

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JUNE 30, 2016**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:05 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., Greenman-Pedersen (formerly Hill Engineering); George Joseph, The Quinn Law Firm; Caitlyn Haener, Administrative Supervisor. Absent: Michael Rose, Vice Chairman; Visitors: Residents Leon, Elda and Lee Wasielewski, and John Willow. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the minutes of the May 26, 2016 Regular Business Meeting. Vote 4/0 5/26/16 MINUTES

Motion by Mr. Marsh, seconded by Mr. Welka, 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

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 the DEP has certified the technical completeness of the application submitted last month and will now begin the next phase of the review. The Authority has received a notice from the PA State Historic Preservation Office; a Phase 1 Archeological Study will be required at the site. Engineer Fails has contacted Mercyhurst University for a proposal. Discussion ensued. WASIELEWSKI / ELDABERRY WOODS UPDATE

Leon, Elda and Lee Wasielewski left the meeting at 9:13 a.m.

Manager Steff requested that the Board pre-approve the Mercyhurst University proposal to keep the project running smoothly.

Motion by Mr. Welka, seconded by Mr. Marsh, to approve hiring Mercyhurst University to conduct a Phase 1 Archeological Study in the New Road Lift Station mitigation area, pending review of the MU proposal by Engineer Fails. Vote 4/0. APPROVED MERCYHURST U PHASE 1 STUDY

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 responded that the project finance planning is under WILLOW EXTENSION REQUEST

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way; tapping fees and potential subsidies are under review. The preliminary layout has been selected and work will begin on the detailed layout once the financing is sorted out. Although this project is not strictly a clean-up project, it would mean future maintenance and upgrade cost avoidance by eliminating the Oliver Road Lift Station. Manager Steff stated that the project launch is still in the 4-year range.

WILLOW
EXTENSION
REQUEST
(Cont.)

John Willow left the meeting at 9:16 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 ready for approval. Solicitor Joseph worked with STWA Solicitor Blakely to make minor revisions to citations and wording. The agreement now clearly states that the \$50 shut off fee includes STWA lost revenue. Mr. Welka asked for clarification on when the shut-off policy will be used. Solicitor Joseph responded that once an account is 30 days delinquent the Authority can start the notification process, which takes 30-37 days if there is no response from the customer. At 60-67 days (minimum), the shut-off can be executed.

DELINQUENT
CUSTOMER WATER
SHUT-OFF
AGREEMENT

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the water shut-off agreement between with Summit Township Sewer Authority and the Summit Township Water Authority. Vote 4/0.

APPROVE SHUT OFF
AGREEMENT WITH
STWA

Solicitor Joseph reports that he has finalized the Supplemental Insurance Plan revisions required for compliance with the Affordable Care Act. Manager Steff is designated as the plan administrator. The Authority will continue to contribute \$1,600/year for each employee and unused funds rollover; when an employee retires, he or she may draw on the balance until it is depleted. Solicitor Joseph recommends that the Authority adopt Resolution 2016-01.

SUPPLEMENTAL
INSURANCE PLAN
REVISIONS

Motion by Mr. Welka, seconded by Mr. Marsh, to adopt Resolution 2016-01 Supplemental Insurance Plan. Vote 4/0.

ADOPT
RESOLUTION
2016-01

Solicitor Joseph reports that he has been working on two Sherriff's sales on properties to which the Authority has liens in place: 8335 Perry Highway (Glass) for ~\$2,300 and 1606 Robison Road West (Bartosek) for ~\$3,500. Once the properties are sold, Solicitor Joseph expects that the liens will be paid in full.

SHERRIFF'S SALES

ENGINEER'S REPORT

Engineer Fails updated the Board on the Route 97 Lift Station Project. G. M. McCrossin (Contract 1) the building masonry is done; roofing and plumbing have started. The pumps will arrive from Utah next week. Cox & Kanyuck Electric (Contract 2) has the electrical roughed in and the generators are ready to ship from Pittsburgh. Chivers Construction (Contract 3) started gravity work down the access road. Chivers encountered underground conditions at design grade that were much wetter and softer than anticipated. A geotechnical engineer was consulted. The trench was over-

ROUTE 97 LIFT
STATION PROJECT
UPDATE

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excavated, dewatered and a stable base was created for the manhole and pipe with oversized material. Chivers will submit a change order in accordance with contract provisions. Engineer Fails reports that Chivers has been in communication with Taco Bell regarding easement area landscaping damaged by Chivers' activity. The intersection with live sewer pipe is coming soon; the event will be carefully coordinated so the Authority can maintain service while making the connection.

ROUTE 97 LIFT
STATION PROJECT
UPDATES

Engineer Fails reports that all three contractors have been on a global schedule; G.M. McCrossin is responsible for the integration of the work under the terms of Contract 1. The work is starting to fall behind schedule. Contract 2 delays will soon begin to hinder the other contracts, especially Contract 1. Originally Chivers asked for 8 days to cross the access road, but the 8 days have passed and the work planned for that time is only half done. Chivers is making about 3 sections of pipe per day. The job site is a tight space and with Chivers occupying the access road other contractors and deliveries are unable to access the site when the trench is open. Mr. C. Rose noted that there has been ductile iron pipe at the job site for 2 months, but it has not yet been installed; this would be the best time for the stream crossing because Walnut Creek is dry. Engineer Fails responded that Chivers has the right equipment and material, but there is only 1 crew assigned to the job and the crew works four 10hr shifts per week. Discussion ensued regarding shifting work schedules and asking Chivers to accelerate work. Engineer Fails will continue to monitor the situation. Engineer Fails presented and recommended payments to all three contractors.

CONTRACT 2
DELAYS

Motion by Mr. C. Rose, seconded by Mr. Welka, to authorize Payment 9 on Contract 1 to G.M. McCrossin in the amount of \$92,898.14. Vote 4/0.

AUTHORIZE
PAYMENT 9,
CONTRACT 1

Motion by Mr. C. Rose, seconded by Mr. Welka, to authorize Payment 3 on Contract 2 to Cox & Kanyuck Electric in the amount of \$15,300.00. Vote 4/0.

AUTHORIZE
PAYMENT 3,
CONTRACT 2

Motion by Mr. C. Rose, seconded by Mr. Welka, to authorize Payment 2 on Contract 3 to Chivers Construction in the amount of \$86,127.60. Vote 4/0.

AUTHORIZE
PAYMENT 2,
CONTRACT 3

MANAGER'S REPORT

Manager Steff reports that the Authority sent requests for proposals for auditing services to three firms. Management and the Audit Committee reviewed the responses and are unanimously recommending McGill, Power, Bell & Associates, LLP. MPB has pledged Cathy Humphrey, CPA, to our audit engagement team in their proposal. In addition to the continuity of service with CPA Humphrey, MPBs fees were the lowest: \$8,200 FY 15-16, \$8,300 FY 16-17, \$8,400 FY 17-18.

AUDITOR
SELECTED FOR
THREE YEARS

Motion by Mr. Welka, seconded by Mr. Marsh, to select McGill Power Bell & Associates as the Authority Auditor for the Fiscal Years Ending 2016, 2017 and 2018. Vote 4/0.

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Manager Steff began the review of the Proposed Budget for 2016-2017. Manager Steff reports that he sent a revised budget to all Board Members in the June meeting transmittal. Discussion ensued. BUDGET 2016-2017

At 9:56 a.m., the Board recessed to executive session to discuss annual personnel reviews.

Motion by Mr. Welka, seconded by Mr. Marsh, to recess to executive session for the purpose of discussing annual personnel reviews. Vote 4/0. EXECUTIVE SESSION

Engineer Fails and Solicitor Joseph left the meeting at 10:00 a.m.

Chairman Fette reconvened the meeting to regular session at 10:27 a.m.

Motion by Mr. C. Rose, seconded by Mr. Marsh, to adopt the proposed Annual Budget for Fiscal Year 2016-2017, including changes to the wages and salaries as recommended by the Personnel Committee. Vote 4/0. ADOPT BUDGET FOR 2016-2017

Manager Steff reports that the Authority sought three quotes for repaving the parking lot at the Authority building. The only bidder was Mayer Brothers for \$13,850.00. Gold Star Paving was non-responsive; Russell Standard looked at the parking lot, but did not submit a quote. Manager Steff requested authorization to hire Mayer Brothers. PARKING LOT REPAVING

Motion by Mr. C. Rose, seconded by Mr. Welka, to hire Mayer Brothers to pave the Authority parking lot for \$13,850.00. Vote 4/0. HIRE MAYER BROTHERS

Manager Steff reports that Operations Foreman McAtee has been working on a maintenance project to install concrete stairs at the Central Lift Station. Negotiations with the adjacent land owner and contractors are underway. Manager Steff and Solicitor Joseph will review the terms of the corresponding easement. CENTRAL LIFT STATION MAINTENANCE

Manager Steff reports that the large scale HPT1120 Scanner/Printer purchased in 2009 has ceased to function. Hewlett Packard no longer makes parts for this model. The Operations staff uses this printer regularly for plans and maps. The technology utilized by this type of equipment has changed significantly. Manager Steff polled the Board on June 22, 2016 and received authorization to purchase a new HP DesignJet T2530 for \$8,995, less a rebate of \$2,200. The net cost for the equipment will be \$6,795. The new scanner/printer was installed June 29, 2016 by Starr Image Products. Manager Steff requested a vote to ratify the poll June 22nd poll. NEW HP SCANNER/ PRINTER PURCHASED

Motion by Mr. Marsh, seconded by Mr. Welka, to ratify the June 22, 2016 poll authorizing the purchase of a new HP DesignJet T2530 for \$8,995, less a \$2,200 rebate. Vote 4/0. RATIFY POLL TO PURCHASE HP

Manager Steff reports that Mr. Lasher (2833 Flower Road) is requesting that the Authority consider allowing him to run a private gravity lateral from his home to the LASHER 2833 FLOWER RD

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manhole located on Mrs. Rock's property. Manager Steff advised Mr. Lasher that in this case the Authority would not subsidize his project because it would not benefit other customers. Further, allowing Mr. Lasher to connect that way will limit future connection options for the vacant parcel on the other side of Mr. Lasher's property. Discussion ensued. Manager Steff will make an exhibit and present to the Board after further investigation regarding Mr. Lasher's various connection options.

LASHER
2833 FLOWER RD
(Cont.)

Manager Steff reports that there was an issue with the L.M. Natco easement approved at the May 26, 2016 Regular Business meeting. L.M. Natco owns vacant lands near the intersection of I-90 and Route 97, in the Route 97 Lift Station Project area. The signer on their end was not authorized. Manager Steff resent the easement for the appropriate signature; L.M. Natco has returned it for the Board to countersign. The agreement is identical to the one approved at the May meeting, therefore Manager Steff presented it to the Board for new signatures. The Board signed the L.M. Natco easement.

L.M. NATCO
EASEMENT

NEW BUSINESS

Mr. Cloyd Rose was presented with a plaque to commemorate his 35 years of valuable service to the Summit Township community as a dedicated Sewer Authority Board Member since June 25, 1981.

C. ROSE SERVICE
RECOGNITION

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:57 a.m.

Respectfully submitted by,

Caitlyn Haener
Administrative Supervisor