

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
MARCH 18, 2021**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:10 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Laban Marsh, Secretary; Michael Andrus, Ass't 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: Michael Rose, Vice Chairman. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the minutes of the February 25, 2021 Regular Business Meeting. Vote 4/0. 2/25/21 REG 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 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 reported that he has reviewed the employee Health Plan Coverage Opt-Out form per Manager Steff's request. Solicitor Joseph advised that the form is good. Solicitor Joseph advised that the Authority may begin using the form for employees who wish to opt-out of health plan coverage in accordance with the Personnel Code provisions adopted at the August 27, 2020 Regular Business Meeting. Mr. Welka stated that Summit Township has recently updated their opt-out provision to better control costs. Mr. Welka explained that the Township changed their policy to only reimburse employees for the premium of a single person, not the family premium rate, even if the employee would be qualified for family coverage under the Township plan. Discussion ensued. As a member of the Personnel Committee, Mr. Marsh explained that the primary basis for the Committee's decision to offer the employees 50% of the health plan premium to opt out was that the Authority would save 50% of the premium cost. The Board agreed that no changes should be made to the Authority's opt-out policy at this time. HEALTH PLAN COVERAGE EMPLOYEE OPT-OUT

Solicitor Joseph recommended that the Authority revise the Act 57 Schedule of Fees adopted at the February 25, 2021 Regular Business Meeting. Solicitor Joseph explained that the Municipal Authorities Act states that the Authority is limited to increasing tap fees no more frequently than annually; the recommended revision decreases the tap fee in a specific section of system in the Peach/Oliver area. ACT 57 REVISION

Solicitor Joseph researched a possible HOA agreement related to Tony Davis' (8945 Old French Road) possible project to connect additional homes to his private force-main lateral. Solicitor Joseph advised that an HOA is more complicated than necessary for Davis' circumstances and a cooperation agreement would be more appropriate. Solicitor Joseph will need more guidance from Mr. Davis to proceed in drafting a cooperation DAVIS (8945 OLD FRENCH RD)

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agreement. Manager Steff added that he discussed two private easement issues regarding the current sewer lateral with Mr. Davis; two easements were signed but not recorded. Manager Steff explained that Mr. Davis will have the responsibility to record the easements prior to the Authority issuing permits for new connections. Solicitor Joseph advised that Mr. Davis will have to have a new agreement signed with Yaple because the easement signed by the previous owner was not recorded. Manager Steff also discussed with Mr. Davis that he would have to enter into an Administrative Fee Agreement with the Authority to proceed.

DAVIS
(8945 OLD
FRENCH RD)
(Cont.)

ENGINEER’S REPORT

Engineer Yurisc reported that he has provided comments for the Saddlewood Phase 3 review. Engineer Yurisc explained that the DEP requires Water Quality Management permits for low-pressure grinder pumps. Engineer Yurisc advised that the application for the permit had to be in the name of the Authority; the Developer pays the associated fees and costs. Manager Steff advised the Board that Palermo has not yet returned a signed Developer Agreement for Saddlewood Phase 3. Manager Steff recommended that the Authority should not proceed until a signed agreement is returned. The Board agreed.

SADDLEWOOD
PHASE 3

Engineer Yurisc reported he has been corresponding with the consultant for PennDOT, JMT Engineers, regarding the Authority portion of the Five Points Roundabout Project. Engineer Yurisc advised that PennDOT may pay some of the costs for the gravity sewer and the Authority will only pay to upsize the line from 8” to 12” if it is determined that the line will be impacted due to construction. Discussion ensued.

FIVE POINTS
ROUNDAABOUT

Engineer Yurisc reported that he is working on the Townhall Road Sewer Project estimates. (see February 25, 2021 Regular Business Meeting)

TOWNHALL RD

MANAGER’S REPORT

Manager Steff presented the Act 57 Schedule revision prepared by GPI for March 2021. Manager Steff explained that the Authority asked GPI to recalculate the tap fees to address a unique application of the fees. Manager Steff recommends that the Board approve the revision to the Act 57 Schedule of Fees adopted February 25, 2021. Manager Steff requested the recalculation to split the upcoming Oliver Road improvements from the Peach Street improvements. Otherwise, a customer tapping into Peach Street, south of I-90 would be overcharged for the Oliver Road improvements that they do not benefit from. Manager Steff explained that Act 57 Schedule Item I(C) for the Route 19 subsystem, Oliver Road Pump Station, Force Main, and Gravity Sewer Replacement (2022) was split into: (1) Peach Street Sewer (25%); and (2) Oliver Road Pump Station, Force Main, and Gravity Sewer (75%). Manager Steff explained that the separation will lower the tap fee from the Act 57 February 2021 Schedule per 1,000 gallons, per day for parts of Peach Street and more accurately identify collection and transportation through the component sewers. Manager Steff explained that the tap fees are also used for Excess Demand Credit.

ACT 57 TAP
FEE REVISION

Motion by Mr. Marsh, seconded by Mr. Andrus, to adopt the revised Act 57 Schedule of Fees dated March 2021. Vote 4/0.

ADOPT REVISED
ACT 57

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Manager Steff reported that the PA Public Utility Commission plans to lift the shut-off moratorium for regulated utilities on April 1, 2021. Manager Steff explained that he wanted to let the Board know about the change, but the Authority is not regulated by the PA PUC. Manager Steff advised the Board that the Authority is still observing a moratorium in accordance with the March 2020 motion by the Board to suspend the shut-off policy until further notice. Manager Steff advised that the Board may decide independently from the PA PUC when to lift the moratorium. Discussion ensued. The Board declined to lift the Authority's shut-off moratorium at this time.

PA PUC SHUT-OFF
MORATORIUM TO
END

Manager Steff reminded the Board that the 2020 Annual State Ethics Commission Statement of Financial Interest are due to Administrative Supervisor Haener-Schwab.

ETHICS FORMS

Manager Steff reported that the adoption of the Summit Township Zoning Ordinance revisions under consideration by the Supervisors have been postponed until the May 3, 2021 Supervisors Meeting.

SUMMIT
TOWNSHIP
ZONING
ORDINANCE

Manager Steff reported that the Authority received a settlement payment from National Fuel Gas in the amount of \$4,000.00. In 2019, the I&I Investigation in the Route 97 corridor revealed a National Fuel Gas cross-bore through a sewer line on Robison Road in the vicinity of Lakeview Landfill. The Authority repaired the damage and negotiated a settlement with NFG. (see the minutes of the July 30, 2020 Regular Business Meeting)

NFG SETTLEMENT

Manager Steff reported that he has been in communication with Engineer Keith Heigel, of Light-Heigel & Associates, retained to work on the Perry's Summit Mobile Home Community maintenance enforcement project. Manager Steff reports that Mr. Heigel plans to submit a corrective action plan by March 25, 2021.

PERRY'S SUMMIT
ENFORCEMENT

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 10:14 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor