

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
SEPTEMBER 28, 2017**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:12 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: 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: Chris Fette, Chairman; Michael Rose, Vice Chairman; Visitors: resident Christopher Friday. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to appoint Mr. Welka as the Chairman Pro Tem for duration of this meeting. Vote 3/0 APPOINT  
CHAIRMAN PRO  
TEM

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the August 31, 2017 Regular Business Meeting. Vote 3/0 8/31/17 MINUTES

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 3/0 TREASURER'S  
REPORT

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 3/0 EXPENDITURES

**SOLICITOR'S REPORT**

Solicitor Joseph reports that he has drafted an installment payment agreement for delinquent customers. Manager Steff has reviewed and commented. INSTALLMENT  
PAYMENT  
AGREEMENT

Solicitor Joseph reports that he has reviewed the job description for the newly created position of Maintenance Technician. Solicitor Joseph recommends that the Board approve the position profile. Solicitor Joseph deferred to Manager Steff for presentation. JOB DESCRIPTION  
REVIEWED

Solicitor Joseph reports that the Authority's charter expires in June 2018. The Authority was originally organized under Summit Township Supervisors Ordinance 1-1968. Unless extended by the Summit Township Supervisors, the Authority's term of existence automatically expires after 50 years. Solicitor Joseph will work with Township Solicitor Sennett to ensure the Summit Township Supervisors have an item on their agenda to extend the life of the Authority. CHARTER  
RENEWAL  
REQUIRED

Solicitor Joseph reports that he has drafted the Alexander Settlement Agreement for the delinquent balance due at 1536 Robison Road. The agreement is now in the advisement stage. ALEXANDER  
SETTLEMENT

**Summit Township Sewer Authority  
Monthly Business Meeting  
September 28, 2017**

Solicitor Joseph reports that he sent a letter to Accurate Boring regarding damage to the sewer line near Holly Acres, as discussed at the prior meeting. Accurate Boring paid in full on September 25, 2017. Solicitor Joseph reports that the matter is resolved.

ACCURATE  
BORING PAID

**RESIDENT TO BE HEARD**

Christopher Friday, 8825 Honeysuckle Drive, is the MPO Transportation Administrator with the Erie County Planning Department. Mr. Friday stated that he is attending local meetings to be better informed as a new resident.

FRIDAY  
(8825 HONEYSUCKLE)

**ENGINEER'S REPORT**

Engineer Fails reports that the Route 97 Lift Station Project 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 on the generator. The warranty paperwork sent last month by the manufacturer was not satisfactory. Contract 2 is substantially complete and Engineer Fails will continue to work with the contractor to close out Contract 2 as soon as possible.

ROUTE 97 LIFT  
STATION PROJECT

Engineer Fails reports that the New Road Wetlands Mitigation Project is underway. The rough grade and planting are complete. Engineer Fails reports that the project is going according to plan. Engineer Fails will confirm that the measurements of the mitigated area conform to the plans submitted to DEP.

NEW ROAD  
WETLANDS  
MITIGATION

Engineer Fails reports that metering is currently underway regarding the Meadows Lift Station Upgrades Project.

MEADOWS  
MONITORING

Engineer Fails reports that he has prepared a plan and profile for the 2016 Project (Hamot, Hershey, and Edinboro Roads Extension). Engineer Fails reports that topography maps of various parts of the project area were pieced together and will be confirmed with fly-over. Discussion of gravity options ensued. Engineer Fails will review the plans with the Manager and maintenance staff following the Board meeting.

2016 PROJECT

**MANAGER'S REPORT**

Manager Steff reports that the annual audit review meeting was held on September 26, 2017. The meeting was attended by Manager Steff, Administrative Supervisor Haener-Schwab, CPA Cathy Humphrey, CPA Shawn Emerson, and Audit Committee Members Mr. Marsh and Mr. Welka. The Auditors presented the Audit Report for Fiscal Year End June 30, 2017 and reviewed the report page by page. Manager Steff reports that he signed the Management Representation Letter from McGill Power Bell at the audit meeting. The letter was also signed by Administrative Supervisor Haener-Schwab at the meeting. The Auditors have issued an unmodified opinion, which indicates a clean report with no exceptions. The recommendation made by the Auditors was that the Authority should adopt a capitalization policy. The Audit Report has been distributed to the Board for their review. Manager Steff, along with the Audit Committee, recommends that the Board adopt the Audit Report for Fiscal Year End June 30, 2017 as prepared by McGill Power Bell and Associates.

ANNUAL AUDIT

**Summit Township Sewer Authority  
Monthly Business Meeting  
September 28, 2017**

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the Fiscal Year End June 30, 2017 Audit Report, as prepared by McGill Power Bell. Vote 3/0	ADOPT ANNUAL AUDIT FYE 6/17
Manager Steff recommended that the Board authorize Manager Steff to sign the annual DCED report as prepared by McGill Power Bell.	DCED REPORT FYE 6/17
Motion by Mr. Marsh, seconded by Mr. C. Rose, to authorize Manager Steff to sign the annual DCED report for FYE June 30, 2017. Vote 3/0	
Manager Steff reports that the position profile for the Maintenance Technician has not changed since the personnel committee reviewed it prior to the job advertisement. Manager Steff recommends that the Board formally approve the adoption of the new position profile. The new hire, Bryan Banko, will start Monday.	JOB DESCRIPTION
Motion by Mr. Marsh, seconded by Mr. C. Rose, to adopt the position profile for the Maintenance Technician. Vote 3/0	ADOPT MAINT TECH PROFILE
<b>NEW BUSINESS</b> None.	
With no further business to come before the Board, Mr. C. Rose motioned to adjourn, seconded by Mr. Marsh. Vote 3/0	ADJOURNMENT
Chairman Pro Tem Welka adjourned the meeting at 9:38 a.m.	

Respectfully submitted by,

Caitlyn Haener-Schwab  
Administrative Supervisor