

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
AUGUST 27, 2020**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order at 9:03 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; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Amy McCaslin, Billing Clerk. Absent: Chris Fette, Chairman; Chad Yuriscic, P.E., Greenman-Pedersen; Caitlyn Haener-Schwab, Administrative Supervisor. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. Marsh, to approve the minutes of the July 30, 2020 Regular Business Meeting. Vote 4/0. 7/30/20 MINUTES

Motion by Mr. Welka, seconded by Mr. C. Rose, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 4/0. 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 4/0. EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reports the payment from the Tax Claim Bureau for the Wander property, 54 Fairfield Avenue, was received in full. WANDER
54 FAIRFIELD

Solicitor Joseph reports that the resolution to allow for employees to opt-out of health care coverage is ready for Board action. (See June 25, 2020 Regular Business Meeting). HEALTH INS
OPT-OUT

Solicitor Joseph reports that the closing for the Cullen subdivision will be scheduled soon. The closing was delayed due to the Covid emergency but should be scheduled within the next thirty (30) days. At the closing, the Authority will acquire a small parcel adjacent to the Oliver Road Lift Station required for the planned improvement project. CULLEN
PROPERTY

Treasurer Welka requested an update on the status of G.R.E.A.T. (8159 Oliver Road). Solicitor Joseph explained that G.R.E.A.T. has requested that the tax sale be stayed while they litigate their tax-exempt status. G.R.E.A.T.
UPDATE

ENGINEER'S REPORT

Manager Steff presented a report prepared by Engineer Yuriscic. Engineer Yuriscic reported that on July 31, 2020 Konzel Construction, Inc. submitted an application for a partial Payment #5 for the Meadows Lift Station Project. The application and the punch list have been reviewed by Engineer Yuriscic and Manager Steff. Engineer Yuriscic and Manager Steff recommend payment of Payment Application #5 in the amount of \$5,000.00. A balance of \$3,000 remains in retainage to cover restoration. Restoration should occur, depending on the rain, sometime in late September or October 2020. MEADOWS
LIFT STATION
UPGRADE
PROJECT

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Motion by Mr. Marsh, seconded by Mr. C. Rose, to approve Payment Application #5 in the amount of \$5,000.00 to Konzal Construction, Inc. for the Meadows Lift Station Contract. Vote 4/0.

APPROVE
MEADOWS
CONTRACT
PAYMENT #5

Manager Steff reports that that engineering for Oliver Road Lift Station Upgrades and Gravity Sewer Upgrades will require an agreement from GPI. GPI has prepared an agreement for review by Manager Steff and Solicitor Joseph. Manager Steff also reports an update to the Oliver Road Gravity Sewer Upsize. The Engineer has completed the PA Department of Environmental Protection Water Quality permit. Next, the application for remaining permits will be prepared, which include: PA Chapter 102 permit, for storm water discharge associated with construction activities; PA DEP Chapter 105 permit for minor stream crossing; and PennDot Highway Occupancy permit for working in a PennDot right-a-ways. The permits are required for PennVest funding. Applications for these permits are time sensitive and have expiration dates. Now that the Water Quality permit has been issued, Engineer Yurismic's report advised that it is time to apply for the permits the Authority will need to obtain prior to PennVest funding. Mr. M. Rose questioned whether there will be delays due to COVID that may hinder the timing of the permits. Mr. M. Rose will follow-up with Engineer Yurismic at the next board meeting. Discussion ensued.

OLIVER ROAD
UPDATE

Manager Steff reports that Michael Melaragno is investigating a potential 40 EDU residential development on South Hill Road. This project will be east of The Church of Jesus Christ of Latter Day Saints at 1101 South Hill Road. Manager Steff directed Engineer Yurismic to investigate options for upgrades at the South Hill Road Lift Station to increase capacity to accommodate the additional 40 EDU's needed for the project. The capacity at the South Hill Road Lift Station is currently 140 gallons per minute. The proposed development would utilize the remaining capacity at the pump station. GPI is working with a pump supplier to determine if a simple impeller swap could be utilized to increase capacity. Operations Technician Hodge has provided drawings and information regarding the current electrical capabilities of the station. GPI will develop cost estimates and recommend upgrades after hearing back from the pump suppliers.

MELARAGNO
RESIDENTIAL
PROJECT –
SOUTH HILL

MANAGER'S REPORT

Manager Steff reports that during the annual review it came to the attention of the personnel committee that certain employees can obtain health insurance from sources other than the Authority. This could reduce the number of employees receiving hospitalization/healthcare insurance from the Authority and could result in significant savings for the Authority. Personnel Committee recommended drafting an alternative insurance resolution, which was modeled after the Township's resolution. Proposed Resolution 2020-03 will amend the Authority's Personnel Code to allow Authority employees to obtain hospitalization/healthcare insurance from other sources in lieu of enrolling in the Authority's health plan in consideration for a monthly payment equal to 50% of the individual employee's would-be monthly premium cost.

HEALTH INS
OPT-OUT
RESOLUTION
2020-03

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Motion by Mr. Marsh, seconded by Mr. Welka, to adopt Resolution 2020-03 to change the Authority's Personnel Code regarding the Employee Health Insurance Options as described. Vote 4/0.

ADOPT
RESOLUTION
2020-03

Manager Steff recommends that, regarding the ongoing Route 97 Inflow and Infiltration Project, that proprietary and minimally invasive repairs are needed in the public portion of the system. A list of companies that were contacted was included in the Manager's Report transmittal. Manager Steff requested authorization of I & I repairs, only in the public portion at this time. Manager Steff has identified fifteen repairs, in separate locations within the study area, located south of I-90. The repairs will be cured-in-place pipe repairs, with seven slip liners and eight T-liners. Mansfield Sanitation is a COSTARS approved local company that will be providing this service. Manager Steff requested authorization to proceed on a per site basis with Mansfield, not to exceed \$53,000.00 for the fifteen specified locations. The Authority will be billed for each site separately. Discussion ensued.

ROUTE 97
I&I REPAIRS

Motion by Mr. Marsh, seconded by Mr. C. Rose, to authorize Manager Steff to hire Mansfield Sanitation for I & I Repairs at the fifteen specified locations in the Route 97 subsystem, not to exceed \$53,000.00 total for all locations. Vote 4/0.

AUTHORIZATION
TO HIRE
MANSFIELD
SANITATION

Manager Steff requesting authorization to proceed with additional I & I repair in the public portion not to exceed \$25,000.00 with seven dig-up type repairs at separate locations within the Route 97 study area of south I-90. The cost estimate is based on historical repair costs for Summit Township Sewer Authority. Manager Steff will obtain quotes from three local companies.

ADDITIONAL
ROUTE 97
I&I REPAIRS

Motion by Mr. Welka, seconded by Mr. C. Rose, to authorize Manager Steff to hire a contractor for additional Route 97 I&I repairs in the public portion not to exceed \$25,000.00 total cost. Vote 4/0.

AUTHORIZE
ADDITIONAL
I&I REPAIRS

Manager Steff requests that the Vice Chairman be authorized to sign the annual audit engagement letter with McGill, Power, Bell & Associates for the 2019-2020 Fiscal Year.

Motion by Mr. Welka, seconded by Mr. Marsh, to authorize Vice Chairman M. Rose to sign the official engagement letter with McGill, Power, Bell & Associates for the 2019-2020 Fiscal Year Audit. Vote: Yes - 3 (Mr. C. Rose, Mr. Marsh and Mr. Welka)/ No - 1 (Mr. M. Rose).

AUDIT
ENGAGEMENT
2019-2020

Manager Steff sought Board action on further extension of the temporary freeze on the posting of penalty and interest to delinquent account balances. The Authority's current motion to freeze penalty and interest is tied to the Governor's Pandemic Emergency Declaration, which is scheduled to expire on September 1, 2020. Solicitor Joseph advised that the Authority may freeze the posting of penalty and interest independent of the Governor's emergency declaration. Mr. Marsh supported waiving the posting of penalty and interest until the end of the year. Mr. M. Rose agreed that the Authority

FREEZE OF
PENALTY AND
INTEREST FEES
EXTENDED

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should extend the freeze on the posting of penalty and interest and review the policy at the December Regular Business Meeting.

**FREEZE OF
PENALTY AND
INTEREST FEES
EXTENDED**

Motion by Mr. Welka, seconded by Mr. Marsh, to extend the temporary freeze on the posting of penalty and interest until the December Regular Business Meeting. Vote 4/0.

Manager Steff reports that the Authority has been awarded two grants from the Commonwealth Financing Authority's Small Water and Sewer Program. The Authority has been awarded \$398,945.00 for the Sanitary Sewer Connection Compliance Project and \$410,739.00 for the Old Perry Highway Sanitary Sewer Upgrades Project. The grant applications were originally authorized at the March 5, 2020 Special Meeting. The Connection Compliance Project was originally presented at the January 30, 2014 Regular Business Meeting; the presentation proposed bundling the enforcement of Township Ordinance 2011-01 into a clean-up project. Manager Steff summarized that the Old Perry Highway Sanitary Sewer Upgrades Project is to upsize the pipe south of the meter station at the Millcreek Township line to relieve the current bottleneck. The Board signed a letter to send to PA Senator Dan Laughlin as a gesture of the Authority's appreciation for the work done by Senator Laughlin and his staff to secure the grant award for the benefit of the community.

**PA SMALL
WATER/SEWER
GRANTS
AWARDED**

NEW BUSINESS

Mr. Welka reports that the Summit Township Water Authority is planning to relocate their offices. One proposed location is on the campus of Summit Township near Summit Community Park Ballfield #3. Mr. Welka requested that the Sewer Authority assist the Water Authority to understand the sewer options in the early planning stages. Discussion ensued.

**WATER
AUTHORITY
RELOCATION**

Mr. C. Rose presented detailed recommendations for a future Mill Creek Tube transportation alternative for flow in the Route 97 corridor and a separate plan for a future retention site in the Route 19 corridor. Mr. C. Rose requested that his recommendations be placed in the record for future generations consideration. Mr. C. Rose handed out information to the board members present with detailed drawings/descriptions of wet wells. Mr. C. Rose's letter of explanation and drawings have been attached to the minutes.

**C. ROSE
FUTURE
PLANNING**

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

ADJOURNMENT

Vice Chairman Mr. M. Rose adjourned the meeting at 10:13 a.m.

Respectfully submitted by,

Amy McCaslin
Billing Clerk