

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JUNE 25, 2020**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order at 8:55 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; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Chad Yurismic, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. Visitors: None. Absent: Mark Welka, Treasurer. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the May 28, 2020 Regular Business Meeting. Vote 4/0. 5/28/20 MINUTES

Motion by Mr. M. Rose, seconded by Mr. Marsh, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 4/0. TREASURER'S REPORT

Motion by Mr. Marsh, seconded by Mr. M. Rose, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0. EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reports that since the May Regular Business Meeting, he has placed liens on three commercial properties for delinquent sewer bills: G.R.E.A.T.T., Microtel, and Home2 Suites. Solicitor Joseph added that the owner of Microtel requested a twelve-month installment payment plan. Solicitor Joseph sent a standard payment agreement to Microtel and the lien was filed to protect the financial interests of the Authority. In the standard payment agreement, the Authority agrees to suspend water termination as long as the customer makes fixed monthly payments on the delinquent balance and makes timely payments on current amounts; the water termination policy is temporarily suspended due to the COVID emergency. LIENS

Solicitor Joseph reports that he has worked with Manager Steff to finalize a Settlement Agreement with Geoff and Trina Kelly regarding the delinquent balance for 135 Fairfield Ave. Solicitor Joseph explained that the home is occupied by Orvil and Sandra Lamp. The Lamps transferred the home to their son (see the Regular Business Meeting of July 25, 2019). Solicitor Joseph deferred further discussion to the Manager's Report. 135 FAIRFIELD (KELLY)

Solicitor Joseph reports that he has prepared a resolution to amend the personnel code. The resolution would incentivize Authority employees who have alternate coverage available to opt out of the Authority's health insurance coverage for monthly cash payments. Solicitor Joseph deferred further discussion for the Manager's Report. PROPOSED EMPLOYEE BENEFIT CHANGE

Solicitor Joseph reports that the Cullen subdivision has been approved and he is preparing the closing documents for the Authority to acquire 600 sq. ft. adjacent to the Oliver Road Lift Station for the pending project to upgrade the site. OLIVER ROAD LIFT STATION/ CULLEN

ENGINEER’S REPORT

Engineer Yurisc reports that the Meadows Lift Station Upgrades Project contractor, Konzel Construction, is working to finish out the contract. Engineer Yurisc explained that Konzel has not yet submitted a payment application for the recent work, Payment Application #4 is expected to be \$23,137.44 and approximately \$8,000 in punch list items remain. Manager Steff recommended that the Board conditionally approve Payment Application #4, not to exceed \$23,137.44, pending the approval of Engineer Yurisc.

MEADOWS LIFT
STATION
UPGRADES
PROJECT

Motion by Mr. Marsh, seconded by Mr. Rose, to conditionally approve Meadows Lift Station Upgrades Project Payment Application #4 from Konzel Construction, pending the approval of the Authority Engineer. Vote 4/0.

APPROVE
PAYMENT #4

Engineer Yurisc reports that the planning module for the Cornelius subdivision on Oliver Road will require a corrective action plan because the subdivision will put Oliver Road over capacity. Engineer Yurisc explained that the corrective action plan requires that: First, the DEP must be notified of the projected over-load; Second, the Authority must submit a corrective plan and timeline to DEP for approval; Third, the Authority must request a number of EDU’s that would be reasonable to connect in the interim. Discussion ensued.

CORNELIUS
SUBDIVISION

Engineer Yurisc reports that the plans for the Lift Station Upgrades Project and the Gravity Sewer Project have been approved by DEP; now the permits are under review. Engineer Yurisc recommends bundling the projects together for funding applications. Engineer Yurisc advised that the Authority could apply for PennVest funding prior to the application deadline in February 2021, construction could begin in Spring 2021, and the project could be complete in Fall 2021. Engineer Yurisc added that this timeline depends on timely DEP approval of the permits. Engineer Yurisc will work with Manager Steff to determine the appropriate number of interim EDUs to request from DEP.

OLIVER ROAD
PROJECTS

MANAGER’S REPORT

Manager Steff presented the proposed Budget for Fiscal Year 2020 – 2021 that has been distributed to and reviewed by all Board members. No rate increase is proposed. Manager Steff explained that he estimated future revenues conservatively, with the Covid-19 Pandemic in mind. Manager Steff added that the Authority has a healthy cash reserve with which the Authority could continue to pursue long-term projects as previously planned. The proposed budget plans for the Authority to spend \$34,063 from reserves. Manager Steff reports that even though Mr. Welka was unable to attend the meeting, Manager Steff spoke to Mr. Welka and Mr. Welka expressed approval. Manager Steff explained that expenses include \$115,000 for inflow and infiltration repairs, \$20,000 for a generator for the main building, and a new \$9,000 spare emergency electric by-pass pump. Manager Steff explained that the Authority should focus on I&I, in anticipation that there is going to be a temporary decline in new development. Discussion ensued.

PROPOSED
BUDGET
FY 2020-2021

Motion by Mr. M. Rose, seconded by Mr. C. Rose, to adopt the Annual Budget for Fiscal Year 2020 – 2021. Vote 4/0.

ADOPT
FY 2020-2021
BUDGET

**Summit Township Sewer Authority
Monthly Business Meeting
June 25, 2020**

Manager Steff recommends that the Board approve the wages and salaries as discussed in the personnel reviews. Manager Staff explained that the personnel committee members have reviewed and signed the annual wage letter to the auditor, reflecting the new employee rates. Manager Steff recommends that Chairman Fette sign the letter to reflect Board approval of the 2020 - 2021 wage letter for the auditor.

ANNUAL
WAGE LETTER

Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve the wages and salaries as discussed in personnel reviews and authorize the Chairman Fette to sign the annual Wage Letter to the Auditor for Fiscal Year 2020-2021. Vote 4/0.

APPROVE
WAGE LETTER

Manager Steff reported that the Authority has acquired two new computers for the front office, and a laptop for general use; the Authority will dispose of two old computers. Manager Steff explained that the computers are in short-term storage, then the hard-drives will be removed prior to disposal at the Township Clean-up. Manager Steff recommended that the Board motion to approve the disposal of the old computers in accordance with the Asset Capitalization Policy.

FRONT OFFICE
COMPUTERS
REPLACED

Motion by Mr. Marsh, seconded by Mr. M. Rose, to authorize the disposal of two old office computers. Vote 4/0.

APPROVE
DISPOSAL

Manager Steff reported that the Kellys recently contacted the Authority again to resume negotiations to settle the delinquent amount due for 135 Fairfield Ave. The balance on the account is currently \$6,530.40. Manager Steff and Mr. Marsh met with Mrs. Kelly and agreed to settle the balance due for a one-time payment of \$3,933.11; this amount represents payment in full for usage, lien fees, Act 1 fees, and penalties, less a 50% percent reduction of the accrued interest charges. Mrs. Kelly has signed the agreement and paid \$3,933.11. Manager Steff recommends that the Board approve the settlement amount and agreement with the Kellys to resolve the delinquent balance for 135 Fairfield Ave.

KELLY
(135 FAIRFIELD)

Motion by Mr. M. Rose, seconded by Mr. Marsh, to approve the Settlement Agreement signed by Geoffrey and Trina Kelly to settle the delinquent balance due for 135 Fairfield Avenue for \$3,933.11. Vote 4/0.

APPROVE
SETTLEMENT
AGREEMENT

Manager Steff reported that the 1997 United Utility Trailer, acquired by the Authority in 1996, has been listed for sale on Municibid. Manager Steff explained that the Authority has not used the trailer for several years and Operations staff recommended listing it for sale. The Authority received 36 bids prior to closing at 5:00 p.m. on June 23, 2020 with a high bid of \$3,250.00. Manager Steff recommends that the Board approve the sale of the utility trailer to the highest bidder, Shawn Daughenbaugh.

SELL UTILITY
TRAILER

Motion by Mr. M. Rose, seconded by Mr. C. Rose, to approve the sale of the 1997 United Utility Trailer to Shawn Daughenbaugh for \$3,250.00. Vote 4/0.

APPROVE SALE
OF TRAILER TO
HIGH BIDDER

**Summit Township Sewer Authority
Monthly Business Meeting
June 25, 2020**

Manager Steff reported that the Authority office was temporarily closed for the safety of the public and employees from June 18, 2020 through June 19, 2020 per PA Health Department recommended Covid-19 procedures. On the evening of June 17, 2020 an employee reported to the Manager that the employee was feeling symptomatic and had scheduled a Covid-19 test for the following morning. The building was closed until it could be professionally sanitized; employees worked remotely during that time. The office was reopened on Monday, June 22, 2020. The employee returned to work on Tuesday, after the Covid-19 test returned a negative result and the employee had been asymptomatic for more than 72 hours.

OFFICE
TEMPORARILY
CLOSED

Manager Steff reported that the Solicitor has drafted a proposed change to the personnel code regarding employee benefits.

Motion by Mr. M. Rose, seconded by Mr. Marsh, to move to executive session to discuss employee benefits and the proposed change.
Vote 4/0.

EXECUTIVE
SESSION

Chairman Fette reconvened the meeting to regular session at 10:49 a.m.

The Board agreed to table the proposed change to the personnel code until the next Regular Business Meeting.

NEW BUSINESS

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:50 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor