

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
AUGUST 31, 2017**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:06 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; 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: none. Visitors: none. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the July 27, 2017 Regular Business Meeting. Vote 5/0 7/27/17 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 5/0 TREASURER'S REPORT

Motion by Mr. Marsh, seconded by Mr. Welka, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 5/0 EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reports that he has been working with Manager Steff on Amendment #3 for the Copperleaf Developer Agreement regarding the upsizing of the sewer pipe and increased depth. Solicitor Joseph deferred to Manager Steff for presentation. COPPERLEAF AMENDMENT

Solicitor Joseph reports that he has been researching collection procedures for delinquent accounts and has discussed a wide range of options and procedures with Manager Steff. Solicitor Joseph is developing an installment payment agreement for use when a delinquent customer contacts the Authority to forestall water shut off. The agreement will establish that the customer understands the monthly payment requirement and the customer will acknowledge that if they fail to follow through with the payments, the balance is due in full or their water service will be terminated without further notice. DELINQUENT ACCOUNT COLLECTIONS

ENGINEER'S REPORT

Engineer Fails reminded the Board that last month the Route 97 Lift Station Project Contract 3 inspection revealed an area with eroded vegetation; the Board approved the final payment to be released on the condition that the vegetation issues at the site are resolved. Engineer Fails reports that the new vegetation growth at the site is acceptable and the check has been released. Contract 2 is still open pending small items. Engineer Fails contacted the contractor to finalize the labelling of the wiring in the panel and obtain the paperwork for the extended warranty; the warranty paperwork is in the mail. Engineer Fails plans to recommend final payment on Contract 2 at the next meeting. ROUTE 97 LIFT STATION PROJECT

Engineer Fails reports that he has been working on the Meadows Lift Station Upgrades Project. When the project began, under Engineer Sceiford, the plan submitted to DEP several years ago was to double the capacity at the Meadows. Engineer Fails confirmed MEADOWS L.S. UPGRADE PROJECT

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that the planning submitted to DEP is still valid; the next step is to apply for the second part of the permit: a construction permit. The paperwork for the construction permit should be ready in a month, then the Authority can start to prepare for bids. Detailed discussion of the Fall 2014 meter data and future retention options ensued.

MEADOWS L.S.
UPGRADE
PROJECT (Cont.)

Engineer Falls reports that he is working with Manager Steff on costs and financing regarding the 2016 Project (Hamot, Hershey, and Edinboro Roads Extension).

2016 PROJECT

MANAGER'S REPORT

Manager Steff reports that a customer with a 17 year old delinquent balance has recently established a faithful payment history on her delinquent account. The customer has paid \$200/mo for the past 12 months to avoid water shut-off. However, due to her high starting balance and the current interest rate, her payments aren't having much of an impact on her balance. Management is recommending that the Authority enter into a payment agreement with the customer. The recommended agreement would retroactively adjust her August 2016 balance (when payments began) to recalculate the accumulated penalty and interest down from the past rates of 10% and 18% to the current 5% and 10%. Management recommends that her balance be further reduced, based on a formula similar to PA Dept of Revenue Tax Amnesty programs: Cut the interest in half and freeze interest on the recalculated August 2016 balance. The customer will agree to continue paying \$200/mo until her balance is paid in full. Manager Steff requests Board authorization to prepare a payment agreement with terms as stated. Discussion ensued.

DELINQUENT
ACCOUNT
SETTLEMENT
AGREEMENT

Motion by Mr. Marsh, seconded by Mr. M. Rose, to authorize Solicitor Joseph to prepare a payment settlement agreement as recommended by Manager Steff. Vote 5/0.

PREPARE
AGREEMENT

Manager Steff reports that Copperleaf developer Joseph Palermo has returned a signed Amendment #3 to the Developer Agreement. Manager Steff recommends that the Board authorize the STSA to enter into the agreement with PLP X, LP for the purposes of acquiring the extra depth and size on Route 99 at a cost of \$52,510. Mr. Palermo submitted a claim for an additional \$8,870.80 but Manager Steff denied the claim for several reasons. Discussion ensued.

COPPERLEAF
AGREEMENT
AMENDMENT #3

Motion by Mr. Welka, seconded by Mr. Marsh, to enter into Amendment #3 to the Developer Agreement with PLP X LP regarding the Copperleaf Project and acquire the extra depth and size of the sanitary sewer on Route 99 for \$52,510.00. Vote 5/0.

ACCEPT
COPPERLEAF
AMENDMENT #3

Manager Steff reports that a final candidate has been selected for the new Maintenance Technician position. There were over 90 applicants. Operations Technician Hodge selected 10 applicants for an interview; 3 applicants were selected for a second interview. Manager Steff has ordered a background check of the final candidate. Manager Steff requested Board authorization to extend an offer letter, once the background check is complete. The final candidate is Bryan Banko; his starting wage will be \$16.83/hr. After 90 days, his rate will change to \$17.50/hr. Once Mr. Banko obtains his operator's license

MAINTENANCE
TECHNICIAN
POSITION

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from DEP, his rate will increase by \$1.00. Benefits will be standard, in accordance with the personnel code and plan terms.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to extend the offer letter to Bryan Banko for the Maintenance Technician position, contingent on satisfactory background test results. Vote 5/0.

AUTHORIZATION
TO HIRE BANKO W
CONTINGENCY

Manager Steff reports that many delinquent customers have agreed to make monthly payments to avoid water shut-off; some of the delinquent customers are failing to make the payments they've agreed to. Manager Steff has been working with Solicitor Joseph to develop a written agreement that would require the customer to acknowledge that if they fail to make the payments they've agreed to, they will receive a notice that they have 10 days to pay the balance in full or their water service will be terminated. Manager Steff requested Board authorization to implement the policy once Solicitor Joseph provides an agreement for the Authority's use.

DELINQUENT
ACCOUNT
MONTHLY
PAYMENT
AGREEMENT

Motion by Mr. M. Rose, seconded by Mr. Welka, to authorize the implementation of the written agreement policy for delinquent customers who request a monthly payment plan to forestall water shut-off. Vote 5/0.

IMPLEMENT
WRITTEN
AGREEMENT
POLICY

Manager Steff reports that in April of 2017, Accurate Boring and Excavating was working as a subcontractor for Penelec to replace a direct bury high voltage line in Holly Acres on Footmill Road. Accurate Boring damaged the Authority's infrastructure, resulting in a need for emergency repairs. The Authority paid to fix, clean and camera the damaged sanitary sewer line. Administrative Supervisor Haener-Schwab mailed an invoice to Accurate Boring for \$9,262.80 in damages. Troy Campbell of Accurate Boring responded with an offer to pay \$6,000.00. The Board directed Solicitor Joseph to respond to Accurate Boring to reject the settlement offer and demand payment in full.

ACCURATE
BORING DAMAGES

Manager Steff reports that the Authority has received an Audit Engagement Letter from McGill Power Bell and Associates for the 2016-2017 Fiscal Year Audit. Manager Steff recommends that the Board authorizes Chairman Fette to sign the Audit Engagement Letter.

AUDIT
ENGAGEMENT
LETTER FY 16-17

Motion by Mr. Welka, seconded by Mr. Marsh, to authorize Chairman Fette to sign the Audit Engagement Letter for the 2016-2017 Fiscal Year Audit. Vote: CF,CR,MW,LM – Yes. MR – No.

NEW BUSINESS

Mr. Welka reports that the Township is developing a new ordinance regarding small sewage facilities and requested that Manager Steff review the ordinance. Solicitor Joseph replied that Erie County currently has an ordinance and Erie County Health Department has an annual inspection requirement. Mr. Welka added that the responsibility for enforcement is on the townships and Summit Township is planning on stepping up enforcement efforts in response to the Township's MS4 Storm Water Project.

ASSIST WITH
REVIEW OF
TOWNSHIP
ORDINANCE

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With no further business to come before the Board, Mr. M. Rose motioned to adjourn, seconded by Mr. Welka. Vote 5/0

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:32 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor