

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
JANUARY 26, 2017**

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 Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Michael Rose, Vice Chairman; Laban Marsh, Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; George Joseph, The Quinn Law Firm; Clayton J. Fails, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Cloyd J. Rose, Ass't Secretary. Visitors: Jim Welka ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Welka, to approve the minutes of the December 22, 2016 Regular Business Meeting. Vote 4/0 12/22/16 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. M. Rose, seconded by Mr. Welka, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0 EXPENDITURES

**SOLICITOR'S REPORT**

Solicitor Joseph reports that a sheriff's sale has been scheduled for 8535 Oliver Road, the residence of serial bankruptcy filers, The Smiths. 8535 OLIVER ROAD  
SHERIFF SALE

Solicitor Joseph reports that a new bankruptcy filer on Dundee Road has made payment arrangements with the Authority. BANKRUPTCY

Solicitor Joseph reports he sent an opinion letter to Manager Steff regarding a damage claim at 8270 Perry Highway, The Blue Spruce Motel. Solicitor Joseph deferred to Manager Steff for further discussion. DAMAGE CLAIM  
8270 PERRY HWY

**ENGINEER'S REPORT**

Engineer Fails reports that the Authority has received the permit from the PA DEP to begin work on New Road. Engineer Fails has begun work on a bid package for the New Road Wetlands Mitigation Project. The bidding document will be ready in a month or two. NEW ROAD  
WETLANDS  
MITIGATION

Engineer Fails reports that the Route 97 Lift Station Project has come down to a handful of punch list items, some of which are weather dependent. The lift station is fully operational and running well. Mr. M. Rose added that Operations Technician Hodge reported that the lift station was recently subjected to an unusually extended power outage and the lift station performed well. ROUTE 97 LIFT  
STATION PROJECT

**RESIDENTS TO BE HEARD**

Jim Welka, contractor for Leon Wasielewski 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 responded that the Authority has received the permit from J. WELKA  
ELDABERRY  
WOODS

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PA DEP and he has notified Mr. Wasielewski. The Authority is currently reviewing the Eldaberry Woods plan to verify that it is consistent with the permit requirements. Manager Steff has identified some minor issues regarding manhole seals and man-pans. Manager Steff will send his comments to Mr. Welka in writing once the review is complete. The developer must provide the Authority with the subdivided index numbers, preferably including the corresponding addresses. Manager Steff reports that McLallen Construction has indicated that they intend to start working when the weather breaks, mid-March. Manager Steff will schedule a pre-construction meeting early in March with the Eldaberry Woods contractors and the Authority Engineer. Manager Steff reports that Mr. Wasielewski has not yet provided cut-sheets to the Authority.

ELDABERRY  
WOODS UPDATE  
(Cont.)

**MANAGER'S REPORT**

Manager Steff reports that the STSA Personnel Code requires Board approval for an employee to carry over any vacation days in excess of 5 days. Manager Steff is requesting Board approval to carry forward from 2016 a total of 5 days and 7 hours for himself and a total of 6 days for Operations Technician Hodge.

VACATION  
CARRYOVER

Motion by Mr. M. Rose, seconded by Mr. Marsh, to approve the requested vacation carryover from 2016 to 2017. Vote 4/0.

APPROVE  
VACATION  
CARRYOVER

Manager Steff reports that Administrative Supervisor Haener has updated the overhead expense calculation based on the final audit report from last fiscal year. Manager Steff recommends that the overhead rate should be adjusted from \$39.50 to \$35.00 per hour for calendar year 2017. The overhead rate is being reduced due to a significant drop in uncollectable debts.

OVERHEAD RATE  
REVIEW

Motion by Mr. M. Rose, seconded by Mr. Welka, to lower the overhead rate from \$39.50 to \$35.00 per hour for 2017. Vote 4/0.

APPROVE NEW  
OVERHEAD RATE

Manager Steff reports that the Summit Township Water Authority has requested assistance in paying a repair bill for a damage claim at 8270 Perry Highway, The Blue Spruce Motel. The Water Authority requested assistance in locating a lateral on private property; the Sewer Authority was not able to locate the lateral. The Water Authority subsequently struck the sewer lateral while repairing a water line. Water Authority Manager Troutman is requesting that the Sewer Authority pay 50% (\$625.25) of the bill from Konzal Construction (Total \$1,250.50) for the repair. Solicitor Joseph advised the Board that the Sewer Authority is under no obligation to pay. Manager Steff is recommending payment in the spirit of inter-agency cooperation; Manager Steff emphasized that the Water Authority shares meter readings with the Sewer Authority and the Water Authority installed a water line to the new Route 97 Lift Station building for the cost of the raw materials, without charging the Sewer Authority for the manpower. The Authorities will also do much work together in the future regarding the delinquent customer water service termination policy. Discussion ensued.

8270 PERRY HWY  
BLUE SPRUCE  
REPAIR COSTS

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Motion by Mr. M. Rose, seconded by Mr. Welka to approve payment to Konzel Construction for half of the amount billed to the Water Authority for repair work done at 8270 Perry Highway, in the amount of \$625.25. Vote 4/0.

APPROVE SPLIT  
OF REPAIR BILL

Manager Steff explained for Board information that the PA Dept of Labor and Industry bidding thresholds are going up in 2017. Contracts between \$10,700 and \$19,700 will require 3 quotes; Contracts over \$19,700 will require formal bidding.

BIDDING  
THRESHOLD

Manager Steff presented his 2016 Year in Review report and discussed projects that the Authority is anticipating in 2017.

YEAR IN REVIEW

**NEW BUSINESS**

No new business.

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 9:58 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab  
Administrative Supervisor