

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JANUARY 28, 2016**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:10 a.m. by Chairman Chris Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Laban Marsh, Secretary; Cloyd J. Rose, Ass't Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Clayton J. Fails, P.E., Hill Engineering; George Joseph, The Quinn Law Firm; Caitlyn Haener, Administrative Supervisor. Visitors: John Willow, Leon, Elda and Lee Wasielewski
Absent: Michael Rose, Vice Chairman ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Welka to approve the minutes of the December 17, 2015 Regular Business Meeting. Vote 4/0 12/17/15 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. Welka, seconded by Mr. Marsh to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0 EXPENDITURES

RESIDENTS TO BE HEARD

Mr. Leon Wasielewski, Developer of the Eldaberry Woods Subdivision Project on New Road, requested an update on the PA DEP Notice of Violation at the New Road Lift Station site. Manager Steff reports that DEP responded to the letter authorized at the November 2015 Regular Business meeting to ask if the removal of top soil from the seeded area would be acceptable for remediation at the New Road Lift Station site, based on the 6/10 mile cleaned-up along New Road and request forgiveness of the remainder of the remediation based on the cost/benefit to the rate payers; DEP denied this request. Engineer Fails will proceed to submit a mitigation plan for approval and apply for an amended permit. ELDABERRY WOODS / NEW ROAD L.S. / PA DEP NOV

Leon, Elda and Lee Wasielewski left the meeting at 9:25 a.m.

Mr. John Willow (7221 Edinboro Rd), requested an update from the Board regarding his request to extend the existing sewer line south on Route 99 (Edinboro Road) and Hershey Roads. Manager Steff and Engineer Fails presented the Hill Engineering Report: Potential Elimination of Oliver Road Pump Station, with exhibits. Discussion ensued; there is more work to be done prior to announcing any potential project to residents. Engineer Fails will calculate the estimated cost to potential project residents and prepare a 24" x 36" display for residents to see at the Supervisors Building. Once the costs are calculated, Manager Steff will prepare an announcement for the township ROUTE 99 & HERSHEY EXTENSION REQUEST

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newsletter to let the residents know the Authority is considering this project in the future and a separate mailing to residents that are in the potential project area.

ROUTE 99 &
HERSHEY
EXTENSION
REQUEST
(Cont.)

Mr. Willow left the meeting at 9:58 a.m.

SOLICITOR'S REPORT

Solicitor Joseph reports that a Developer Agreement with David Lasher to sign regarding connecting his home at 2833 Flower Road has been transmitted to Manager Steff.

LASHER
(2833 FLOWER RD)

Solicitor Joseph reports that he is working on an amendment for the Supplemental Insurance Plan provided by the Authority to employees to make sure it is in compliance with the Affordable Care Act.

SUPPLEMENTAL
INSURANCE

Solicitor Joseph reports that he has transmitted a drafted delinquent customer water shut-off agreement between the Summit Township Water Authority and the Summit Township Sewer Authority to Manager Steff for review and comment.

WATER SHUT-OFF
AGREEMENT

ENGINEER'S REPORT

Engineer Fails reports that Route 97 Lift Station Project Contract 1 (General Construction of the Pump Station) is progressing as expected, for this time of year. McCrossin is doing the form work for the walls. The slab has been poured; next the walls will be poured, east then west. The walls are expected to be poured a week from the meeting. Construction meetings have taken place every other week; once the other contractors begin work, construction meetings will be weekly. Engineer Fails recommends the fourth payment request from G.M. McCrossin in the amount of \$167,679.69.

ROUTE 97 L.S.
PROJECT UPDATE

Motion by Mr. C. Rose, seconded by Mr. Marsh, to authorize Payment 4 on Contract 1 to G.M. McCrossin in the amount of \$167,679.69. Vote 4/0.

AUTHORIZE
PAYMENT 4,
CONTRACT 1

MANAGER'S REPORT

Manager Steff reports that Administrative Supervisor Haener has reviewed the overhead calculation based on the audit report from last fiscal year. Manager Steff recommends that the overhead rate should be adjusted from \$38.50 to \$39.50 per hour.

Motion by Mr. Welka, seconded by Mr. Marsh, to raise the overhead rate from \$38.50 to \$39.50 per hour. Vote 4/0.

UPDATE
OVERHEAD RATE

Mr. Welka asked when the overhead rate is applied. Manager Steff responded that the overhead rate is applied when the Township is billed for reimbursement for using Authority employees. The overhead rate is also applied to developers when Authority employees work on developer driven projects, so that regular rate payers aren't subsidizing private developments.

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Manager Steff reports that the PA Municipal Authorities Association published the bidding thresholds for 2016 and there was no change from 2015.

PA MAA BIDDING
THRESHOLDS

Manager Steff reports that Administrative Supervisor Haener has submitted Partial Grant Payment Request #2 to STIEDA for \$865,405.75 for direct expenses incurred to date for the Route 97 Lift Station Project.

STIEDA GRANT
REQUEST #2

Manager Steff reports that he has acquired all necessary signatures on the Release and Settlement Agreement with Mr. LaCastro regarding trees at 2370 Dorn Road. Manager Steff will transmit the agreement to Solicitor Joseph to be recorded.

LACASTRO
(2370 DORN)

NEW BUSINESS

Mr. C. Rose asked what is involved in a drill down test. Manager Steff explained in detail how STSA operators check the output of a pump based on measurements and time.

With no further business to come before the Board, Mr. C. Rose motioned to adjourn, seconded by Mr. Marsh. Vote 4/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:18 a.m.

Respectfully submitted by,

Caitlyn Haener
Administrative Supervisor