NEW GPS
- Manager Steff reports that he and Operations Foreman McAtee will attend the annual conference of the PA Rural Water Association in State College PA from 3/28 – 3/30/17 for training and to maintain proper CPE credits. ANNUAL CONFERENCE
- Manager Steff reports that he has submitted the annual PA DEP Chapter 94 report to Angela Hintz, Senior Environmental Engineer, Arcadis Design and Consultancy. Ms. Hintz incorporates the satellite municipalities' reports into the Erie Chapter 94 report and submits it to the DEP on behalf of all agencies tributary to the Joint Transportation and Treatment system. CHAPTER 94 REPORT
- Manager Steff reports that he has been contacted by Chris Amacher regarding 2481 New Road. The Amachers are planning to construct a home at 2481 New Road for their son. Manager Steff reports that they may need a Temporary Connection Agreement to connect to the Eldaberry Woods extension. There would still be some distance to make up for, from the end of the Eldaberry line to the Amacher property. The Board authorized Manager Steff to explore the possibility of a small Authority project to continue the sewer main beyond the Eldaberry Woods Project. AMACHER (2481 NEW ROAD)
- NEW BUSINESS**
- Mr. Welka reports that the Summit Township Supervisors have been working on an MS4 Storm Water Program. The program was developed by the EPA and the purpose is to reduce polluted storm water run-off. Discussion ensued. MS4 PROGRAM
- 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 9:37 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor