

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
SEPTEMBER 30, 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; Michael Andrus, Ass't Secretary; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Chad Yuriscic, P.E., Greenman-Pedersen; and Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Michael Rose, Vice Chairman; and Laban Marsh, Secretary. Visitor: Matt Jonas, P.E., Summit Township Engineer. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the August 26, 2021 Regular Business Meeting. Vote 3/0. 8/26/21 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

**VISITOR COMMENTS**

Matt Jonas, P.E., Summit Township Engineer stated that the Township has issued notices of violation to the Mysnyk residence (1151 Townhall Road) and the Jageman property (1145 Townhall Road) for a recently discovered discharge pipe that runs from the Mysnyk residence on to the Jageman property, where it discharges sewage into LeBoeuf Creek. Engineer Jonas stated that the discharge is in violation of the Township stormwater ordinances. Engineer Jonas explained that the MS4 regulations require the Township to contact Erie County Health and the DEP. Engineer Jonas reports that today he was informed by Josh Skopow, Sewage Enforcement Officer with the Erie County Department of Health, that Ms. Mysnyk plans to install a temporary holding tank. Engineer Jonas did not request that the Authority Board take any action. Chairman Fette responded that the Board has considered a future project in that area, but breaking ground on a project on Townhall Road would be several years away. Manager Steff responded that he spoke to Ms. Mysnyk regarding possible sewer connection options on August 30, 2021. Manager Steff explained that the residence is 700 ft. away from a private sewer force main, but could be connected with a mini-lift-station under a temporary sewer connection agreement. Manager Steff added that the Board could consider adopting the private force main. Manager Steff further explained that Ms. Mysnyk could remedy the situation with a small flow treatment unit. Mr. Welka wondered if Ms. Mysnyk might be able to take advantage of a PennVest loan for financing. Solicitor Joseph added that the Erie County Redevelopment Authority has issued grants for private connections under certain circumstances in the past. Manager Steff responded that he will contact Ms. Mysnyk again to discuss her plans and possible financing options. Mr. Jonas left the meeting at 9:30 a.m. MYSNYK  
1151 TOWNHALL  
ROAD

**SOLICITOR’S REPORT**

Solicitor Joseph reported that the PennVest Loan application process is on track for the closing on October 14, 2021. Solicitor Joseph reports that the third teleconference is scheduled for October 4, 2021. Solicitor Joseph added that some of the documents had to be redone after the loan amount changed. Manager Steff responded that the loan amount changed due to the bids for the Oliver Road contracts coming in lower than the Authority was expecting.

PENNVEST

Solicitor Joseph reported that he has been working with Billing Clerk McCaslin regarding the delinquent balance for sewer service to Center City Investments (9380 Peach Street). Solicitor Joseph reported that his office was in the process of placing a lien on the property. Solicitor Joseph explained that Center City Investments paid the account balance in full, therefore placing the lien was unnecessary.

CENTER CITY  
INVESTMENTS  
9380 PEACH ST

Solicitor Joseph reported that Erie Bank Sports Park, G.R.E.A.T. (8159 Oliver Road) has scheduled a closing to sell part of their property. Solicitor Joseph reminded the Board that the Authority has a lien in place for delinquent sewer bills. The attorney for G.R.E.A.T. questioned the amount due, so Solicitor Joseph worked with Billing Clerk McCaslin to provide them with the account history. Solicitor Joseph has notified representatives from G.R.E.A.T. that the payoff amount will be \$39,815.06 until October 10<sup>th</sup>, when the next monthly bill will be issued. Solicitor Joseph anticipates that the Authority will be paid in full after the closing. Manager Steff reiterated that he advised Attorney Zona that the subdivision plan will require an easement agreement, otherwise maintenance issues can arise when multiple private owners are connected to a private line. Discussion ensued.

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

Solicitor Joseph reported that he has been monitoring the emails exchanged between Manager Steff and Dina White, co-executor of the Corapi Estate (1259 Ponderosa Drive). Manager Steff explained that Ms. White requested forgiveness of the penalty and interest posted on the account for the unpaid South Hill Road front-foot assessment that was originally \$2,660.00 in 2007. Manager Steff stated that the current payoff amount is \$9,187.77 and the property is listed for sale for \$350,000. Manager Steff reported that Ms. White stated that the Corapi Estate has sufficient funds to meet outstanding obligations. Manager Steff advised Ms. White that the lien is a bona fide obligation that must be resolved prior to the sale and that without evidence of financial hardship there are no grounds to forgive the debt. Solicitor Joseph agreed with Manager Steff that the Authority processes were correct and the lien must be satisfied prior to closing.

CORAPI  
1259  
PONDEROSA  
DRIVE

**ENGINEER’S REPORT**

Engineer Yurisc reported that he is prepared to issue Notices to Proceed to the contractors for the Oliver Road Lift Station, Gravity, and Forcemain Contracts after the October 14, 2021 PennVest Closing. The Contractors have submitted and Engineer Yurisc has started reviewing submittals ahead of the normal schedule to accommodate for unusually long lead times on some materials. Following the PennVest closing and Notices to Proceed, Engineer Yurisc will schedule a November or December pre-construction meeting with the Authority staff, the contractors, and representatives from PennDOT. Engineer Yurisc advised that PennDOT must be invited due to the work on Oliver Road and Peach Street.

OLIVER ROAD  
LIFT STATION,  
GRAVITY, AND  
FORCEMAIN  
PROJECTS

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Engineer Yurisc reported that the Township approved the planning module for the Route 97 Surge Detention and Old Perry Highway Relief Project on September 20, 2021. Engineer Yurisc advised that the Planning Module has been submitted to DEP for approval. Engineer Yurisc advised that the next step will be to submit a Water Quality Management Permit to DEP. Discussion ensued.

ROUTE 97  
SURGE  
DETENTION

Engineer Yurisc reported that GPI surveyors have put in PA One-Calls and will be out in the field doing preliminary work for the Lateral Assistance Project. Manager Steff reiterated that the Authority should still pursue American Rescue Funds to further assist the residents with costs.

LATERAL  
ASSISTANCE  
PROJECT

Engineer Yurisc reported that the Route 97 Lift Station annual storm water inspection and report is complete. Engineer Yurisc has submitted the report to the Township and transmitted a copy to Manager Steff.

ROUTE 97 L.S.  
STORM WATER  
REPORT

**MANAGER'S REPORT**

Manager Steff reported that the employee vacation carryover policy is on the agenda to address concerns voiced by Mr. M. Rose at the January Regular Business Meeting that employee vacation carryover creates too much uncertainty for the agency, represents a financial liability, and should only be allowed for special occasions. In January, Mr. M. Rose proposed that future vacation carryover requests should be made prior to year-end. Manager Steff reported that the value of all vacation carried forward from 2020 to 2021 was under \$7,000. Manager Steff recommended that the new process should give the employees enough time to use their vacation if a carryover request is denied. Manager Steff requested guidance from the Board. Chairman Fette asked Manager Steff if the current vacation policy has caused any problems in operating the Authority. Manager Steff responded that it has not. Mr. Andrus clarified that the current policy allows Manager Steff to deny any vacation request, therefore Manager Steff has the administrative authority to deny any vacation request that might interfere with Authority operations; Manager Steff agreed. Mr. Andrus proposed that the best way to prevent an employee from accruing excessive vacation in the future would be to cap carryover, possibly at 2 weeks or 10 days. Chairman Fette stated that he does not have an issue with the current policy. The Board agreed that the Personnel Committee should have an opportunity to participate in the consideration of the issue prior to Board action.

VACATION  
CARRYOVER  
POLICY

Motion by Mr. Welka, seconded by Mr. Andrus, to table the proposed changes to the vacation policy. Vote 3/0.

TABLE  
VACATION  
POLICY  
CHANGES

Manager Steff recommended that the Board adopt the Audit Report for the Fiscal Year Ending June 30, 2021 as prepared by Cathy Humphrey, CPA at McGill, Power, Bell & Associates. Manager Steff reported that the Audit Committee concurs with the recommendation. Manager Steff added that the Auditors have issued an unmodified opinion and the Audit Report has been distributed to all Board Members.

AUDIT REPORT  
FYE 6/30/21

Motion by Mr. Andrus, seconded by Mr. Welka, to adopt the Annual Audit Report prepared by McGill, Power, Bell & Associates for Fiscal Year End June 30, 2021. Vote 3/0.

ADOPT AUDIT  
REPORT 6/30/21

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Manager Steff reported that the Authority phone lines are down yesterday and today due to emergency utility repairs in the City of Erie. Service is expected to be restored by Monday, October 4, 2021.

TEMPORARY  
TELEPHONE  
SERVICE  
INTERRUPTION

**NEW BUSINESS**

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:11 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab  
Administrative Supervisor