

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JULY 29, 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: Chris Fette, Chairman; Mark Welka, Treasurer; 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: Michael Rose, Vice Chairman. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the June 24, 2021 Regular Business Meeting. Vote 4/0. 6/24/21 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. Marsh, seconded by Mr. Welka, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0. EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reported that he consulted with Manager Steff regarding an employment matter that will be discussed in Executive Session. EMPLOYMENT MATTER

Solicitor Joseph reported that he plans to attend the next PennVest conference call scheduled for August 25, 2021. PENNVEST

Solicitor Joseph reported that the Pennsylvania Sunshine Act 65 has recently been updated. Solicitor Joseph explained the new standards for publishing the meeting agenda in advance of public meetings. Solicitor Joseph advised that the new standards go into effect August 29, 2021. SUNSHINE ACT UPDATE

ENGINEER'S REPORT

Engineer Yuriscic provided an update on the status of the Roundabout at the Five Points Project to relocate and upgrade sewer lines on Oliver Road. Engineer Yuriscic reported that the force-main has been installed and has passed pressure testing; the majority of the gravity line has also been installed and passed pressure testing. Engineer Yuriscic stated that mandrel testing is pending. Engineer Yuriscic continued that installation of the section of gravity sewer that passes under Oliver Road is still pending; PennDOT contractors plan on timing the construction to coincide with the temporary closing of Oliver Road later this fall. FIVE POINTS ROUNDABOUT

Engineer Yuriscic reported that advertising for bids for the Oliver Road Lift Station, Force Main and Gravity Upgrades Project began on July 22, 2021. Oliver Contract 1 will be for gravity sewer replacement. Oliver Contract 2 will be for force main replacement. Oliver Contract 3 will be for pump station replacement. Engineer Yuriscic advised that the bid OLIVER ROAD LIFT STATION, FORCEMAIN, AND GRAVITY PROJECTS

**Summit Township Sewer Authority
Monthly Business Meeting
July 29, 2021**

opening is scheduled for August 19, 2021 at 10:00 a.m. Engineer Yurisc reports that there has been a lot of early interest in the bid specs for the Oliver Road Lift Station, Force Main and Gravity Upgrades Contracts. Engineer Yurisc expects to make a recommendation to award the contracts at the August Regular Business Meeting. Engineer Yurisc also plans to attend the August 25, 2021 PennVest conference call.

OLIVER ROAD
LIFT STATION,
FORCEMAIN,
AND GRAVITY
PROJECTS
(Cont.)

Operations Foreman McAtee, Maintenance Technician Larsen, and Maintenance Technician Snyder joined the meeting at 9:05 a.m.

MANAGER’S REPORT

Manager Steff introduced the Board to new Maintenance Technicians Larsen and Snyder. Manager Steff detailed their prior work experience. The Board welcomed them to the Authority.

INTRODUCE
NEW
EMPLOYEES

Operations Foreman McAtee, Maintenance Technician Larsen, and Maintenance Technician Snyder departed from the meeting at 9:08 a.m.

Manager Steff began a discussion regarding the proposed 2021 Capital Spending Plan distributed to all Board Members prior to the June Regular Business Meeting. Manager Steff explained that the Capital Spending Plan is a high-level planning document developed to establish general priorities for Capital Spending projects consistent with the Comprehensive Sewer Plan. Manager Steff explained that the plan includes maintenance, cleanup, and system expansion types of projects for the next ten years. Manager Steff advised that the plan is not a formal commitment to undertake any project, borrowing, or rate changes. Manager Steff explained that the plan also includes conservative, steady, residential growth estimates and the Authority’s commitment to participate in the City of Erie Wastewater Treatment Plant improvements. Discussion ensued.

2021 - 2031
CAPITAL
SPENDING
PLAN

Motion by Mr. Andrus, seconded by Mr. Marsh, to adopt the 2021 - 2031 Capital Spending Plan. Vote 4/0.

ADOPT CAPITAL
SPENDING PLAN

Manager Steff presented the 2020-2021 Fiscal Year Audit Engagement Letter from McGill, Power, Bell & Associates. Manager Steff advised that the Authority has a five-year agreement with McGill, Power, Bell & Associates for auditing services through Fiscal Year 2022-2023.

Motion by Mr. Andrus, seconded by Mr. Welka, to authorize Chairman Fette to sign the 2020-2021 Fiscal Year Audit Engagement Letter from McGill, Power, Bell & Associates. Vote 4/0.

SIGN
AUDIT
ENGAGEMENT
LETTER

Mr. Welka departed the meeting at 9:21 a.m.

Manager Steff reported that he consulted with the Solicitor and the Board at length regarding recent personnel changes. Manager Steff recommended that the Board ratify the changes in two separate motions.

PERSONNEL
CHANGES

**Summit Township Sewer Authority
Monthly Business Meeting
July 29, 2021**

Motion by Mr. Marsh, seconded by Mr. Andrus, to ratify Manager Steff's actions in terminating Maintenance Technician Bryan Banko. Vote 3/0.

RATIFY
BANKO
TERMINATION

Motion by Mr. Andrus, seconded by Mr. Marsh, to ratify Manager Steff's actions in hiring Maintenance Technician Scott Snyder at a rate of \$21.00 per hour, plus five days of vacation after the 90-day probation period, starting July 19, 2021. Vote 3/0.

RATIFY
HIRING
SNYDER

Manager Steff reported that he is following developments with the American Rescue Plan for Summit Township, but there is nothing new to report this month.

AMERICAN
RESCUE FUNDS

Manager Steff reported that the Connection Compliance Project is continuing to develop. Manager Steff explained that an inquiry from Mr. Marsh revealed a residence on Johnson Road that should be added to the list because the sewer system has developed around the area has left the residence in a system gap, requiring a manhole. Manager Steff explained that residences included in the project will never have a less expensive opportunity to connect to sewer, thanks to assistance from the DCED Grant Award and the Authority. Mr. Marsh emphasized that the return on investment for connecting a home to sanitary sewer creates value for the homeowner that is likely greater than the cost of connection. Mr. Marsh further noted the low interest rates for home improvement loans and to opportunity for homeowners to borrow through PennVest.

CONNECTION
COMPLIANCE
PROJECT

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 11:16 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor