

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
MAY 26, 2016**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:03 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. Absent: Michael Rose, Vice Chairman; Visitors: Residents Leon, Elda and Lee Wasielewski, Jim Peluso, and Bob Stewart. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the April 28, 2016 Regular Business Meeting. Vote 4/0 4/28/16 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. C. Rose, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0 EXPENDITURES

RESIDENTS TO BE HEARD

Jim Peluso (6750 Old Perry Hwy) reports that a sewer back up in his basement on April 24, 2016 required professional cleaning and damaged a washing machine, bookcase and an area rug. Mr. Peluso submitted a request to be compensated for the cleaning expenses and damages; the request totaled \$2,153.00. Manager Steff elaborated on the details of the backup event. Manager Steff explained the high capacity and slope of the sewer line in the area mean that the blockage that occurred was very unlikely and unforeseeable; as soon as the Authority was notified of the event, operations staff responded swiftly and appropriately. Manager Steff recommends that the Board consider adopting a policy for back-up damage claims: the Authority pays the lesser of \$500 or the home owners' insurance deductible, whether or not the home is insured for sewer back-up. Manager Steff explained that the \$500 would represent a matching of the cleaning expenses, which the Authority would provide as a courtesy to customers. Chairman Fette stated that he is in favor of Manager Steff's recommended policy. Mr. Welka also agreed with Manager Steff's recommendation and reiterated that the system is well maintained, the Authority response was timely and there was nothing more the Authority could have done to prepare for the back-up that effected Mr. Peluso. Mr. Welka explained that the Board must be mindful of setting a precedence in response to back-up damage claims. Mr. Peluso responded that he did not have a sewer back-up rider on his home owners' insurance policy so he'll have to repair and replace damaged items out of pocket. The Board agreed to assist Mr. Peluso with his cleaning expenses up to \$500. PELUSO
6750 OLD PERRY
HWY

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Motion by Mr. Marsh, seconded by Mr. Welka, to assist Jim Peluso with \$500 for cleaning expenses at 6750 Old Perry Highway. Vote 4/0.

PELUSO (Cont.)

The Board directed Solicitor Joseph to draft a policy for handling back-up damage claims. Mr. Marsh stressed the importance of customer awareness regarding sewer back-up insurance. Manager Steff reports that a 2014 Township Newsletter addressed sewer back-up insurance and basement storage precautions; the administrative staff is planning on sending a reminder to customers on their bills that will direct them to the Authority website for more detailed information on sewer back-up risk.

FUTURE BACK-UP
DAMAGE CLAIMS

Mr. Peluso left the meeting at 9:25 a.m.

Mr. Bob Stewart (7300 Old Perry Hwy) requested an update on the new path of the Route 97 Lift Station Project sewer line within the easement area on his property. Discussion ensued. Engineer Fails agreed to provide Mr. Stewart with an as-built map of the sewer line once it is installed.

STEWART (7300
OLD PERRY HWY)

Mr. Stewart left the meeting at 9:29 a.m.

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. Engineer Fails responded that he has prepared the first application to begin the DEP and Army Corps Joint Permit Application submittal process. Mr. Wasielewski will deliver the application to the PA DEP Permitting and Technical Services Chief, Karl Gross, in Meadville. Engineer Fails estimates that the review process will take 60-90 days; the DEP will notify the Authority when the review is complete. Manager Steff reminded the Board that land agreement with Mr. Wasielewski for the mitigation area has not been finalized. Solicitor Joseph has drafted the agreement and advised that the Authority should wait for the DEP review to conclude before finalizing the agreement.

WASIELEWSKI /
ELDABERRY
WOODS UPDATE

Leon, Elda and Lee Wasielewski left the meeting at 9:42 a.m.

SOLICITOR'S REPORT

Solicitor Joseph reports that the delinquent customer water shut-off agreement between the Summit Township Water Authority and the Summit Township Sewer Authority is nearly complete; The Water Authority approved the agreement contingent on minor changes. STWA Solicitor Blakely expressed concern about lost revenue; Solicitor Joseph responded that the Authority managers have settled that matter with an increased flat fee for shut-off; the drafted fee was \$30, the agreed upon fee is \$50.00 per shut-off. Solicitor Joseph is waiting to hear back from Solicitor Blakely.

DELINQUENT
CUSTOMER WATER
SHUT OFF
AGREEMENT

Solicitor Joseph reports that he advised Manager Steff on the Peluso (6750 Old Perry Highway) back-up matter via email prior to the meeting.

PELUSO BACK-UP

Solicitor Joseph reports that a new proof of claim has been filed regarding the latest Smith Bankruptcy filing (8535 Oliver Road).

SMITH
BANKRUPTCY

ENGINEER’S REPORT

Engineer Fails reports that the Route 97 Lift Station Project is on schedule and still on budget. Contract 1 (General Construction of the Pump Station) activity at the site has increased. The block walls are up and they’ve started painting. Next the trusses will be set, then piping will be installed. Engineer Fails recommends the eighth payment on Contract 1 to G.M. McCrossin in the amount of \$135,261.07.

ROUTE 97 LIFT
STATION PROJECT
UPDATES

Motion by Mr. Welka, seconded by Mr. Marsh, to authorize Payment 8 on Contract 1 to G.M. McCrossin in the amount of \$135,261.07. Vote 4/0.

CONTRACT 1,
PAYMENT 8

Engineer Fails reports that Cox & Kanyuck Electric (Contract 2) panels are underway in their shop.

Engineer Fails reports that Chivers Construction (Contract 3) pulled the forcemain under I-90 and the transition piece to go from HDPE to ductile iron was installed on both sides. Next the contractor will finish the work on the north side of I-90 and gravity line will be installed on the south side of I-90; the line will go under the creek and along the access road behind Taco Bell. Engineer Fails clarified that there will be two creek crossings: one forcemain and one gravity.

Engineer Fails reports that he met with Mr. Lasher on site at 2833 Flower Road regarding Mr. Lasher’s proposed private extension project. The plan and profile put the sewer line closer to the road but Mr. Lasher is concerned about jeopardizing his trees. Mr. Lasher wants to run the line closer to his home to save the trees, which may require new easements. When the exhibits were prepared the Erie County tax map failed to show an extra 30-40 feet that Mr. Lasher purchased from Mrs. Rock several years ago; this means the cost-sharing calculation in the Developer Agreement using the total footage was incorrect and Mr. Lasher’s share of the costs should be greater than the percentage reflects in the agreement. Solicitor Joseph will work on an amendment to the agreement due to the mutual mistake.

LASHER
(2833 FLOWER RD)

Engineer Fails reports that the electrical engineering contract for the Meadows Lift Station Upgrade Project will be presented at the next meeting. The proposal submitted by Steel Nation a couple of months ago had more work than what the Authority wants. Steel Nation has submitted a new proposal to cut back to just doing the design and the bidding documents. In the future, if the Authority needs Steel Nation to do any work during construction, Steel Nation will be paid on an hourly basis.

MEADOWS LIFT
STATION UPGRADE
PROJECT

MANAGER’S REPORT

Manager Steff reports that Chase Hospitality has returned a signed Sanitary Sewer Right-Of-Way agreement regarding the relocation of the Route 97 Pump Station forcemain away from a deep crossing with a high pressure National Fuel Gas line. Chase Hospitality owns LaQuinta Inn and Suites property at 7820 Perry Highway.

CHASE
HOSPITALITY
EASEMENT

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Manager Steff recommends that the Board enter into the agreement with Chase Hospitality.

CHASE
HOSPITALITY
(Cont.)

Motion by Mr. Marsh, seconded by Mr. C. Rose, to enter into the Sanitary Sewer Right of Way Agreement with Chase Hospitality. Vote 4/0.

EASEMENT

Manager Steff reports that L.M. Natco has returned a signed Sanitary Sewer Right-Of-Way agreement regarding the relocation of the Route 97 Pump Station forcemain away from a deep crossing with a high pressure National Fuel Gas line. L.M. Natco owns vacant lands near the intersection of I-90 and Route 97.

LM NATCO
EASEMENT

Motion by Mr. Marsh, seconded by Mr. C. Rose, to enter into the Sanitary Sewer Right of Way Agreement with L.M. Natco. Vote 4/0.

EASEMENT

Manager Steff reports that Operations Foreman McAtee has been getting quotes for a building maintenance project. The front steps and handicap ramp are aging and need replaced; the railings have been repaired multiple times, the concrete is pock-marked from salt. Manager Steff is requesting Board Authorization to replace the main entrance railings and concrete. Paris Brothers will demo and haul away the old; replace the stairs, landing and ramp with a 6 inch thick pour, reinforced with ½ inch rebar with wire mesh, seven holes for the railings & reinstall the railings for \$5,880.00. Mr. Welka inquired about the cost to cure and seal to protect the new concrete from salt; Manager Steff replied that cure and seal could be applied by maintenance staff and it would need to be reapplied regularly.

MAIN ENTRANCE
CONCRETE
REPLACEMENT

Motion by Mr. Marsh, seconded by Mr. C. Rose, to hire Paris Brothers to demo and replace the concrete at the main entrance for \$5,880.00. Vote 4/0.

PARIS BROTHERS

Manager Steff reports that Erie Downs Drive LLC has returned a signed Developers Agreement regarding the proposed Aldi Project at 2222 Downs Drive (formerly 7700 Peach Street). Manager Steff recommends that the Board enter into the standard agreement.

ALDI
DEVELOPER
AGREEMENT

Motion by Mr. Welka, seconded by Mr. Marsh, to enter into the Developer Agreement with Erie Downs Drive LLC. Vote 4/0.

NEW BUSINESS

Manager Steff distributed and presented the drafted 2016-2017 budget to all Board Members present. The budget will be reviewed and approved at a future meeting.

16-17 BUDGET

Mr. Welka requested an update on the Copperleaf Subdivision Project (Old Zuck & Hershey Roads). Manager Steff responded that their submitted plans have been reviewed and comments provided.

COPPERLEAF

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Mr. Marsh requested an update on the Bianchi Honda Expansion Project (8430 Peach Street). Manager Steff responded that plans have been submitted for three new out buildings and an addition.

BIANCHI HONDA

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 10:44 a.m.

Respectfully submitted by,

Caitlyn Haener
Administrative Supervisor