

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
FEBRUARY 28, 2019**

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: 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; Chad Yurismic, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Visitors: Developer, Dominic Maleno and Resident, Steve Cornelius. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. M. Rose, to approve the minutes of the January 31, 2019 Reorganization Meeting. Vote 5/0 1/31/19 REORG
MINUTES

Motion by Mr. M. Rose, seconded by Mr. C. Rose, to approve the minutes of the January 31, 2019 Regular Business Meeting. Vote 5/0 1/31/19 REGULAR
MINUTES

Motion by Mr. Welka, seconded by Mr. M. Rose, 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

INTERESTED PARTY TO BE HEARD

Dominic Maleno, developer of the proposed Summit Pointe Subdivision on Hamot Road and Steve Cornelius, owner of property adjacent to the proposed development, asked for the Authority to discuss and clarify connection options. Manager Steff described the proposed 3-phase, 42 EDU residential subdivision and explained that the development is conditioned on the Authority undertaking 1 of 2 projects: the Authority must either upsize Oliver Road gravity sewer (known as the Oliver Relief Project) or extend sewers from Route 99 to Hershey and south on Hamot Road in order for the development to connect to the public sanitary sewer system. Mr. Cornelius stated that he would like to exchange the land needed for a new lift station for one free residential tap in. Solicitor Joseph advised that the developer is responsible for obtaining the easements necessary to run sewer from the proposed development to the proposed lift station site on Mr. Cornelius' property. Discussion ensued. Manager Steff recommended that the lift station be located on the Cornelius property and the Authority should cost-share with Maleno to upsize the lift station that Maleno will build. Solicitor Joseph will draft a new developer's agreement for the project. MALENO:
SUMMIT POINTE
PROJECT

Mr. M. Rose left the meeting at 9:56 a.m.

Engineer Yurismic advised that Maleno's Summit Pointe lift station project will have to be concurrent with an Authority project to upsize pipe along Oliver Road; Engineer Yurismic

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elaborated that the Summit Pointe Planning Module should be submitted to the DEP with a corrective action plan from the Authority attached.

Motion by Mr. Marsh, seconded by Mr. C. Rose, to direct Manager Steff and the Engineer to design and prepare DEP filings for the Oliver Relief Project. Vote 4/0.

PREPARE DESIGN
FOR OLIVER
RELIEF PROJECT

Mr. Maleno asked for a timeline of when sewer permits will be available to construct the proposed new homes. Manager Steff replied that the Authority needs some time to take a closer look at a plan that involves a lift station on the Cornelius property. Manager Steff estimated that the Authority may have a clearer timeline by the March Regular Business Meeting.

Mr. Maleno and Mr. Cornelius left the meeting at 10:27 a.m.

SOLICITOR'S REPORT

Solicitor Joseph reports that the request to reconsider permitting the Route 97 Surcharge Retention Project as an essential service has been denied by the Summit Township Zoning Administrator, therefore the Zoning Hearing Board Appeal will continue to go forward. On March 21st, Solicitor Joseph will attend a status conference regarding whether the Judge will allow an evidentiary hearing to change the scope of the review. Attorney David Rhodes will represent the Zoning Hearing Board at the status conference. If the Judge determines that an evidentiary hearing will be granted, Solicitor Joseph will request to add flow data and the Summit Township Comprehensive Plan at the evidentiary hearing.

ROUTE 97
SURCHARGE
RETENTION
PROJECT:
ZHB APPEAL

Solicitor Joseph reports that he has been working with Manager Steff on the Hawkeye Hotel / Ascent Hospitality 3-party Right-of-Way agreement with the Goetz family and the Authority regarding sewer on Downs Drive. Solicitor Joseph revised an agreement that leaves the Authority out for now, but a portion of the lateral to the hotel could become public in the future if there is a downstream connection.

HAWKEYE HOTEL
RIGHT-OF-WAY
AGREEMENT

Solicitor Joseph reports that Ed Pacy (6311 Cherry Street) has signed an agreement to give a 10'x15' parcel to the Authority for the Meadows Lift Station Upgrade Project. Once the subdivision is recorded, a closing will be scheduled.

MEADOWS LS /
PACY

Solicitor Joseph reports that the title search regarding the proposed acquisition of additional land for the Oliver Road Lift Station Upgrades Project has been completed by his office. There are some additional documents that Solicitor Joseph wants to review before providing an opinion on the matter.

OLIVER ROAD LS
TITLE SEARCH

Solicitor Joseph reports that he has reviewed the Millcreek Township Assignment and Assumption Agreement with the now dissolved MTSA, along with other pertinent documents. The Millcreek Supervisors' Resolution was to acquire the sewer system from MTSA and direct MTSA to execute all documents necessary to convey the system to the township and to dissolve the Authority. Solicitor Joseph found that no consent is required

MILLCREEK
ASSIGNMENT &
ASSUMPTION
AGREEMENT

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for assignment therefore no action is required on the part of the Summit Township Sewer Authority.

Solicitor Joseph reports that he has reviewed proposed changes to the personnel code regarding pension contributions, per Manager Steff's request. Manager Steff explained that the pension changes were recommended by the auditors to make the Personnel Code consistent with the Pension Plan Document. Solicitor Joseph is further recommending updates regarding Equal Employment Opportunity, the Harassment Policy, Family Medical Leave, the Smoking Policy and Wage Categories. Solicitor Joseph presented and explained the recommended changes. Discussion ensued.

PERSONNEL CODE
CHANGES

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve Personnel Code changes regarding the pension contributions and the updates recommended by Solicitor Joseph. Vote 4/0.

APPROVE
PERSONNEL CODE
CHANGES

When a consultant was hired to update the Personnel Code in 2014, a Weapons Policy was included that prohibits employees from possessing a weapon on STSA property or on STSA time. Mr. Marsh proposed that employees should have the discretion to possess a weapon for personal protection, provided they are properly licensed. Mr. Welka agreed with Mr. Marsh.

WEAPONS POLICY

Mr. Marsh motioned to remove the Weapons Policy from the personnel code.

Mr. Fette expressed concern about removing the weapons policy without having the Solicitor review any legal compliance issues first. Discussion ensued. Mr. Fette asked the Solicitor to investigate whether the weapons policy in the personnel code could be changed or removed.

No action was taken on the motion due to lack of a second.

ENGINEER'S REPORT

Engineer Yurisc reports that he has been working with Manager Steff and Authority Staff on planning for the Oliver Road Lift Station Upgrades Project. Engineer Yurisc has also been working on capacity calculations.

OLIVER ROAD
LIFT STATION
UPGRADES

Engineer Yurisc reports that the Meadows Lift Station Upgrades Project has been signed by Konzel Construction; all bonds and insurance certificates were provided. The Notice to Proceed will establish 180 days to substantially complete the project. The first pre-construction meeting will be scheduled in March.

MEADOWS LIFT
STATION
UPGRADES

MANAGER'S REPORT

Manager Steff recommended that the Board wait to update the Act 57 Schedule of Fees presented at the January 2019 Meeting. Engineer Yurisc will calculate and incorporate project costs for the future Oliver Road Relief Project and the future Summit Pointe Lift Station.

ACT 57 UPDATE

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Manager Steff reports that Linda Thomas, a loan specialist with the US Department of Agriculture, Rural Development, Water and Waste Disposal Loan and Grant Program plans to attend the March meeting to discuss a long term loan to the Authority. Discussion ensued.

USDA
PRESENTATION
SCHEDULED FOR
MARCH MEETING

Manager Steff distributed and presented a revised 10-Year Capital Spending Plan for Board consideration. Discussion ensued.

10-YR CAPITAL
PLAN UPDATE

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 11:41 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor