

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
DECEMBER 17, 2020**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order virtually via Zoom at 9:00 a.m. The meeting was hosted at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

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

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the minutes of the November 19, 2020 Regular Business Meeting. Vote 3/0. 11/19/20 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 3/0. 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 3/0. EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reported that the lien for delinquent sewer usage at the Barto residence (8647 Oliver Road) was satisfied. Billing Clerk McCaslin received payment in full of \$2,891.50 on December 8, 2020. BARTO
8647 OLIVER RD

Solicitor Joseph reported he worked with Manager Steff to revise a cost-sharing agreement regarding shared meter reading with the Summit Township Water Authority. Manager Steff has transmitted the agreement to the Water Authority for their review. STWA
COST-SHARING

Solicitor Joseph reported that he continues to work on the proposed revisions to the Authority recommendations for the Summit Township Zoning Ordinance regarding sewer infrastructure. TOWNSHIP
ZONING
ORDINANCE

Solicitor Joseph reported that he has been working on issues related to the easement agreement with Vo-Tech. Solicitor Joseph reports that the 1992 agreement may not have been recorded at the Courthouse. Solicitor Joseph will gather more information and work with the Vo-Tech Solicitor to resolve the issue. VO-TECH
EASEMENT

Vice Chairman M. Rose joined the meeting at 9:07 a.m. M. ROSE JOINED

ENGINEER'S REPORT

Engineer Yuriscic reported that he has been working on the Authority portion of the PennDOT Roundabout at Five Points Project. Engineer Yuriscic has provided PennDOT's engineer with plans, specifications and cost estimates. Engineer Yuriscic noted that the documents have been submitted well in advance of the January 11, 2021 PennDOT deadline; now the Authority has to wait for PennDOT for next steps. ROUNDAABOUT
AT
FIVE POINTS

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Engineer Yurisc reported that he has been working on calculating the tap fees increase related to the proposed increase in capacity at the South Hill Road Lift Station. The South Hill Road Lift Station capacity increase is proposed to accommodate the 40-unit Melaragno South Hill Road Area Project.

SOUTH HILL
ROAD TAP FEE
CALCULATION

Engineer Yurisc reported that he has been working on the planning module for the Old Perry Highway Relief Project.

OLD PERRY
HWY RELIEF

Engineer Yurisc reported that he has been working on permits for the Oliver Road Lift Station and Gravity Sewer Projects. Provided that the Authority receives the permits in time, Engineer Yurisc expects to submit the first PennVest funding application by February 3, 2021.

OLIVER ROAD
PROJECTS

MANAGER'S REPORT

Manager Steff reported that Authority employees have been observing a remote work schedule to limit contact between key employees during the holidays. The area is experiencing a rise in Covid-19 cases; PA and local health officials are recommending remote work, when feasible, to reduce the risk of workplace spread. Manager Steff reported that there has been no reduction in Authority operations or services. Manager Steff has directed the Authority staff to remote work until January 11, 2021.

ONGOING
COVID
PROTOCOLS

Manager Steff reported that he has scheduled a virtual meeting with the Engineer and Operations Staff to discuss the progress of pending projects: Perry Highway Relief, Oliver Road, Five Points Roundabout, and Connection Compliance.

PENDING
PROJECTS

Manager Steff reported that the August 2020 Board action to suspend the posting of penalty and interest to delinquent accounts during the Covid-19 Pandemic will expire at the end of December. Manager Steff advised that the Authority will revert to regular posting unless the Board takes action to continue temporary relief. Discussion ensued.

TEMPORARILY
SUSPEND
PENALTY AND
INTEREST

Motion by Mr. Marsh, seconded by Mr. Welka, to continue waiving the penalty and interest posting to delinquent accounts for relief during the Covid-19 Pandemic. Vote 4/0.

NEW BUSINESS

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:21 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor