

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JUNE 30, 2022**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:05 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; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Chad Yurismic, P.E., Greenman-Pedersen; and Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Michael Rose, Vice Chairman; Mark Welka, Treasurer. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the minutes of the May 26, 2022 Regular Business Meeting. Vote 3/0. 5/26/22 MINUTES

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 3/0. TREASURER'S REPORT

Motion by Mr. Marsh, seconded by Mr. Andrus, 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 he has mailed easement agreements to property owners related to the Lateral Assistance Project. Solicitor Joseph reported that the Erie County 911 Center on Flower Road and the Rock family have responded; four property owners have been unresponsive. Solicitor Joseph resent letters to Center City Investments and Kolesnichenko. Solicitor Joseph will send follow-up letters to Windsor Hospitality and Willow. LATERAL ASSISTANCE PROJECT EASEMENTS

Solicitor Joseph presented the Easement Agreement with the County of Erie for 2880 Flower Road. Solicitor Joseph recommended that the Board enter into the agreement and authorize Chairman Fette to sign on behalf of the Authority.

Motion by Mr. Andrus, seconded by Mr. Marsh, to enter into the Easement Agreement with the County of Erie for 2880 Flower Road and authorize Chairman Fette to sign. Vote 3/0. EASEMENT AGREEMENT 2880 FLOWER RD

Solicitor Joseph presented the Easement Agreement with Helen Rock for 2835 Flower Road. Solicitor Joseph recommended that the Board enter into the agreement and authorize Chairman Fette to sign on behalf of the Authority.

Motion by Mr. Andrus, seconded by Mr. Marsh, to enter into the Easement Agreement with Helen Rock for 2835 Flower Road and authorize Chairman Fette to sign. Vote 3/0. EASEMENT AGREEMENT 2835 FLOWER RD

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Solicitor Joseph reported that he sent an Act 1 notice to Calamar Enterprises regarding the escrow requirement for their project at 2400 Robison Road West. Solicitor Joseph explained that the Authority has incurred expenses on behalf of the Calamar Enterprises project. In April, Administrative Supervisor Haener-Schwab requested reimbursement, but Calamar has not paid. Solicitor Joseph notified Calamar Enterprises that the delinquent escrow will be liened against the property on July 20, 2022.

**CALAMAR
DELINQUENT
ESCROW**

Solicitor Joseph reported that he has reviewed the Mangold Assessment Agreement for the delinquent project assessment at 8330 Proctor Avenue. Solicitor Joseph explained that the agreement was revised to reflect that Mrs. Mangold has already started making payments. Solicitor Joseph deferred further discussion to the Manager's Report.

**MANGOLD
ASSESSMENT
AGREEMENT**

ENGINEER'S REPORT

Engineer Yurisc reported that he attended a project meeting for Oliver Road Gravity Sewer Replacement Contract #1 on June 24, 2022. Engineer Yurisc explained that the meeting was attended by Terra Works, Inc. and representatives from other utility agencies. Engineer Yurisc reported that the contractor plans to begin construction on July 11, 2022 and that construction should be complete by September 30, 2022. Engineer Yurisc explained that because the contractor is starting construction after the date in the Corrective Action Plan and the original contract deadline for substantial completion is June 30th, a change order is required to extend the contract timeline. Engineer Yurisc recommends that the Board approve a change order to extend the deadline for substantial completion from June 30, 2022 to September 30, 2022.

**OLIVER ROAD
GRAVITY
UPDATE**

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve a Change Order to extend the substantial completion deadline on Contract #1, Oliver Road Gravity Sewer Replacement from June 30, 2022 to September 30, 2022. Vote 3/0.

**APPROVE
CONTRACT #1
EXTENSION**

Engineer Yurisc reported that construction by Konzel Construction Co., Inc. is well underway on Oliver Road Forcemain Contract #2. Engineer Yurisc reminded the Board that Contract #2 is for the construction of a forcemain from the lift station to Robison Road. Engineer Yurisc reported that the contractor only has a couple of hundred feet of pipe left to install. Engineer Yurisc reported that he has reviewed two payment applications from Konzel Construction for Contract #2. Engineer Yurisc recommended that the Board approve Payment Application #1 in the amount of \$5,787.00 and Payment Application #2 in the amount of \$81,094.50 for a total of \$86,881.50 for work completed to date.

**OLIVER ROAD
FORCEMAIN
UPDATE**

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve Contract #2 Payment Applications 1 and 2 for a total payment of \$86,881.50 to Konzel Construction. Vote 3/0.

**APPROVE
CONTRACT #2
PAYMENT**

Engineer Yurisc reported that he has submitted a request to DEP to extend the deadline for the Oliver Road Corrective Action Plan from June 30, 2022 to October 15, 2022. Engineer Yurisc built in a small buffer in case the contractor runs slightly over the

**OLIVER ROAD
CORRECTIVE
ACTION PLAN**

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September 30, 2022 deadline discussed earlier. Engineer Yurisc is waiting on a response from DEP.

Engineer Yurisc reported that he worked with Manager Steff to prepare capacity analysis and exhibits for use by the Summit Township Supervisors in their request to Erie County for American Rescue Plan funding. AMERICAN RESCUE PLAN

Engineer Yurisc reported that he has reviewed the Component 3 Planning Module for the Kowalczyk-Allen Subdivision for eight new residential units on Robison Road, west of Hawick Road. Engineer Yurisc provided comments to Manager Steff. KOWALCZYK-ALLEN SUBDIVISION

Engineer Yurisc reported that he has prepared and submitted the PADOT Highway Occupancy Permit application for the proposed Kress residence at 9331 Peach Street. KRESS 9331 PEACH ST.

MANAGER'S REPORT

Manager Steff reported that he and Administrative Supervisor Haener-Schwab met with representatives from PNC Bank to review services and fees. Manager Steff recommends that the Authority should close the Act 203/57 Funds account and combine those funds with the Act 537 Fund. Manager Steff explained that combining the funds will reduce transfers and reduce bank fees. BANKING REVIEW

Motion by Mr. Marsh, seconded by Mr. Andrus, to close the Act 203/57 Account and transfer the funds to the Act 537 Account. Vote 3/0. CLOSE ACT 203/57 ACCOUNT

Manager Steff recommended that the Authority should enter into an Indemnification Agreement for Highway Occupancy Permit with New Motors, LP for the addition of a service bay and car wash at 8670 Peach Street. Manager Steff explained that the new addition includes a plan to connect to the sanitary sewer located in the PA DOT Right-of-Way.

Motion by Mr. Andrus, seconded by Mr. Marsh, to enter into the Indemnification Agreement for Highway Occupancy Permit with New Motors, LP. Vote 3/0. NEW MOTORS INDEMNIFICATION AGREEMENT

Manager Steff recommended that the Authority should enter into an Indemnification Agreement for Highway Occupancy Permit with Daniel Kress for a proposed new residence at 9331 Peach Street. Manager Steff explained that the new single-family residence will connect via a lateral underneath Route 19.

Motion by Mr Andrus, seconded by Mr. Marsh, to enter into the Indemnification Agreement for Highway Occupancy Permit with Daniel Kress. Vote 3/0. KRESS INDEMNIFICATION AGREEMENT

Manager Steff requested Board authorization to proceed with the Ennis Sewer Rehab Project. Manager Steff explained that the project will consist of spot repairs to the collapsing and damaged 8" diameter vitrified clay tile sewers in the Ennis Subdivision. Manager Steff explained that there are six locations, totaling five-hundred thirty linear ENNIS SEWER REHAB PROJECT

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feet and eleven wye replacements. Manager Steff advised the Board that the Engineer's Estimate of Probable Cost for the Ennis Sewer Rehab Project is \$220,000.00.

Motion by Mr. Andrus, seconded by Mr. Marsh, to proceed with the Ennis Sewer Rehab Project. Vote 3/0.

**AUTHORIZE
ENNIS SEWER
REHAB PROJECT**

Manager Steff recommended that the Authority enter into an Assessment Settlement Agreement with Michael and Tammy Mangold for the delinquent assessment at 8330 Proctor Avenue. Manager Steff explained that the balance due for the Mangold Assessment was \$14,513.54 on May 31, 2022. Manager Steff explained that the agreement with the Mangolds will reduce the amount due to \$11,000.00 as of May 31, 2022. Manager Steff added that Tammy Mangold has already made two payments that will be applied toward the assessment under the new agreement. Manager Steff explained that the Mangolds will make monthly payments of \$125.00 for ten years, and a 6.25% annual interest rate will apply (also see Regular Business Meeting Minutes of January 27, 2022). Manager Steff added that the Authority will keep the lien in place until the Mangolds have paid in full.

**MANGOLD
ASSESSMENT
SETTLEMENT
AGREEMENT**

Motion by Mr. Andrus, seconded by Mr. Marsh, to enter into the Assessment Settlement Agreement with Tammy Mangold. Vote 3/0.

**APPROVE
SETTLEMENT
AGREEMENT**

Manager Steff recommended that the Board should enter an executive session to discuss the Annual Employee Reviews.

Motion by Mr. Marsh, seconded by Mr. Andrus, to enter into an Executive Session at 9:28 a.m. to discuss personnel matters. Vote 3/0.

**EXECUTIVE
SESSION**

Chairman Fette reconvened the meeting to regular session at 11:05 a.m.

Manager Steff reported that the drafted budget for Fiscal Year 2022 – 2023 was distributed to all Board Members prior to the meeting. Manager Steff explained that the budget includes the proposed employee wage increases. Manager Steff further explained that the budget does not include a rate increase for the next fiscal year. Manager Steff recommended that the Board should adopt the 2022 – 2023 Fiscal Year Budget.

**FISCAL YEAR
2022 – 2023
BUDGET**

Motion by Mr. Andrus, seconded by Mr. Marsh, to adopt the Annual Budget for Fiscal Year 2022 – 2023 as drafted. Vote 3/0.

**ADOPT
2022 – 2023
BUDGET**

Manager Steff recommended that the Authority should purchase a closed-circuit televising sewer camera. Manager Steff described the equipment as a Ques plus push-camera with SONDE beacon. Manager Steff explained that Operations Foreman McAtee obtained three quotes as required by the Pennsylvania Department of Labor and Industry for purchases between \$11,800 and \$21,900. Manager Steff explained that the quotes obtained were as follows: Ridgid, \$17,260; The Safety Company, LLC via COSTARS, \$16,568.92; Hathorn H12, \$11,070. Although Hathorn was the lowest price quote, Hathorn was not responsive to questions from the Authority about the product. Therefore,

**PURCHASE
PUSH-CAMERA**

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Manager Steff and Operations Foreman McAtee recommend purchasing a push-camera through COSTARS.

Motion by Mr. Marsh, seconded by Mr. Andrus, to purchase a 228-MP Plus MTech Push Camera from The Safety Company, LLC through COSTARS for \$16,568.92. Vote 3/0.

**AUTHORIZE
PUSH-CAMERA
PURCHASE**

Manager Steff reported that the Authority has purchased a used Trimble Geo 7X Handheld GPS with Range Finder for \$3,500.00. Manager Steff explained that the Trimble will enable the Operations Staff to stay safely out of the trench to obtain elevation information. Chairman Fette agreed that he is in favor of purchasing the used Trimble to keep the Operations Staff out of the trenches as much as possible.

**USED TRIMBLE
PURCHASED**

NEW BUSINESS

None.

With no further business to come before the Board, Mr. Andrus motioned to adjourn, seconded by Mr. Marsh. Vote 3/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 11:11 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor