

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JANUARY 26, 2023**

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; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Jeff Kordes, P.E., Greenman-Pedersen; Chris Hodge, Assistant Project Manager; and Caitlyn Haener-Schwab, Administrative Supervisor. Absent: Michael Rose, Vice Chairman; Mark Welka, Treasurer. Visitor: none.

ROLL CALL

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

12/22/22
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 the Temporary Lateral Connection Agreement and the Reimbursement Agreement with Ramona Mysnyk for 1151 Townhall Road West were recorded at the Erie County Courthouse on December 29, 2022.

MYSNYK
(1151
TOWNHALL
ROAD WEST)

Solicitor Joseph reported that he has been working on the Developer Agreement with the Pennsylvania State Police. Solicitor Joseph reported that he provided changes to the assistant counsel in the Department of General Services on January 5, 2023, and he is waiting for their response. Solicitor Joseph explained that the last issue to resolve is how the state will pay for expenses incurred by the Authority related to the project, since the state will not keep an escrow balance on account with the Authority.

PA STATE
POLICE
DEVELOPER
AGREEMENT

ENGINEER'S REPORT

Engineer Kordes reported that Konzel Construction has installed 300 feet of sewer under the Old Perry Relief Sewer Contract 2022-01. Engineer Kordes reported that the bid packet for the electrical work is nearly complete. Engineer Kordes estimated that the electrical contract will be ready to bid in March and award in April 2023. In response to a question from Chairman Fette, Manager Steff responded that Konzel has been installing sewer using the open-cut method and construction has been going smoothly. Manager Steff reported that traffic control has generated a couple of calls to the Authority, and the Authority is working with the contractor to minimize disruption for local residents.

OLD PERRY
RELIEF
CONTRACT

Engineer Kordes reported that he is working on reviewing submittals from Konzel Construction for Contract 2022-03 Connection Assistance Project.

CONNECTION

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Engineer Kordes reported that Terra Works was cleared by PennDOT to open-cut on Peach Street and their traffic control plan has been approved pursuant to Change Order #2 for Oliver Road Gravity Sewer Replacement Project Contract #1. Engineer Kordes explained that Terra Works has sourced 15" pipe. Engineer Kordes added that Terra Works will provide a pipe inspection schedule to investigate defective pipe.

OLIVER ROAD
GRAVITY
CONTRACT

In response to a request for an update from Chairman Fette, Manager Steff responded that he has not had any new communication with Plastikos regarding a sewage backup at 8165 Hawthorne Drive. (see Regular Business Meeting of December 22, 2022)

PLASTIKOS
BACKUP

Engineer Kordes reported that GPI is drafting a letter to the PA DEP Watershed Program Manager regarding the monitoring obligations under the New Road Wetlands Mitigation Consent Order and Agreement dated December 14, 2016. During the five-year monitoring period, GPI has submitted five annual Fall season inspection reports and three Spring season reports as required. Engineer Kordes explained that each monitoring report demonstrated progress in compliance within the requirements. Engineer Kordes advised that the DEP could extend the monitoring period in some circumstances. Via letter, Rick Dodds, Environmental Scientist, GPI, will request that the PA DEP determine that the permit requirements under the consent order are complete.

NEW ROAD
WETLANDS
MONITORING

MANAGER'S REPORT

Manager Steff requested Board authorization to institute per diem payments to employees to cover costs incurred during a business trip. Manager Steff explained that his intent is to minimize the administration of reimbursements for the PA Rural Water Association annual training/conference held in State College, Pennsylvania. Manager Steff proposed that the Authority should establish a per diem for Meals & Incidentals Expense (M&IE) following the rate published in the guidelines through the Federal General Services Administration (GSA). Manager Steff recommended that the Authority should use the M&IE rate established for the destination and date of travel as updated by the GSA. Manager Steff explained that the per diem would be added to the employee's first payroll check following the event and any amount spent over that amount will be an out-of-pocket expense for the employee. Discussion ensued.

M&IE PER DIEM

Motion by Mr. Marsh, seconded by Mr. Andrus, to adopt the rates published by the GSA to cover per diem meals and incidentals for employees when they travel for business and training. Vote 3/0.

ADOPT GSA PER
DIEM FOR M&IE

Manager Steff reported that the quotation and bid rates established by the Pennsylvania Department of Labor and Industry are adjusted each year effective January 1. Manager Steff reminded the Board that the Asset Capitalization policy has adopted the quotation rate as the threshold at which the Manager must seek prior approval from the Board to make a purchase. For 2023, the minimum quotation threshold is \$12,200 and the formal bidding is required for purchases and contracts over \$22,500.

PA DOL
QUOTATION &
BID
THRESHOLDS

Manager Steff presented a recap of 2022-2023 projects. Discussion ensued.

PROJECT RECAP

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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 10:33 a.m.

Respectfully submitted by,

Caitlyn Haener-Schwab
Administrative Supervisor