

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
MAY 27, 2021**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:00 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Michael Rose, Vice Chairman; Laban Marsh, Secretary; Michael Andrus, Ass't Secretary; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Chad Yuriscic, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Chris Fette, Chairman; Mark Welka, Treasurer. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the minutes of the April 29, 2021 Regular Business Meeting. Vote 3/0. 4/29/21 MINUTES

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

Motion by Mr. Andrus, 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 reported that he has reviewed documents for the PennVest funding offer to the Authority for the Oliver Road Lift Station Upgrades and Gravity Project. The Authority was approved for a \$2.5M loan for a period of 240 months with an interest rate for years one through five of 1.0% and an interest rate for years six through maturity of 1.743%. Solicitor Joseph will attend a series of conference calls with Manager Steff, Engineer Yuriscic, and representatives from PennVest. There are four calls scheduled. Solicitor Joseph expects that the calls will culminate with closing documents and a set closing date. Solicitor Joseph described and explained key terms of the agreement, including interest rates, collateral, closing costs, and insurance requirements. Engineer Yuriscic added that federal funds are included in the loan; therefore, the Davis-Bacon Act prevailing wage, Disadvantaged Business Enterprises, and American Iron and Steel provisions apply. Solicitor Joseph further explained that the settlement date must be within 182 days of the offer, construction may not start prior to the settlement date, and the Authority will be required to provide PennVest with annual audited financial statements within 180 days of the end of each fiscal year. Solicitor Joseph explained that the Authority has appointed a Solicitor and an Engineer for the conference calls, and the corporate business charter extends beyond the amortization of the project, therefore those terms are already satisfied. Solicitor Joseph noted that the offer includes provisions related to environmental credits, but the Authority does not receive environmental credits. Solicitor Joseph advised that the offer documents are satisfactory. Manager Steff recommended that the Board accept the funding offer from PennVest. PENNVEST  
LOAN FOR  
OLIVER ROAD  
LIFT STATION  
AND GRAVITY

Motion by Mr. Marsh, seconded by Mr. Andrus, to accept the funding offer from PennVest. Vote 3/0. ACCEPT  
PENNVEST  
OFFER

Solicitor Joseph reported that he worked with Manager Steff on the issue of a reported sewage leak at 114 Race Avenue. Manager Steff explained that the Authority dispatched Operations Foreman McAtee in response to the complaint and he observed that there were soggy conditions on the property. Manager Steff explained that four days later, Erie County Department of Health found that the soggy conditions had dried. Solicitor Joseph explained that the Erie County Health Department investigation determined that the patch of dead grass that gave rise to the complaint was not caused by a sewage leak. Manager Steff added that the investigation included photos of the plumbing underneath the home that appeared to show that the connection to the sanitary sewer was not new and was not disturbed. Manager Steff added that it is possible that there was a temporary issue with grey water, such as a leaking washing machine, but the Erie County Health Department investigation did not yield evidence of an ongoing sanitary sewer issue. Solicitor Joseph informed the Board that the Erie County Health Department has closed the investigation. Manager Steff concluded that no further action on the part of the Authority is warranted at this time. Manager Steff added that Operations Foreman McAtee advised the complainant to contact the Authority again if the issue reoccurs.

114 RACE AVE  
COMPLAINT  
INVESTIGATION

**ENGINEER’S REPORT**

Engineer Yurisc reported that Greenman-Pedersen has completed a spring inspection at the New Road Wetlands Mitigation site. Solicitor Joseph added that the Authority has a recorded easement granting access to the wetlands for maintenance and inspection. Engineer Yurisc explained that the inspector observed deer browse damage to some of the trees, therefore tree tubes were installed. Engineer Yurisc reported that some invasive grasses were sprayed.

NEW ROAD  
WETLANDS  
MITIGATION

Engineer Yurisc reported that he has been working to finalize the design for the Oliver Road Lift Station and Gravity Projects and get the projects ready to bid. Engineer Yurisc will attend the PennVest conference calls as described in the Solicitor’s Report.

OLIVER ROAD  
PROJECTS

**MANAGER’S REPORT**

Manager Steff reported that he recently polled the Board regarding the PennDOT Five Points Roundabout Utility Relocation Agreement. Manager Steff reported that the Board agreed that the Authority will pay an additional \$36,775.00 for the betterment portion of the sewer line. Manager Steff explained that the estimated cost of relocation was \$99,510.00, and the bid came in lower at \$98,500.00; the estimated cost of betterment was \$82,725.00, but the bid came in higher at \$119,500.00. The Authority is obligated to pay 25% of the relocation costs and 100% of the betterment costs per Resolution 2020-04 (see October 29, 2020 Regular Business Meeting). Manager Steff requested a motion to ratify the poll in which the Board authorized the acceptance of the bids received by PennDOT. Engineer Yurisc advised that some of the additional cost can be attributed to recent inflation in the cost of construction materials and some can also be attributed to timeline set by PennDOT. Mr. Marsh expressed concern regarding the short window for sewer construction and that the cost of construction materials is still on the rise. Mr. Marsh reiterated that during his conversation with Manager Steff, he asked if the Authority could opt to acquire the materials for PennDOT to mitigate potential supply-chain delays and avoid paying higher prices by ordering materials sooner. Manager Steff

FIVE POINTS  
ROUNDAABOUT  
RELOCATION  
AGREEMENT

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responded that the Authority could risk upsetting the cost-sharing agreement with PennDOT if suppliers contracted by the Authority miss deadlines. Manager Steff is concerned that such action by the Authority could put the PennDOT-funded relocation, worth \$98,500.00, in jeopardy trying to save \$36,775.00 on the betterment portion. Mr. Marsh agreed with Manager Steff. Manager Steff reported that the May 11, 2021 poll results were unanimous – all five Board Members agreed to accept the bids received by PennDOT. Manager Steff recommended Board action to ratify the poll.

FIVE POINTS  
ROUNDBOUT  
(Cont.).

Motion by Mr. Andrus, seconded by Mr. Marsh, to ratify the May 11, 2021 poll to authorize the acceptance of the bids received by PennDOT.  
Vote 3/0.

AUTHORIZE  
PENNDOT  
ACCEPTANCE  
OF BIDS

Manager Steff reported that the Water Service Termination policy for delinquent accounts was suspended at the March 26, 2020 Regular Business Meeting. Manager Steff advised that Board action is required to lift the policy suspension. Once the Board lifts the suspension, Manager Steff explained that all customers will be notified on the face of the June bills and in the next township newsletter. Manager Steff recommended that the Authority resume the normal Water Service Termination Policy effective July 1, 2021. Discussion ensued.

WATER SERVICE  
TERMINATION  
POLICY

Motion by Mr. Marsh, seconded by Mr. Andrus, to lift the suspension of the Water Service Termination Policy effective July 1, 2021. Vote 3/0.

TERMINATION  
POLICY  
RESUMES 7/1

Manager Steff reported that the Authority Operations staff have implemented a new work order system utilizing MaintainX software. Manager Steff commented that the new system is working well so far.

WORK ORDER  
SOFTWARE

Manager Steff reported that annual employee performance reviews will be conducted soon. Manager Steff recommended that the Personnel Committee should plan to meet in two weeks.

ANNUAL  
EMPLOYEE  
REVIEWS

**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

Vice-Chairman M. Rose adjourned the meeting at 9:30 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab  
Administrative Supervisor