

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

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:10 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: new STSA Maintenance Technician, Bryan Banko. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. C. Rose, 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 September 28, 2017 Regular Business Meeting. Vote 3/0 9/28/17 MINUTES

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

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

**SOLICITOR'S REPORT**

Solicitor Joseph responded to Mr. Welka's question from the prior meeting regarding conservation easements at the New Road Wetlands mitigation site. Solicitor Joseph responded that the Agreements for Wetlands Mitigation between the Authority and the Wasielewskis include a Wetlands Mitigation Construction and Monitoring Right-of-Way for permanent wetlands. The provisions in the recorded agreements are serving the same function as a conservation easement. NEW ROAD  
WETLANDS  
MITIGATION  
PROJECT

Solicitor Joseph reports that he has finalized the Alexander Settlement Agreement for the delinquent balance due at 1536 Robison Road. Solicitor Joseph deferred further discussion to the Manager's Report. ALEXANDER  
AGREEMENT

Solicitor Joseph reports that he has continued working on a monthly payment agreement form for delinquent customers involved in water shut-off proceedings. PAYMENT  
AGREEMENT

Solicitor Joseph reports that he has been working with Township Solicitor Sennett to ensure the Summit Township Supervisors have a resolution on their agenda to extend the life of the Authority. There must be a legal advertisement. The articles are then submitted to the Secretary of Commonwealth. The original Articles were recorded in June 1968, so the process must be complete by June 2018. Solicitor Joseph will work to have a resolution prepared for approval in November 2017. CHARTER  
RENEWAL  
REQUIRED

**ENGINEER’S REPORT**

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. Discussion ensued. Solicitor Joseph read aloud paragraph 19 of the COA regarding termination. Solicitor Joseph summarized that the DEP determines when compliance is achieved, but the agreement doesn’t say how DEP would sign off. Manager Steff expressed concern that, after the 5 year monitoring period in the current COA, if DEP is not satisfied the Authority would be required to undertake another correction project with an extended monitoring period. Engineer Fails will consult with Gene Clement for possible insight into the measuring process and look into scheduling a future site visit with DEP, once the Authority accepts the work done by the contractor.

NEW ROAD  
WETLANDS  
MITIGATION  
PROJECT

Engineer Fails reports that he is working with Manager Steff to update the tap fee schedules. Engineer Fails plans to have an updated fee schedule to present for Board Approval at the November meeting.

UPDATE TAP FEE

Engineer Fails reports that he has prepared a plan and profile for the Hamot, Hershey, and Edinboro Roads Extension. Engineer Fails has submitted a price proposal for mapping services to Manager Steff for review. Engineer Fails asked for a wide swath to cover as many options as possible going into the design phase. The agreement with GPI Geospatial is \$10,480.00. The setting of the ground control is not included; the local office of GPI will send out a survey crew for a couple days of work.

HAMOT/HERSHEY  
EDINBORO  
EXTENSION  
PROJECT

**MANAGER’S REPORT**

Manager Steff presented the agreement with GPI Geospatial for \$10,480.00 to map a wide swath of Route 99, Hershey, Hamot, and Oliver Roads regarding the proposed sewer extension project. Upon Board approval, Mr. Welka will sign as acting chair.

GPI MAPPING  
AGREEMENT

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the mapping agreement with GPI Geospatial for \$10,480.00. Vote 3/0.

Manager Steff reports that Theresa Alexander (1536 Robison Road) has signed a payment agreement that includes a reduction of her past due balance as detailed in the August 31, 2017 Regular Business Meeting. Mrs. Alexander agrees to pay \$200 by the 25<sup>th</sup> of each month until all past and current charges are paid in full; failure to adhere to the terms of the agreement will result in termination of water service until such time as the account balance is paid in full. Manager Steff recommends that the Board enter into the agreement with Mrs. Alexander.

ALEXANDER  
PAYMENT  
AGREEMENT

Motion by Mr. Marsh, seconded by Mr. C. Rose, to enter into the payment and settlement agreement with Theresa Alexander at 1536 Robison Road. Vote 3/0.

**Summit Township Sewer Authority  
Monthly Business Meeting  
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Manager Steff reports that as a part of a periodic PNC Treasury Management Review, the account signers were reviewed. The General Fund Money Market Account list of signatures needs updated. Manager Steff recommends that Treasurer Welka be directed to sign two signature cards; one removing William Andrus and another to add Laban Marsh. Laban Marsh must also sign the signature card to be added.

UPDATE  
AUTHORIZED  
SIGNERS

Motion by Mr. C. Rose, seconded by Mr. Marsh, to update the PNC signature cards for the General Fund Money Market Account. Vote 3/0.

Manager Steff presented the 2017-2018 Health Insurance Analysis report comparing health insurance coverage and premium options for the upcoming year. Discussion ensued. Manager Steff recommends the plan proposed by Richard Vicary of Vicary Insurance Agency. The proposed plan has a lower premium, higher deductibles and the addition of an HRA plan administered by a third party, Corporate Coverage. The plan proposed by Vicary Insurance is the same plan they are currently providing to Summit Township.

HEALTH  
INSURANCE  
ANALYSIS

Motion by Mr. Marsh, seconded by Mr. C. Rose, to accept the health care plan design change and switch to UPMC Plan NPPB4. Vote 3/0.

CHANGE HEALTH  
PLAN DESIGN

Motion by Mr. Marsh, seconded by Mr. Rose, to enter into a brokerage agreement with Vicary Insurance Agency as the Broker of Record. Vote 3/0.

VICARY  
BROKERAGE  
AGREEMENT

Manager Steff reports that the City of Erie and Erie Sewer Authority have notified the Authority that they intend to submit a Title V Operating Permit Renewal for the City of Erie Waste Water Treatment Plant. The current permit will expire on April 30, 2018.

CITY OF ERIE  
TITLE V

**NEW BUSINESS**

None.

With no further business to come before the Board, Mr. Marsh motioned to adjourn, seconded by Mr. C. Rose. Vote 3/0

ADJOURNMENT

Chairman Pro Tem Welka adjourned the meeting at 10:02 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab  
Administrative Supervisor