

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
AUGUST 26, 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: Mark Welka, Treasurer; Laban Marsh, Secretary; Michael Andrus, Ass't Secretary; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; and Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Chris Fette, Chairman; Michael Rose, Vice Chairman; and Chad Yuriscic, P.E., Greenman-Pedersen. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Andrus, to appoint Mr. Welka as Chairman Pro Tem. Vote 3/0. CHAIRMAN
PRO TEM

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the July 29, 2021 Regular Business Meeting. Vote 3/0. 7/29/21 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 he attended the PennVest conference call on August 25, 2021. Solicitor Joseph reported that Engineer Yuriscic presented the bid results to PennVest. Solicitor Joseph presented documents for Board action and explained that the documents are due to PennVest by September 23, 2021. PENNVEST

Solicitor Joseph presented for Board action Resolution 3 of 2021. Solicitor Joseph explained that the resolution will authorize all Board Members and Manager Steff to act on behalf of the Authority to execute all necessary documents in connection with the PennVest closing on October 14, 2021.

Motion by Mr. Andrus, seconded by Mr. Marsh, to adopt Resolution 3 of 2021 authorizing Board Members and Manager Steff to act on behalf of the Authority to execute all necessary documents in connection with the PennVest Loan closing. Vote 3/0. RESOLUTION
2021-03
TO AUTHORIZE
SIGNATORIES

Solicitor Joseph presented Resolution 5 of 2021, Resolution to Borrow. Solicitor Joseph explained that the resolution authorizes the Authority to borrow \$2,500,000.00 from PennVest and pledges sewer revenues as collateral.

Motion by Mr. Marsh, seconded by Mr. Andrus, to adopt Resolution 5 of 2021, Resolution to Borrow. Vote 3/0. RESOLUTION
2021-05
TO BORROW

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Solicitor Joseph presented Resolution 6 of 2021, a declaration of official intent to reimburse general funds used to construct improvements to the public sewer system with funds received from the PennVest Loan.

Motion by Mr. Andrus, seconded by Mr. Marsh, to adopt Resolution 6 of 2021 to declare the intent to reimburse general funds used to construction improvements with funds received from the PennVest Loan. Vote 3/0.

RESOLUTION
2021-06 FOR
REIMBURSEMENT

Solicitor Joseph presented a Legal Services Agreement to establish that Quinn Law Firm will provide legal services related to the PennVest Loan process at a rate of \$120.00 per hour, maximum \$3,000.00.

Motion by Mr. Andrus, seconded by Mr. Marsh, to enter into the agreement with Quinn Law Firm for legal services related to the PennVest Loan. Vote 3/0.

AGREEMENT
FOR LEGAL
SERVICES

Solicitor Joseph reported that he will research whether the Authority can request American Rescue Funds to construct private laterals in connection with the Lateral Assistance Project. Solicitor Joseph stated that his preliminary opinion is that the Authority probably cannot use American Rescue Funds to construct private laterals. Mr. Welka added that the Summit Township Supervisors will be receiving guidance about the best way to spend American Rescue Funds, particularly regarding ways to maximize the impact of the American Rescue Funds with matching grants.

AMERICAN
RESCUE FUNDS
UPDATE

ENGINEER'S REPORT

Engineer Yuriscic was unable to attend the meeting, but Engineer Yuriscic provided project progress updates to Manager Steff that were included in the Manager's Report.

MANAGER'S REPORT

Manager Steff reported that the Oliver Road Lift Station, Gravity, and Force Main Project bid openings occurred as scheduled on August 19, 2021. Manager Steff explained that the Authority received five bids for Contract #1 (Gravity Sewer Upgrades), four bids for Contract #2 (Force Main Construction), and three bids for Contract #3 (Pump Station Replacement). Manager Steff reported that at the bid opening all bidders were deemed to be responsive to the criteria established in the bidding documents and no bids were rejected. Manager Steff explained that the alternative for pipe bursting was the low bid, and the aggregate of all the bids was \$2,114,707.64. Manager Steff explained that the bids came in lower than the Engineer's Estimate of Probable Cost. Manager Steff recommended that the Board authorize the Notice of Award to the lowest qualified bidder for each contract.

OLIVER ROAD
FORCE MAIN,
GRAVITY AND
LIFT STATION
IMPROVEMENTS

Motion by Mr. Marsh, seconded by Mr. Andrus, to award Contract #1 for Oliver Road Gravity Sewer Upgrades to Terra Works, Inc. in the amount of \$972,251.00. Vote 3/0.

AWARD
CONTRACT #1

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Motion by Mr. Marsh, seconded by Mr. Andrus, to award Contract #2 for Oliver Road Force Main Construction to Konzal Construction Company in the amount of \$174,800.00. Vote 3/0.

AWARD
CONTRACT #2

Motion by Mr. Andrus, seconded by Mr. Marsh, to award Contract #3 for Oliver Road Lift Station Replacement to Ray Showman Jr. Excavating in the amount of \$967,656.64. Vote 3/0.

AWARD
CONTRACT #3

Manager Steff presented Resolution 4 of 2021 to adopt as public certain portions of the Trails at Five Points Phase 7 sanitary sewer. Manager Steff explained that the sewer has been constructed in reasonable conformance with the approved design plans, inspection by representatives of the Authority's Engineer of Record, and tested in accordance with the STSA Standards of Construction and STSA Rules and Regulations. Manager Steff explained that as-built drawings are on file and the performance bond in the form of an Irrevocable Letter of Credit will be released. Manager Steff recommended the adoption of Resolution 2021-04 to accept 322' of 8" sanitary line, one manhole, and seven laterals in to the public sewer system.

TRAILS AT
FIVE POINTS

Motion by Mr. Andrus, seconded by Mr. Marsh, to adopt Resolution 2021-04 accepting described portions of the Trails at Five Points Phase 7 sewer into the public sewer system. Vote 3/0.

RESOLUTION
2021-04
TO ADOPT
SEWER AS
PUBLIC

Manager Steff reported that he was contacted regarding the potential sale of part of a parcel on Oliver Road. Manager Steff advised representatives of G.R.E.A.T. (8159 Oliver Road) that there must be a sewer easement in place prior to subdividing the property. Discussion ensued.

G.R.E.A.T.
(8159 OLIVER RD)

NEW BUSINESS

Mr. Welka began a discussion regarding the cost of engineering fees for the Oliver Road Lift Station, Gravity, and Force Main Projects. Mr. Welka noted that the engineering for the Oliver projects was expected to cost more than \$500,000. Mr. Welka wondered if the Authority might save money by adding a full-time engineer to the Authority staff. Discussion ensued.

ENGINEERING
COSTS

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

ADJOURNMENT

Chairman Pro Tem Welka adjourned the meeting at 10:10 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor