

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
MAY 28, 2020**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order at 9:05 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 Yuriscic, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Visitors: None. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. M. Rose, to approve the minutes of the April 30, 2020 Regular Business Meeting. Vote 5/0. 4/30/20 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. M. Rose, 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 since the April Regular Business Meeting, he has certified-mailed Act 1 notices of pending liens to six commercial accounts and two residential accounts. LIENS

Solicitor Joseph reports that he advised Billing Clerk McCaslin to split the account balance of 54 Fairfield Ave. Solicitor Joseph explained that the property was sold in September 2019 at an upset tax sale; the Authority has not received a payment yet. The original distribution was scheduled for March 2020, but was delayed due to the COVID-19 emergency. Solicitor Joseph will file a petition to confirm the distribution scheduled for July 2020. 54 FAIRFIELD (LEUBE)

Solicitor Joseph reports that he has advised Manager Steff regarding the development of pandemic reopening protocols. REOPENING PROTOCOLS

Solicitor Joseph reports that the closing on the Cullen property adjacent to the Oliver Road Lift Station is pending the recording of the subdivision and a new parcel number from the assessment office. Solicitor Joseph reminded the Board that the sales agreement has been signed. Mr. Welka responded that he would check on the progress of the subdivision at the Township Zoning office. OLIVER ROAD LIFT STATION/ CULLEN

Solicitor Joseph reports that he has been working with Manager Steff and office staff to update the Rules and Regulations Article X regarding policies for delinquent accounts, violations, and remedies. RULES & REGULATIONS: ARTICLE X

ENGINEER’S REPORT

Engineer Yurismic reported that an environmental scientist inspected the New Road Wetland Mitigation site in April; there was not much growth yet. Engineer Yurismic reported that the May inspection found that the wetlands are doing well. Engineer Yurismic added that the plant varieties that prefer very wet environments are especially thriving. GPI is preparing a New Road Wetlands Mitigation Report to file with the DEP.

NEW ROAD
WETLANDS
MITIGATION

Engineer Yurismic reported that he will attend a utility relocation meeting for the PennDOT Five Points Roundabout Project today. Operations Technician Hodge will also attend the meeting.

FIVE POINTS
ROUNDAABOUT

Engineer Yurismic reported that he has received some comments from DEP as they are reviewing the Oliver Road Gravity and Oliver Road Lift Station Upgrades plans.

OLIVER ROAD
UPGRADES UNDER
REVIEW

MANAGER’S REPORT

Manager Steff reported that he has started working on the Budget for Fiscal Year 2020-2021. Manager Steff has completed the annual employee reviews in preparation for the Personnel Committee meeting tomorrow. Discussion ensued regarding meters and billing. Administrative Supervisor Haener-Schwab added that the large, quarterly billing cycle will occur June 10th and the Board directive to suspend penalty and interest is still in place. The Board confirmed that the suspension of penalty and interest charges should continue. Discussion ensued regarding general economic projections for the next fiscal year.

FY 2020-2021
BUDGET IN
PROGRESS

Manager Steff reported that the Authority received the new 2020 Chevrolet Silverado 2500 HD 4WD, Double Cab Pickup Truck on May 12, 2020 for \$49,155.00. The truck was sourced through COSTARs and authorized by the Board at the July 25, 2019 Regular Business Meeting. Now that the Authority has acquired the new truck, the 2013 GMC will be listed for sale.

RECEIVED
2020 SILVERADO

NEW BUSINESS

None.

With no further business to come before the Board, Mr. M. Rose motioned to adjourn, seconded by Mr. Marsh. Vote 5/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:39 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor