

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
OCTOBER 31, 2019**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:26 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Michael Rose, Vice Chairman; Laban Marsh, Secretary; Cloyd J. Rose, Ass't Secretary; William C. Steff, P.E., Manager; George Joseph, The Quinn Law Firm; Chad Yurisc, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor; Amy McCaslin, Billing Clerk. Absent: Chris Fette, Chairman; Mark Welka, Treasurer. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the September 26, 2019 Regular Business Meeting. Vote 3/0 09/26/19 REGULAR 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 reported that water service has been terminated and a lien has been placed on the Wander residence (1741 Robison Road). A Sherriff's sale scheduled for January 2020. The Authority should expect to receive \$954.83 from the sale to satisfy the lien. WANDER  
1741 ROBISON RD

Solicitor Joseph reports that he responded to a question from Billing Clerk McCaslin. The Authority can keep billing for sewer service even when water service has been terminated. Discussion ensued regarding the October Lien List of Delinquent Accounts Report. Manager Steff added that he plans to revisit increasing delinquent account enforcement soon. BILLING DURING  
WATER SHUT OFF

Solicitor Joseph reported that the lien on G.R.E.A.T.T. for delinquent sewer charges has been paid in full and satisfied. G.R.E.A.T.T.

Solicitor Joseph reported that he responded to Manager Steff's question regarding the drafting of a loan application to the Cory Redevelopment Authority. Solicitor Joseph concurs with Auditor Cathy Humphrey CPA, that the Local Government Debt Act does not apply to the Authority. Solicitor Joseph added that the Local Government Debt Act only applies when the municipal body is guaranteeing the debt. LOCAL  
GOVERNMENT  
DEBT ACT

**ENGINEER'S REPORT**

Engineer Yurisc reported that the Oliver Gravity Project planning is near completion. Engineer Yurisc added that the plan will be complete in time to submit for approval at OLIVER GRAVITY  
PROJECT

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the December 16, 2019 Summit Township Supervisors Meeting, following the advertisement of a 30-day public comment period.

Engineer Yurisc reports that the Meadows Lift Station building has been set in place. Next week, National Fuel Gas and Penelec will install service to the new building. Start-up testing can begin after the utilities are installed. Manager Steff added that the Authority requested that Konzel Construction change the hardware in the valving in the original valve pit, which was not originally in the contract. Engineer Yurisc replied that the change will be accounted for in the field order allowance.

MEADOWS LIFT  
STATION  
UPGRADES  
PROJECT

Engineer Yurisc presented the GPI Report: Opinion of Probable Cost for Hamot/Oliver area future projects. Engineer Yurisc proposed grouping of the projects toward an ultimate goal in the area, to be determined by the Board. Option #1 would include the following projects: (a) Route 99 Hershey Hamot to I-90; (b) Redirect Oliver Lift Station, Hamot Road Gravity, Hamot Road Lift Station; and (c) Oliver to Peach Street Gravity Upsize. Option #1 is estimated to total \$5.6M. Option #2 would include the following projects: (a) Route 99 Hershey Hamot to I-90; (b) Hamot Road with gravity under I-90; (c) Oliver Road Lift Station Upgrade and Gravity upsize on Oliver; (d) Oliver to Peach Street Gravity Upsizing. Option #2 is estimated to cost \$6.1M. The Board asked if Engineer Yurisc thinks one option is better than the other. Engineer Yurisc replied that both options will result in one new or upgraded lift station, either at Hamot or at Oliver, but the Hamot Road Lift Station Option #1 is much less expensive and, if the sewer is deep enough, the Hamot Road Lift Station option would leave the possibility of crossing under I-90 in the future. Detailed discussion of the options, various project combinations and various timelines ensued.

GPI REPORT:  
OPINION OF  
PROBABLE COST  
HAMOT / OLIVER

**MANAGER’S REPORT**

Manager Steff reported that the Summit Township mechanics’ garage is proposing a connection from the Township garage floor drain to the lift station shared with the Authority building. The proposed connection is intended to eliminate snow and ice melt from the vehicles and intermittent truck washing from going to the storm sewer system. Manager Steff requested ratification of the October 8, 2019 Board Member Poll authorizing forgiveness of the \$500.00 plan review fee, \$568.40 tap fee and \$135.00 inspection fee.

SUMMIT  
TOWNSHIP  
GARAGE  
CONNECTION

Motion by Mr. Marsh, seconded by Mr. C. Rose to ratify the poll the authorizing forgiveness to the Summit Township Garage of the \$500.00 plan review fee, \$568.40 tap fee and \$135.00 inspection fee. Vote 3/0.

WAIVE FEES

Manager Steff reported that the control cabinet that was in use at the Meadows Lift Station prior to the upgrade project is no longer needed. The Authority doesn’t have any use for any of the component and the device would be scrapped, except that the Township has use for it. Manager Steff polled the Board Members on October 8, 2019 authorizing the donation of the old Meadows control cabinet to Summit Township.

MEADOWS  
CONTROL  
CABINET

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Motion by Mr. C. Rose, seconded by Mr. Marsh, to ratify the poll authorizing the donation of the former Meadows Lift Station control panel to Summit Township. Vote 3/0.

DONATE  
MEADOWS  
CONTROL  
CABINET

Manager Steff reported that the annual audit for Fiscal Year End June 30, 2019 is complete. The CPA firm, McGill, Power, Bell & Associates met with the audit committee on October 2, 2019 to review the draft report. 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. No changes were made to the report. The Auditors have issued an unmodified opinion, which indicates a clean report with no exceptions. 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, 2019 as prepared by McGill Power Bell and Associates.

ANNUAL AUDIT  
REPORT FYE 2019

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the Fiscal Year End June 30, 2019 Audit Report, as prepared by McGill Power Bell. Vote 3/0.

ADOPT FYE 2019  
AUDIT REPORT

Manager Steff reported the PA Small Water and Sewer Program through DCED is now accepting grant applications. Funding may be used for small water, sewer, storm sewer and flood control infrastructure projects. Eligible projects are between \$30,000 and \$500,000. Manager Steff recommends Board authorization to direct Engineer Yurisc to resubmit the Sanitary Sewer Connection Compliance Project and the Old Perry Highway Sanitary Sewer Upgrades Project.

PA SMALL  
GRANTS  
AVAILABLE

Motion by Mr. Marsh, seconded by Mr. C. Rose, to direct Engineer Yurisc to submit grant applications for the Sanitary Sewer Connection Compliance Project and the Old Perry Highway Sanitary Sewer Upgrades Project to the PA Small Water and Sewer Program. Vote 3/0.

REAPPLY FOR  
SMALL GRANTS

Manager Steff reports that John Farrell (3003 Flower Drive) has contacted the Authority via Marvin Little, Jim Brozell Construction, to request authorization to construct a private sanitary sewer lateral consisting of a mini-grinder station and force main to Persimmon Drive. To direct flow from the Farrell property toward Persimmon Drive is inconsistent with the Comprehensive Plan, because gravity could be extended south to Valley View Circle. The Authority could cost-share to upsize the gravity line to a size beneficial for the Comprehensive Plan or the Authority could allow a temporary sewer connection agreement to Persimmon Drive, wherein the landowner would be required to disconnect the mini-grinder system and connect to a public sewer extension at such time in the future as it was made available. Discussion ensued.

FARRELL  
3003 FLOWER  
DRIVE

Motion by Mr. C. Rose to direct Manager Steff to contact Mr. Farrell directly to explain and offer both options. Mr. Marsh responded that he wanted to table the motion until the Authority knows how much it would cost the Authority to cost-share a gravity line project with Mr. Farrell. The Board agreed to table the motion and directed Engineer Yurisc to research an estimate on cost-sharing a gravity line project with Mr. Farrell.

FARRELL  
MOTION TABLED

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**NEW BUSINESS**

None.

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

ADJOURNMENT

Vice Chairman M. Rose adjourned the meeting at 10:06 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab  
Administrative Supervisor