

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
MAY 26, 2022**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:00 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; Michael Andrus, Ass't Secretary; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Chad Yuriscic, P.E., Greenman-Pedersen; and Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Mark Welka, Treasurer. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the April 28, 2022 Regular Business Meeting. Vote 4/0. 4/28/22 MINUTES

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

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

Manager Steff advised Chairman Fette that the Authority received a signed agreement from Terra Works within the last 24 hours. Manager Steff explained that the agreement does not require the expenditure of funds. The agreement is required to allow Terra Works to store equipment and materials on Authority land adjacent to the Baldwin Lift Station related to the performance of Contract #1 Oliver Road Gravity Sewer Replacement. Manager Steff recommended that the Board should amend the agenda to add a vote on the land use agreement with Terra Works to the agenda. ADD
LAND USE
AGREEMENT
TO AGENDA

Motion by Mr. Rose, seconded by Mr. Marsh, to approve an amendment to the agenda to add a motion to approve or reject a land use agreement with Terra Works. Vote 4/0. AGENDA
AMENDED

SOLICITOR'S REPORT

Solicitor Joseph reported that he has reviewed the multi-phase developer agreement with Bryan Kowalczyk for an 8-unit residential development on Robison Road, west of Hawick Road. Solicitor Joseph provided comments to Manager Steff. KOWALCZYK
(ROBISON RD)

Solicitor Joseph responded to a question from the Authority about vexatious right-to-know requests. Solicitor Joseph clarified that the Authority has received multiple requests from a commercial website that sells the information. Solicitor Joseph advised that there is legislation pending about vexatious requests, but it has not passed yet. Therefore, Solicitor Joseph advised that the Authority should comply with the request. RIGHT-TO-KNOW
REQUESTS

Solicitor Joseph reported that he is working with Engineer Yuriscic on easements related to the Lateral Assistance Project. EASEMENTS

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Solicitor Joseph reported that he reviewed the temporary lateral connection agreement for the Mysnyk residence at 1151 Townhall Road West. Solicitor Joseph provided comments to Manager Steff. MYSNYK
1151 TOWNHALL

Solicitor Joseph reported that he reviewed the land use agreement with Terra Works and provided comments. LAND USE
AGREEMENT

Solicitor Joseph reported that he reviewed the proposed service agreement with Flagger Force and provided comments to Manager Steff. FLAGGER FORCE
AGREEMENT

ENGINEER'S REPORT

Engineer Yurisc reported that a Greenman-Pedersen inspector has been monitoring Chivers Construction regarding the sanitary sewer portion of the project at the Five Points Roundabout. Engineer Yurisc reports that sanitary sewer construction is complete. FIVE POINTS
ROUNDBOUT

Engineer Yurisc reported that he is working with Solicitor Joseph to assemble the easements for the Lateral Assistance Project. Engineer Yurisc reported that he will soon begin applying for Right-of-Way permits for road crossings with the Township and with PennDOT. LATERAL
ASSISTANCE
PROJECT

Engineer Yurisc reported that the Water Quality Management permit for the Old Perry Highway Relief and Route 97 Surge Detention Project is under review by the DEP. In the meantime, Engineer Yurisc is working on the bid documents and the stormwater design. OLD PERRY
RELIEF

Engineer Yurisc reported that he has prepared cost estimates for repairs in the Ennis Subdivision, and extensions on Townhall Road. ENNIS REPAIRS

Engineer Yurisc reported that the Oliver Road Forcemain and Gravity contracts will begin construction after Memorial Day. OLIVER ROAD
UPDATE

MANAGER'S REPORT

Manager Steff reported that the Authority has received a signed Developer Agreement from Bryan Kowalczyk for an 8-unit residential development on Robison Road, west of Hawick Road. The subdivision will be known as the Kowalczyk-Allen Subdivision and is planned for two phases. The Agreement covers the first phase to develop four lots along Robison Road. Manager Steff added that the development may warrant Authority participation. Manager Steff explained that the Authority could cost-share to increase the size of the pipe and add depth to make the line useable for future sanitary sewer extensions along Robison Road. Phase 1 will include a plan to extend gravity sewer to the West, underneath the existing stream. The Authority will investigate the possibility of cost-sharing once sewer plans are submitted. Manager Steff recommends that the Board enter into the Phase 1 Developer Agreement with Kowalczyk-Allen Subdivision LLC. KOWALCZYK
DEVELOPER
AGREEMENT

Motion by Mr. Rose, seconded by Mr. Andrus, to enter into a Developer Agreement with Kowalczyk-Allen Subdivision, LLC for Phase 1 of the Kowalczyk-Allen Subdivision. Vote 4/0. ENTER INTO
DEVELOPER
AGREEMENT
PHASE 1

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Manager Steff recommends that the Authority enter into a service agreement with Flagger Force to facilitate safer working conditions. Manager Steff explained that Operations Foreman McAtee is concerned about traffic and limited sight-distances in some work areas. Flagger Force is a traffic control company that provides trained workers to control and slow traffic in and around construction sites. Manager Steff explained that the agreement is not a commitment to spend a certain amount, it is primarily to establish insurance coverage and billing procedures. The service will be billed at an hourly rate as the Authority schedules jobs, and there are some minimum charges per job. Manager Steff explained that Solicitor Joseph provided some recommendations, but both Manager Steff and Solicitor Joseph agree that the standard form agreement with Flagger Force is acceptable. Manager Steff requested authorization to enter into the service agreement with Flagger Force.

FLAGGER FORCE
SERVICE
AGREEMENT

Motion by Mr. Andrus, seconded by Mr. Rose, to authorize Manager Steff to enter into the service agreement with Flagger Force. 4/0.

AUTHORIZE
FLAGGER FORCE
AGREEMENT

Manager Steff presented a Land Use Agreement between the Authority and Terra Works for Board approval. Manager Steff explained that agreement is to allow Terra Works to store some materials on land owned by the Authority adjacent to the Baldwin Lift Station during performance of Contract #1 Oliver Road Gravity Sewer Replacement. The Authority requested to add language for restoration to have excess gravel removed, ruts addressed, and the area reseeded so it is mowable. Terra Works returned the agreement within the past 24 hours and there is no cost to the Authority. Manager Steff recommends that the Authority enter into the Land Use Agreement with Terra Works.

TERRA WORKS
LAND USE
AGREEMENT

Motion by Mr. Rose, seconded by Mr. Andrus, to enter into the Land Use Agreement with Terra Works. Vote 4/0.

APPROVE
LAND USE
AGREEMENT

Manager Steff reported that Abington Crest Lift Station footprint is not large enough for safe plowing and maintenance. Manager Steff explained that the maintenance vehicles must back out on to busy South Hill Road because they are unable to turn around and there is not enough room at the site to safely park a combination truck for regular maintenance. Manager Steff explained that the Authority should try to acquire additional property and relocate a power pole to expand the current parking area. Assistant Project Manager Hodge presented a slideshow to illustrate the problems and proposed solutions. Discussion ensued. The Board agreed that Manager Steff should begin work to try to acquire more land at the Abington Crest Lift Station site. Solicitor Joseph advised that a Board motion is not necessary at this time.

ABINGTON
CREST LIFT
STATION
FOOTPRINT

Manager Steff reported that the 2022 Ordinance Compliance Project is to enforce Township Ordinance 2015-02. Assistant Project Manager Hodge presented an overview of the project. The Township originally required homes within 150 feet of sewer to connect, but the Township now requires homes to connect if they are within 300 feet of the sewer. The Authority used GIS to identify properties between 150 feet and 300 feet. Authority records indicate that eight properties fall within 300 feet and have lateral stubs available; ten additional properties are beyond 300 feet and have lateral stubs available. Property owners beyond 300 feet will have the opportunity to prove that their on-lot

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systems are functioning but, unless they provide proof to the Authority, they will be required to connect. The proposed timeline for the project is to field verify stub locations in June 2022, send advanced notice to property owners in September 2022, issue connection notices in July 2023, and require that properties are connected by June 2024. Discussion ensued regarding the timing of the advanced notice proposed for September 2022. The Board requested to be notified if the advanced notices have not been mailed by September 2022.

2022 ORDINANCE
COMPLIANCE
PROJECT
(Cont.)

Motion by Mr. Marsh, seconded by Mr. Andrus, to proceed with advanced notices to 2022 Ordinance Compliance Project residents. Vote 4/0.

AUTHORIZE
ADVANCED
NOTICES

NEW BUSINESS

None.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:17 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor