

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JUNE 29, 2017**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:08 a.m. by Chairman 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; George Joseph, The Quinn Law Firm; Clayton J. Fails, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Michael Rose, Vice Chairman. Visitors: none. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Welka, to approve the minutes of the May 25, 2017 Regular Business Meeting. Vote 4/0 5/25/17 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

SOLICITOR'S REPORT

Solicitor Joseph reports that he has prepared an amendment for the Copperleaf Developer Agreement. The amendment will allow for phases and allow the bond to be reduced to reflect the phased construction. The amendment was transmitted to Manager Steff. COPPERLEAF AMENDMENT

Solicitor Joseph reports that sheriff's sale for the Matos property (8681 Oliver Road) has been deferred due to bankruptcy filing. The Prittie residence (8260 Curtis Road) was scheduled for sheriff's sale last week but the Prittie's are attempting to refinance. Solicitor Joseph provided Attorney Vendetti with a payoff amount. Solicitor Joseph expects that the Authority will receive a check soon for the Prittie account. A proof of claim was filed in the Smith bankruptcy (8535 Oliver Road), as the judge is allowing the bankruptcy to proceed. UPDATES ON SHERIFF'S SALES / BANKRUPTCIES

Solicitor Joseph reports that he has been researching regulations and case law regarding commercial water meters, issues pertaining to leaks and whether all of the water metered is introduced into the sewer system. Solicitor Joseph has provided a written opinion to Manager Steff. WATER LEAK RESEARCHED

Solicitor Joseph reports that he has reviewed the job description and other matters regarding the new Maintenance Technician position. MAINTENANCE TECHNICIAN

ENGINEER'S REPORT

Engineer Fails reports that the paperwork is underway for the New Road Wetlands Mitigation Project contract with McLallen Construction. Engineer Fails will schedule a preconstruction meeting soon. NEW ROAD WETLANDS MITIGATION

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Engineer Fails reports that the Route 97 Lift Station Project punch list items are coming to a close. Contract 3 has some landscaping to follow up on; minor items are also pending for Contracts 1 and 2. The lift station has been performing well.

ROUTE 97
LIFT STATION

Engineer Fails reports that the preliminary financial analysis is complete for the 2016 Project (Hamot, Hershey, and Edinboro Roads Extension) and has been transmitted to Manager Steff. The EDU's and tap fees are included in the report.

2016 PROJECT

MANAGER'S REPORT

Manager Steff presented the proposed Budget for Fiscal Year 2017-2018. Included in the final draft is a rate increase of 7.4%. Manager Steff is recommending a rate increase for several reasons: the system has grown to the point where additional staffing is required; commercial and industrial usage is down; additional funds are necessary to continue doing future clean-up projects and planned system upgrades. The current flat rate is \$81.00/quarter, the proposed new flat rate will be \$87.00/quarter. Discussion ensued.

BUDGET
FY 2017-2018
PRESENTATION

At 9:50 a.m., the Board recessed to executive session to discuss annual personnel reviews.

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

EXECUTIVE
SESSION

Chairman Fette reconvened the meeting to regular session at 10:07 a.m.

Motion by Mr. Welka, seconded by Mr. Marsh, to adopt the proposed Annual Budget for Fiscal Year 2017-2018, including changes to the wages and salaries as recommended by the Personnel Committee AND a rate increase of 7.4%. Vote 4/0.

BUDGET
ADOPTED, WITH
RATE INCREASE

Manager Steff requested Board authorization to advertise the new Maintenance Technician position in the Erie Times and online.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to advertise the new Maintenance Technician position for hire. Vote 4/0.

ADVERTISE FOR
NEW MAINT TECH

Manager Steff reports that the Copperleaf developer, Joe Palermo, has returned a signed Amendment No. 2 to the Developer Agreement with PLP X, LP to amend the rights and obligations for phased development. The original agreement was for a single phase and the developer now intends three phases. Manager Steff recommends that the Board enter into Amendment No. 2 to the Developer Agreement with PLP X, LP.

COPPERLEAF
DEVELOPER
AGREEMENT
AMENDMENT

Motion by Mr. Welka, seconded by Mr. Marsh, to enter into Amendment No. 2 to the Developer Agreement with PLP X, LP. Vote 4/0.

APPROVE
COPPERLEAF
AMENDMENT 2

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NEW BUSINESS

None.

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 10:13 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor