

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JANUARY 25, 2018**

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. Visitors: None. ROLL CALL

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the minutes of the December 21, 2017 Regular Business Meeting. Vote 5/0 12/21/17 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 5/0 TREASURER'S REPORT

Motion by Mr. Welka, seconded by Mr. Marsh, 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 a legal ad was placed on January 9th to notify the public of the Authority's intent to file with the Commonwealth to extend the life of the Authority by another 50 years. On January 18th, the articles were submitted to the Secretary of the Commonwealth. ARTICLES OF EXTENSION FILED

Solicitor Joseph reports the Pennsylvania Senate is considering Senate Bill 597, an amendment to the Municipal Authorities Act. The legislation would give the Auditor General the authority to examine and audit the books, accounts, records and performance of any authority that provides water, sewer or other services to residents. All costs incurred by the Auditor General in the performance of the examination and audit shall be paid by the authority. Discussion ensued. PA SENATE BILL 597

Solicitor Joseph reports that he has provided Manager Steff with a written recommendation regarding adjusting tap fees to include future projects. Including expected projects in the tap fees is permissible if certain requirements are met. The fee must be refunded to the payers within 90 days if the project is abandoned or if it is not in service within 7 years. The funds must be kept separate until the project is put in service or the fees are refunded. TAP FEES FOR FUTURE PROJECTS

Solicitor Joseph reports that he is researching a formal opinion for the proposed Connection Compliance Project regarding far-side and private drive issues. Discussion ensued. CONNECTION COMPLIANCE OPINION PENDING

ENGINEER’S REPORT

Engineer Fails reports that he has been working with Manager Steff on the Capital Spending Plan regarding project budgets and timing. Engineer Fails deferred discussion to Manager Steff’s presentation.

CAPITAL
SPENDING PLAN

Engineer Fails reports that he has been working on four applications for a DCED grant. A Board resolution is needed for each application. Manager Steff will present the resolutions for Board consideration.

DCED GRANTS

Engineer Fails reports that regarding the Meadows Upgrade Project, he has been working with various manufacturers to provide details for the build out. Engineer Fails is considering a pre-fab building, a different design than the lift stations the Authority has built in the past. Once the details are settled Engineer Fails will submit a drawing to DEP.

MEADOWS
UPGRADE
PROJECT

Engineer Fails reports that the Route 97 as-builts for the directional-drilling crossing under I-90 were provided by Tru-Tek Drilling of Conneaut Lake, PA. Shots north of I-90 have already been completed by Operations Technician Hodge. Now GPI has all of the information needed to finish the as-builts.

ROUTE 97
AS-BUILTS

MANAGER’S REPORT

Manager Steff reports that Scott Development Company submitted a revised Sanitary Sewer Agreement regarding the Downs Drive Sanitary Sewer Relocation Project. Currently, the sewer line is through the middle of the property. Showman Excavating will begin at the appropriate manhole and relocate the sewer due north, continue in a westerly direction and then due south connecting to the existing sewer. Last month, Manager Steff asked for authorization for the agreement conditioned on a final review by the Manager and Solicitor. Solicitor Joseph and Manager Steff recommend Board approval of the agreement. Mr. Welka reports that a lot nearby might be developed soon. Manager Steff responded that the sewer line for the U-Haul project would not be able to provide gravity service much farther north because it is too shallow and the topography falls north; the sewer lines in the area are also on private property, which would be a private easement matter between the landowners. Discussion ensued.

DOWNS DRIVE
SEWER
RELOCATION

Motion by Mr. Marsh, seconded by Mr. Welka, to enter in to the revised Sanitary Sewer Agreement with Scott Development Company. Vote 5/0.

DOWNS DRIVE
RIGHT-OF-WAY
AGREEMENT

Manager Steff reports that the proposed Route 97 Retention Tank Project, on the former Decker property near the intersection of Route 97 and Harold Road, is impeded by paper streets. Manager Steff requests Board authorization to request that the Summit Township Supervisors vacate the right-of-ways for Central Avenue and Grovedale Avenue from Harold Road to Queens Boulevard, and for Queens Boulevard from Old Perry Highway to Route 97. Mr. M. Rose suggested that the Authority should subdivide and sell off any property that won’t be needed for the project, to get it back on the tax rolls; Engineer Fails advised the Board to revisit the topic when the planning is further along. Engineer Fails reports that information gathered in the I&I investigation will be considered alongside the final tank size determination; if the investigation reveals opportunities to

ROUTE 97
RETENTION
PROJECT

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significantly reduce I&I in the Route 97 corridor, that could in turn reduce retention needs. Discussion ensued.

Motion by Mr. M. Rose, seconded by Mr. Marsh, to request that the Township vacate the paper street right-of-ways for Central Avenue and Grovedale Avenue from Harold Road to Queens Boulevard, and for Queens Boulevard from Old Perry Highway to Route 97. Vote 5/0.	REQUEST TOWNSHIP VACATE PAPER STREETS
Manager Steff recommends that the Board pass the four resolutions for Commonwealth Finance Authority Pennsylvania Small Water and Sewer Grant Applications. Each resolution is for a different qualifying project. Each resolution designates Manager Steff and Secretary Marsh as the officials to execute all related documents.	DCED GRANT RESOLUTIONS
Chairman Fette presented Resolution 2018-01 for the Sanitary Sewer Connection Compliance Project, requesting a PA Small Water and Sewer Program Grant in the amount of \$407,702.50 from the Commonwealth Financing Authority.	CONNECTION COMPLIANCE
Motion by Mr. Welka, seconded by Mr. M. Rose, to adopt Resolution 2018-01 to request a PA Small Water and Sewer Program Grant of \$407,702.50 from the Commonwealth Financing Authority to be used for Sanitary Sewer Connection Compliance. Vote 5/0.	ADOPT RESOLUTION 2018-01
Chairman Fette presented Resolution 2018-02 for the Meadows Pump Station Improvement Project, requesting a PA Small Water and Sewer Program Grant in the amount of \$404,931.50 from the Commonwealth Financing Authority.	MEADOWS UPGRADES
Motion by Mr. Welka, seconded by Mr. M. Rose, to adopt Resolution 2018-02 to request a PA Small Water and Sewer Program Grant of \$404,931.50 from the Commonwealth Financing Authority to be used for the Meadows Pump Station Improvement Project. Vote 5/0.	ADOPT RESOLUTION 2018-02
Chairman Fette presented Resolution 2018-03 for the Hamot Road Sanitary Sewer Extension Project, requesting a PA Small Water and Sewer Program Grant in the amount of \$342,113.10 from the Commonwealth Financing Authority.	HAMOT EXTENSION
Motion by Mr. Welka, seconded by Mr. M. Rose, to adopt Resolution 2018-03 to request a PA Small Water and Sewer Program Grant of \$342,113.10 from the Commonwealth Financing Authority to be used for the Hamot Road Sanitary Sewer Extension Project. Vote 5/0.	ADOPT RESOLUTION 2018-03
Chairman Fette presented Resolution 2018-04 for the Old Perry Highway Sanitary Sewer Upgrades Project, requesting a PA Small Water and Sewer Program Grant in the amount of \$171,870.85 from the Commonwealth Financing Authority.	OLD PERRY HWY IMPROVEMENTS

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Motion by Mr. Welka, seconded by Mr. M. Rose, to adopt Resolution 2018-04 to request a PA Small Water and Sewer Program Grant of \$171,870.85 from the Commonwealth Financing Authority to be used for the Old Perry Highway Sanitary Sewer Upgrades Project. Vote 5/0.

ADOPT
RESOLUTION
2018-04

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 vacation 6 days and 6 hours from 2017.

Motion by Mr. M. Rose, seconded by Mr. Welka, to approve the requested vacation carryover from 2017 to 2018. Vote 5/0.

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 \$35.00 to \$36.00 per hour for calendar year 2018.

Motion by Mr. Marsh, seconded by Mr. M. Rose, to raise the overhead rate from \$35.00 to \$36.00 per hour for 2018. Vote 5/0.

ADOPT
OVERHEAD
RATE FOR 2018

Manager Steff distributed and presented the 2018-2028 Capital Spending Plan. Manager Steff requested that the Board consider adopting the plan. Solicitor Joseph advised that the Board may adopt the plan much like a comprehensive plan; the document establishes a guide for long-term priorities and goals. The document would be used in operations as authorized and be shared with the public when relevant. Over time, priorities are likely to change and projects will still require separate Board action before moving forward. Discussion ensued.

CAPITAL
SPENDING PLAN
PRESENTATION

Manager Steff requested Board direction on whether to proceed with the I&I investigation. The project is expected to cost \$81,000.00. Engineer Fails advised that meters should be installed to begin collecting data by March.

Motion by Mr. M. Rose, seconded by Mr. Welka, to authorize the I&I investigation to proceed. Vote 5/0.

AUTHORIZE I&I
INVESTIGATION

Manager Steff requested Board direction on the Old Perry Highway Sanitary Sewer Upgrades Project. Engineer Fails advised that if the Board were to authorize the engineering now, the engineering expenses that accrue prior to the DCED grant awards in June/July 2018 will not be reimbursable through the DCED grant applied for in Resolution 2018-04. The Board decided to wait for the possible grant award to proceed.

OLD PERRY
HWY UPGRADES

Manager Steff recommends that the Board adopt the 2018-2028 Capital Spending Plan. Manager Steff stressed that there are many variables that could cause the Authority's priorities to shift and the document is a guideline only.

Motion by Mr. M. Rose, seconded by Mr. Marsh, to adopt the 2018-2028 Capital Spending Plan. Vote 5/0.

ADOPT 2018-2028
CAPITAL
SPENDING PLAN

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Mr. C. Rose left the meeting at 10:56 a.m.

NEW BUSINESS

No new business.

ADJOURNMENT

With no further business to come before the Board, Mr. Marsh motioned to adjourn, seconded by Mr. Welka. Vote 4/0.

Chairman Fette adjourned the meeting at 11:15 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor