

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
MARCH 23, 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; Michael Rose, Vice Chairman; Laban Marsh, Secretary; Mark Welka, Treasurer; Michael Andrus, Ass't Secretary; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Jeff Kordes, P.E., Greenman-Pedersen; and Caitlyn Haener-Schwab, Administrative Supervisor. Visitors: None.

ROLL CALL

Motion by Mr. Rose, seconded by Mr. Andrus, to approve the minutes of the February 23, 2023, Regular Business Meeting. Vote 5/0.

2/23/23 REGULAR  
MINUTES

Motion by Mr. Welka, seconded by Mr. Andrus, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 5/0.

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 5/0.

EXPENDITURES

**SOLICITOR'S REPORT**

Solicitor Joseph reported that he has been working on the Developer Agreement with the Pennsylvania State Police. Solicitor Joseph reported that the final draft of the agreement has been approved by the assistant counsel in the Department of General Services, and all issues have been resolved. Solicitor Joseph explained that the final agreement is a nonstandard Developer Agreement because the standard escrow, indemnification, and public dedications provisions were removed and different provisions to protect the Authority were inserted. Manager Steff added that although the Commonwealth would not agree to publicly dedicate a proposed new manhole, at the conclusion of the project the Authority will acquire the manhole because it will have been installed in the public right-of-way. Solicitor Joseph advised that the Commonwealth Department of General Services has ratified the agreement, but the Authority is asked to sign the agreement before it can be ratified by the Office Chief Counsel for the Pennsylvania State Police, Office of the Attorney General, and Office of General Counsel. Solicitor Joseph recommends that the Board enter into the agreement with nonstandard terms due to the special circumstances of doing business with the State and the new terms added to protect the Authority. Manager Steff recommended that the Board enter into the agreement in consideration of the high community desire to situate the Pennsylvania State Police Headquarters in Summit Township.

PA STATE  
POLICE  
DEVELOPER  
AGREEMENT

Motion by Mr. Marsh, seconded by Mr. Rose, to enter into the nonstandard Developer Agreement with the Commonwealth of Pennsylvania for the proposed Pennsylvania State Police Headquarters at 8355 Oliver Road. Vote 5/0.

APPROVE PSP  
DEVELOPER  
AGREEMENT

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Solicitor Joseph reported that he has been working with Manager Steff on a request from Penelec to grant an easement at the former Robison Road Lift Station Property. Manager Steff explained that the proposed aerial easement would grant rights to Pennsylvania Electric Company and Mid-Atlantic Interstate Transmission, LLC to erect, inspect, operate, replace, repair, patrol, and permanently maintain overhead aerial facilities for distribution of electric current and communications; the easement will encumber 966 square feet on the western side of the former Robison Road Lift Station site. Solicitor Joseph added that the easement will prevent the Authority from building within it and clarified that the Authority will be able to build right up to the easement. Manager Steff confirmed and added that the Authority currently maintains a manhole on the property. Manager Steff added that there is no foreseeable need to reinstall a lift station at the site, but granting the easement would not prevent the Authority from doing so in the future.

**ROBISON ROAD  
EASEMENT**

Motion by Mr. Rose, seconded by Mr. Marsh, to enter into an easement agreement with Pennsylvania Electric Company and Mid-Atlantic Interstate Transmission, LLC at the former lift station site on Robison Road, east of Route 97 by Walnut Creek. Vote 5/0.

**GRANT  
EASEMENT TO  
PENELEC**

Solicitor Joseph reported that he advised the Authority regarding the Pennsylvania Department of Labor & Industry bidding thresholds for 2023. Solicitor Joseph explained that purchases and contracts over \$12,200 require three written quotes and formal bidding is required over \$22,500; the Act also prohibits splitting quotes for the purpose of gaining competitive advantage. Solicitor Joseph explained that the quotes obtained for the building maintenance project to waterproof the exterior masonry were for cleaning and application of coating provided by the Authority; Manager Steff sought advice on the interpretation of Section 5614 of the Municipal Authorities Act because the combined costs of the labor and waterproof coating were originally slightly over the bidding threshold. The Authority plans to purchase the waterproof coating directly from Sherwin Williams, separate from the quotes for application labor. Solicitor Joseph advised that the Authority can proceed without formally bidding the project as long as the Authority stays under the bidding threshold for the combined cost of the materials and labor. Manager Steff added that updated quotes from Sherwin Williams reflect a newly applied discount, meaning that the total combined cost of the materials and labor are under the bidding threshold.

**BUILDING  
MAINTENANCE  
PROJECT:  
EXTERIOR  
WATERPROOF  
COATING**

Solicitor Joseph reports that he has been working on removing liens on delinquent accounts with Billing Clerk McCaslin. The delinquent balance at 1775 Townhall Road (Ethridge) was paid in full prior to a lien being placed. Solicitor Joseph started the process to remove the lien on 2400 Robison Road (Calamar) because the delinquent developer escrow charges were paid in full.

**LIENS**

**ENGINEER'S REPORT**

Engineer Kordes reported that on March 1, 2023, Konzel Construction was approximately sixty-percent complete with the Old Perry Relief Sewer Contract 2022-01. Engineer Kordes reports that the progress has been on hold since March 9th because Konzel is waiting on materials. Engineer Kordes relayed that the GPI inspector has indicated that the project is going smoothly. Engineer Kordes has reviewed Payment

**OLD PERRY  
RELIEF  
CONTRACT  
2022-01**

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Application #2 and recommends that the Board approve payment to Konzel Construction in the amount of \$210,355.20.

Motion by Mr. Rose, seconded by Mr. Andrus, to approve Payment Application #1 by Konzel Construction for Old Perry Relief Sewer Contract 2022-01 in the amount of \$210,355.20. Vote 5/0.

APPROVE PMT #1  
OLD PERRY  
RELIEF  
CONTRACT

Engineer Kordes reported that Konzel Construction has nearly completed half of the construction under Connection Assistance Project Contract 2022-03. Engineer Kordes reported that Konzel has completed fifteen laterals and the GPI inspector has indicated that the project is going smoothly. Accordingly, Engineer Kordes has reviewed Payment Application #1 and recommends that the Board approve payment to Konzel Construction in the amount of \$65,016.00.

CONNECTION  
ASSISTANCE  
CONTRACT 22-03

Motion by Mr. Rose, seconded by Mr. Andrus, to approve Payment Application #1 by Konzel Construction for Connection Assistance Project Contract 2022-03 in the amount of \$65,016.00. Vote 5/0.

APPROVE PMT #1  
CONNECTION  
ASSISTANCE

Engineer Kordes reported that Terra Works has started planning to televisize the defective pipe under Oliver Road Gravity Project Contract #1. Terra Works is planning to contract with Ravan Air, Conneaut Lake, PA. Terra Works submitted that Ravan will use a CUES AMP, an autonomous, gyroscopic-based pipeline mapping system, to determine the geospatial location of sewer lines. Discussion ensued. Engineer Kordes emphasized that there are remaining questions about the cost of the investigation and the timeline. Manager Steff added that Terra Works has not submitted any plans regarding the investigation into partial realignment near the Country Inn (8040 Oliver Road).

OLIVER ROAD  
GRAVITY  
CONTRACT:  
INVESTIGATION

Engineer Kordes reminded the Board that at the February Regular Business Meeting, the Board approved Payment Application #1 to Ray Showman under the Oliver Road Pump Station Replacement Contract #3 once Showman met certain conditions. Showman is required to provide: (1) a schedule of value; (2) proof of insurance; and (3) certification that there are no liens on the materials in the payment request. Engineer Kordes reported that Showman has not met the conditions, so payment has not been released. Engineer Kordes has been communicating with Showman about how to satisfy the requirements.

OLIVER ROAD  
PUMP STATION  
CONTRACT

Engineer Kordes reported Rick Dodds of GPI has scheduled to tour the New Road Wetlands Mitigation site with a representative from the PA DEP Watershed Program in May when the vegetative growth will be more observable.

NEW ROAD  
WETLANDS

Engineer Kordes reported that he has completed the Act 57 Schedule of Fees update. The March 2023 Act 57 Schedule of Fees was distributed to all Board Members prior to the meeting.

**MANAGER'S REPORT**

Manager Steff reported that he worked with Engineer Kordes to update the Act 57 Schedule of Fees for March 2023. Manager Steff reported that this update included a considerable review of historical information. Manager Steff reported that there were

ACT 57 UPDATE

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increases due to increases in the replacement values based on increases in the Engineering News Record Construction Cost Indexes and the increases in Authority equity. The average percentage increase in each subsystem averages: Route 19 +5.69%; Route 97 +5.88%; and Route 99 +5.69%. Manager Steff recommends that the Board adopt the updated Act 57 Schedule of Fees for March 2023 as prepared by GPI.

ACT 57 UPDATE  
(Cont.)

Motion by Mr. Rose, seconded by Mr. Marsh, to adopt the Act 57 Schedule of Fees updated March 2023. Vote 5/0.

ADOPT ACT 57  
MARCH 2023

Manager Steff reported that Operations Foreman McAtee has obtained quotations for both materials and labor for the cleaning and application of waterproofing at the Authority office building. Manager Steff reported that the Authority has obtained a materials quote from Sherwin Williams for Chemtrete PB-100 for approximately 155 gallons at \$67.22 per gallon, so the estimated total for materials will be \$10,419.10. Manager Steff recommends that the Board approve the purchase of materials from Sherwin Williams.

MAIN  
BUILDING:  
WATERPROOF  
COATING

Motion by Mr. Rose, seconded by Mr. Marsh, to approve the purchase of Chemtrete PB-100 from Sherwin Williams for approximately 155 gallons at \$67.22 per gallon, an approximate total of \$10,419.10. Vote 5/0.

APPROVE  
WATERPROOF  
COATING

Manager Steff reported that Operations Foreman McAtee has obtained three quotations for labor to clean the exterior masonry, caulk, seal, and apply waterproofing at 8890 Old French Road. Manager Steff reported that the quotations were as follows: Northwest Restoration, \$11,500.00; Antonio and Son Contracting, \$19,125.60; and Braendel Services, Inc., \$19,875.00. Manager Steff recommends awarding the job to the lowest quotation, Northwest Restoration.

CLEANING AND  
APPLICATION  
QUOTES

Motion by Mr. Rose, seconded by Mr. Welka, to award Northwest Restoration a contract in the amount of \$11,500.00 for labor to clean the exterior masonry, caulk, seal, and apply waterproofing at 8890 Old French Road. Vote 5/0.

AWARD  
APPLICATION  
CONTRACT

Manager Steff reported that he submitted the annual Chapter 94 Municipal Waste Load Management Report to Donald Heikkila, P.E., Ruppert Mielke Engineering. Manager Steff explained that the information provided by the Authority and all the tributary municipalities is integrated into the Erie Sewer Authority report.

ANNUAL  
CHAPTER 94  
REPORT

**NEW BUSINESS**

With no further business to come before the Board, Mr. Rose motioned to adjourn, seconded by Mr. Marsh. Vote 5/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:02 a.m.

Respectfully submitted by,  
Caitlyn Haener-Schwab  
Administrative Supervisor