

**SUMMIT TOWNSHIP SEWER AUTHORITY
REORGANIZATIONAL MEETING
JANUARY 26, 2023**

The re-organizational meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:02 A.M. by Chairman Chris Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania.

CALL TO ORDER

Present: Chris Fette, Chairman; Laban Marsh, Secretary; Michael Andrus, Assistant Secretary; William C. Steff, P.E., Manager; George Joseph, The Quinn Law Firm; Jeffrey L. Kordes, P.E., Greenman-Pedersen, Inc.; Chris Hodge, Assistant Project Manager, and Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Michael Rose, Vice Chairman; Mark Welka, Treasurer.

ROLL CALL

Chairman Fette welcomed new consulting engineer, Jeff Kordes, of Greenman-Pedersen.

Chairman Fette opened the floor for nominations to the positions of: Chairman, Vice Chairman, Secretary, Assistant Secretary, and Treasurer for the 2023 calendar year.

Motion by Mr. Marsh, seconded by Mr. Andrus to appoint Mr. Fette as Chairman. Vote 3/0.

CHAIRMAN

Motion by Mr. Marsh, seconded by Mr. Andrus to appoint Mr. Michael Rose as Vice Chairman. Vote 3/0.

VICE CHAIRMAN

Motion by Mr. Andrus, seconded by Mr. Marsh to appoint Mr. Laban Marsh as Secretary. Vote 3/0.

SECRETARY

Motion by Mr. Marsh, seconded by Mr. Andrus to appoint Mr. Andrus as Assistant Secretary. Vote 3/0.

ASS'T
SECRETARY

Motion by Mr. Andrus, seconded by Mr. Marsh to appoint Mr. Welka as Treasurer. Vote 3/0.

TREASURER

Chairman Fette opened the floor for nominations of two board members to the personnel committee for the 2023 calendar year.

PERSONNEL
COMMITTEE

Motion by Mr. Marsh, seconded by Mr. Andrus to appoint Mr. Marsh and Mr. Andrus to the personnel committee. Vote 3/0.

Chairman Fette opened the floor for nominations of two board members to the special project finance committee for the 2023 calendar year.

SPECIAL
PROJECT
FINANCE
COMMITTEE

Motion by Mr. Marsh, seconded by Mr. Andrus, to appoint Mr. Marsh and Mr. Andrus to the special project finance committee. Vote 3/0.

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Chairman Fette opened the floor for nominations of two board members to the audit committee for the 2023 calendar year.

Motion by Mr. Marsh, seconded by Mr. Andrus to appoint Mr. Welka and Mr. Marsh to the audit committee. Vote 3/0.

AUDIT
COMMITTEE

Chairman Fette stated that appointments for solicitor and engineer needed to be made for the 2023 calendar year.

Motion by Mr. Marsh, seconded by Mr. Andrus to appoint George Joseph, of the Quinn Law Firm as the Solicitor for 2023 in accordance with the rate schedule to be filed at the Authority office. Vote 3/0.

SOLICITOR

Motion by Mr. Andrus, seconded by Mr. Marsh to appoint Jeffrey L. Kordes, P.E., Greenman-Pedersen, Inc., as the Authority Engineer for 2023 in accordance with the rate schedule to be filed at the Authority office. Vote 3/0.

ENGINEER

Chairman Fette stated that the Authority's depositories needed to be named and the recommendation is to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2023.

Motion by Mr. Marsh, seconded by Mr. Andrus to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2023. Vote 3/0.

DEPOSITORIES

Chairman Fette stated that the Authority overhead rate must be set for 2023. In response to a question from Mr. Marsh, Administrative Supervisor Haener-Schwab stated that the overhead rate in calendar year 2022 was \$41.00 per hour.

Motion by Mr. Marsh, seconded by Mr. Andrus, to establish that the overhead rate for 2023 is \$45.00/hour. Vote 3/0.

ESTABLISH
OVERHEAD RATE
\$45.00/HR

Chairman Fette informed the Board that the Authority's office hours and meeting dates for 2023 needed to be established. In response to a question from Mr. Andrus, Administrative Supervisor Haener-Schwab responded that there has never been a complaint from the residents about the office hours.

Motion by Mr. Marsh, seconded by Mr. Andrus to set the office hours for 2023 as 8:00 a.m. to 4:00 p.m., Monday through Friday. Authority hours may be altered to reflect special circumstances. Vote 3/0.

OFFICE HOURS

Motion by Mr. Andrus, seconded by Mr. Marsh to set the meeting date and time as the last Thursday of each month at 9:00 a.m. except for the following: The March meeting will be held March 23, 2023, due to a training conference. The December meeting will be held on December 21, 2023, due to Christmas. Vote 3/0.

REGULAR
MEETINGS
TIME & DATES

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:10 a.m.

Respectfully submitted,

Caitlyn Haener-Schwab
Administrative Supervisor