

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
JULY 28, 2022**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:08 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

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

Motion by Mr. Marsh, seconded by Mr. Welka, to approve the minutes of the June 30, 2022 Regular Business Meeting. Vote 3/0. 6/30/22 MINUTES

Motion by Mr. Marsh, seconded by Mr. Welka, 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

Mr. Andrus joined the meeting at 9:11 a.m.

**SOLICITOR'S REPORT**

Solicitor Joseph updated the Board regarding easement agreements with property owners related to the Lateral Assistance Project. Solicitor Joseph reported that the Willows have signed an easement agreement. Solicitor Joseph reported that an issue with the Rock Easement required Mrs. Rock to re-sign and has resolved. Solicitor Joseph sent a second letter to Center City Investments and Kolesnichenko, each letter established the deadline of August 1, 2022 to respond before condemnation proceedings will begin. LATERAL ASSISTANCE PROJECT EASEMENTS

Solicitor Joseph presented the Easement Agreement with John and Julie Willow for 7221 Edinboro Road. Manager Steff explained that the easement area is small and non-buildable. Solicitor Joseph recommended that the Board enter into the agreement and authorize Vice Chairman Rose to sign on behalf of the Authority. APPROVE EASEMENT AGREEMENT 7221 EDINBORO RD

Motion by Mr. Welka, seconded by Mr. Marsh, to enter into the Easement Agreement with John and Julie Willow for 7221 Edinboro Road. Vote 4/0.

Solicitor Joseph recommended that the Board should make a new motion to enter into an Indemnification Agreement for Highway Occupancy Permit with New Realty, LP for the addition of a service bay and car wash at 8670 Peach Street. Solicitor Joseph explained that the signatory on the agreement approved last month was incomplete because it did not include New Realty GP, LLC, the general partner of New Realty, LP. NEW REALTY 8670 PEACH ST

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Motion by Mr. Andrus, seconded by Mr. Marsh, to enter into the Indemnification Agreement for Highway Occupancy Permit with New Motors, LP by New Realty GP, LLC. Vote 4/0.

APPROVE NEW  
MOTORS  
INDEMNIFICATION  
AGREEMENT

Solicitor Joseph reported that the Kowalczyk-Allen Developer Agreement was revised. Solicitor Joseph deferred further discussion to the Manager's Report.

KOWALCZYK-  
ALLEN  
SUBDIVISION

Solicitor Joseph reported that he reviewed a proposed cost-sharing agreement between the Sewer and Water Authorities for meter reading costs. Solicitor Joseph provided comments to Manager Steff and Administrative Supervisor Haener-Schwab.

STWA COST  
SHARING  
AGREEMENT

**ENGINEER'S REPORT**

Engineer Yurisc reported that Oliver Road Forcemain Contract #2 with Konzel Construction Co., Inc. is nearly complete. Engineer Yurisc described that the main part of the contract has been completed. All the pipe has been tested and accepted. Only minor work remains.

OLIVER ROAD  
FORCEMAIN

Engineer Yurisc reported that Oliver Road Gravity Sewer Replacement Contract #1 will begin construction on August 1, 2022. Engineer Yurisc explained that the start date was further delayed by an issue with National Fuel Gas and PA One Call that is now resolved.

OLIVER ROAD  
GRAVITY

Engineer Yurisc reported that Oliver Road Lift Station Contract #3 has experienced delays due to long lead time on materials, particularly generators. Engineer Yurisc relayed that the lift station is expected to be delivered in August or September. In response to Board concerns about price inflation, Engineer Yurisc advised that the Authority's contract price is fixed. Engineer Yurisc added that the contract will likely require a time extension.

OLIVER ROAD  
LIFT STATION

Engineer Yurisc reported that he has transmitted the Second Quarter 2022 Oliver Road Corrective Action Plan report to the DEP.

OLIVER ROAD  
2Q 2022 CAP

**MANAGER'S REPORT**

Manager Steff recommends that the Authority enter into the Meter Reading Cost Sharing Agreement with the Summit Township Water Authority. Manager Steff explained that the agreement provides terms for a 50/50 split between the Authorities for the cost of equipment, software license fees, hosting fees, cellular fees, and labor incurred to read water meters when the data is used by both agencies. Specifically, the Water Authority is requesting to share the cost of a subscription with Badger Meter to host cellular meter readings and the personnel costs of an STWA employee as they read shared meters. The Sewer Authority will reimburse the Water Authority after the costs are incurred and the Water Authority will provide meter readings to the Sewer Authority by the 7th of each month, or the next business day if the 7<sup>th</sup> falls on a holiday or weekend.

METER READING  
COST SHARING  
WITH STWA

Motion by Mr. Marsh, seconded by Mr. Andrus, to enter into the Meter Reading Cost Sharing Agreement with the Summit Township Water Authority. Vote 4/0.

APPROVE STWA  
COST SHARING  
AGREEMENT

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Manager Steff recommended that the Authority enter into a revised Developer Agreement for the Kowalczyk-Allen Subdivision, a proposed two-phase, eight-unit residential development on Robison Road. Manager Steff explained that Lake Erie Premier Properties, LLC owns the subject property but the previous agreement mistakenly named Kowalczyk-Allen Subdivision, LLC as the owner in the agreement.

KOWALCZYK-  
ALLEN  
SUBDIVISION  
DEVELOPER  
AGREEMENT  
APPROVED

Motion by Mr. Welka, seconded by Mr. Marsh, to enter into a Developer Agreement for the Kowalczyk-Allen Subdivision with Lake Erie Premier Properties, LLC. Vote 4/0.

Manager Steff recommended that the Authority enter into a Temporary Lateral Connection Agreement and a Reimbursement Agreement with Ramona Mysnyk for 1151 Townhall Road West. The agreements have been delivered to Mrs. Mysnyk, but she has not signed yet. Manager Steff notified the Board that time is of the essence because the house is listed for sale. In accordance with the Pennsylvania Municipal Authorities Act, the Reimbursement Agreement provides for the pro rata cost sharing of any connections into the low-pressure force main constructed by Mysnyk. Mysnyk will be reimbursed even if she is no longer the owner. The agreement lasts for ten years, and the Authority can collect a 5% handling fee for the duration of the agreement. The Temporary Lateral Connection Agreement provides that since Mysnyk is an existing customer that she will not be charged to connect to any future public sanitary sewer extensions constructed by the Sewer Authority. Mysnyk would be obligated to pay for inspection upon reconnection. Future property owners would be subject to project fees associated with a future public sanitary sewer extension, and the fees would be reduced by the 2022 tap fees paid by Mysnyk. Manager Steff recommends that the Board conditionally authorize the agreements, contingent on Mrs. Mysnyk counter-signing.

MYSNYK  
1151 TOWNHALL  
ROAD WEST

Motion by Mr. Marsh, seconded by Mr. Andrus, to enter into the Reimbursement Agreement with Ramona Mysnyk for 1151 Townhall Road West, on the condition that Mrs. Mysnyk signs the agreement. Vote 4/0.

CONDITIONALLY  
APPROVE  
MYSNYK  
REIMBURSEMENT

Motion by Mr. Marsh, seconded by Mr. Andrus, to enter into the Temporary Lateral Connection Agreement with Ramona Mysnyk for 1151 Townhall Road West, on the condition that Mrs. Mysnyk signs the agreement. Vote 4/0.

CONDITIONALLY  
APPROVE  
MYSNYK  
TEMPORARLY  
LATERAL

Manager Steff reported that following a review services and fees at PNC Bank, representatives from PNC Bank recommended that the Authority should reactivate the sweep of General Funds from checking to an interest-bearing account. Administrative Supervisor Haener-Schwab explained that the Authority used to use the sweep service several years ago, but as the interest rates decreased, the fees became greater than the earnings on the sweep; now that interest rates are going back up, it is worthwhile to reactivate the sweep. Manager Steff recommends that the Board should authorize Vice Chairman Rose to sign the forms to activate the sweep services at PNC Bank.

PNC BANK  
GENERAL FUNDS  
SWEEP

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Motion by Mr. Marsh, seconded by Mr. Andrus, to authorize the PNC Bank sweep service for the General Fund. Vote 4/0.

AUTHORIZE  
PNC BANK  
GENERAL FUNDS  
SWEEP

**NEW BUSINESS**

None.

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

ADJOURNMENT

Vice Chairman Rose adjourned the meeting at 9:38 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab  
Administrative Supervisor