

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
DECEMBER 21, 2023**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:00 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, Asst. Secretary; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Jeff Kordes, P.E., Greenman-Pedersen; Chris Hodge, Asst. Project Manager/GIS Technologist; and Caitlyn Haener, Administrative Supervisor. Visitors: None.	ROLL CALL
Motion by Mr. Rose, seconded by Mr. Andrus, to approve the minutes of the November 30, 2023, Regular Business Meeting. Vote 5/0.	11/30/23 MINUTES
Motion by Mr. Welka, seconded by Mr. Rose, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 5/0.	TREASURER'S REPORT
Motion by Mr. Marsh, seconded by Mr. Welka, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 5/0.	EXPENDITURES
Regarding the Expenditure Report: Mr. Marsh asked why the Route 99 Lift Station maintenance costs have exceeded the budget. Asst. Project Manager Hodge responded that testing by W.C. Weil revealed that the station was not performing well, and the reason is because the pump motors are old. The Authority replaced one pump and has ordered a second pump. Asst. Project Manager Hodge explained that the second pump will be replaced once the order arrives. Asst. Project Manager Hodge explained that it is not always foreseeable when a pump will need replaced. Often underperforming pumps are still serviceable.	RT 99 LIFT STATION MAINTENANCE
Regarding development near Hershey and Edinboro Roads, Mr. Marsh began a discussion about the Authority's policy that property developers must extend sewers to their far property line. Several potential sewer extension configurations for the intersection were discussed. The Board expressed support for the continuation of the policy.	FAR-PROPERTY LINE RULE
SOLICITOR'S REPORT Solicitor Joseph reported that the Interjurisdictional Agreement between the Authority and the McKean Township Supervisors regarding the connection of the Banister property (3301 Flower Road in McKean) has been recorded at the Erie County Courthouse.	MCKEAN AGREEMENT RECORDED
Solicitor Joseph reported that he has been working with Manager Steff and National Fuel Gas to work out the details of a temporary lateral agreement. Solicitor Joseph added that NFG Attorney Dominick Sisinni asked the Authority to provide the tap fee that will be in effect five years from now. Solicitor Joseph explained that predicting future tap fees is	NATIONAL FUEL 520 ROBISON RD

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not possible because there are many variables impacting each incremental adjustment and any additional project fees that might apply in the future are not yet known.

NATIONAL FUEL
(Cont.)

Solicitor Joseph stated that at the November 30, 2023, Regular Business Meeting, the Board adopted revisions to the Personnel Code. Solicitor Joseph reported that during the red-lining process, when multiple drafts were exchanged, some language was inadvertently changed, resulting in unintended changes to the vacation benefits section. Solicitor Joseph has drafted a clarification to update the November 30, 2023, Personnel Code with a correct statement of the benefits intended and examples to illustrate how the policy will be applied. Solicitor Joseph and Manager Steff have reviewed the drafted correction to the November 30, 2023, vacation policy and a copy of the proposed change was transmitted to all Board members for review prior to the meeting.

PERSONNEL
CODE
VACATION
ERROR

Motion by Mr. Rose, seconded by Mr. Andrus, to approve the correction of the vacation policy in the November 30, 2023, Personnel Code as drafted by Solicitor Joseph and presented by Manager Steff. Vote 5/0.

APPROVE
VACATION
POLICY
CORRECTION

ENGINEER'S REPORT

Engineer Kordes reported that Konzal Construction has installed three air valves north of the Route 97 Lift Station under the Old Perry Highway Relief Contract 1. Engineer Kordes reported that one has been inspected by Greenman-Pedersen. Asst. Project Manager Hodge added that two of the three air valves are operational and testing is underway; the third air valve will be tested in the new year after sufficient data on the first two valves has been collected.

OLD PERRY
AIR VALVES

Engineer Kordes reported that, under the Old Perry Highway Relief Contract 1, the parshall flume issue is ongoing. Engineer Kordes reported that tests will be performed to measure the velocity of the flow, and TechSmith will provide meter data for the flume manufacturer as soon as tests can be scheduled.

OLD PERRY
PARSHALL
FLUME

Engineer Kordes reported that he has been working on Old Perry Highway Relief Contract 2 – Electrical. Engineer Kordes explained that Church & Murdock Electric are ready to start construction and they estimate that construction will take two weeks. Engineer Kordes further explained that their start has been delayed due to Penelec, but Church and Murdock have indicated that they are flexible and can wait for Penelec.

OLD PERRY
ELECTRICAL
CONTRACT

Engineer Kordes reported that, under the Oliver Road Gravity Replacement contract, Terra Works has not substantively responded to the November 13, 2023, determination, which stated that 85% of the pipe installed must be replaced. Engineer Kordes has spoken to Ryan Miles; Mr. Miles indicated that he intends to respond to the determination by the end of the year.

OLIVER ROAD
GRAVITY
REPLACEMENT

Engineer Kordes reported that under the Oliver Road Gravity Replacement contract, Ryan Miles of Terra Works indicated that he intends to meet with EADS soon regarding the proposed reroute.

OLIVER ROAD
GRAVITY
REROUTE

Mr. Welka left the meeting at 9:59 a.m.

MANAGER'S REPORT

Manager Steff requested a motion to ratify the December 6, 2023, unanimous polling of the Board to hire Shelley Fath as the new Administrative Supervisor at a rate of \$24.00 per hour. Ms. Fath will start in the position full-time on January 2, 2024, and receive two weeks of training from outgoing Administrative Supervisor Haener. Manager Steff explained that Ms. Fath will be eligible for benefits under the Personnel Code after completing her 90-day introductory period.

HIRE NEW
ADMINISTRATIVE
SUPERVISOR

Motion by Mr. Rose, seconded by Mr. Marsh, to hire Shelley Fath as the new Administrative Supervisor at \$24.00 per hour. Vote 4/0.

HIRE FATH

Manager Steff reported that the Authority did not receive any qualified bids in response to the advertisement to sell the 2015 Chevy 4x4 pickup truck with plow and dump body. Manager Steff explained that one bid was received, however it arrived after the bidding deadline and the amount was less than the minimum acceptable bid. Manager Steff recommends that the Board should reject all bids.

BIDS FOR SALE
OF TRUCK

Motion by Mr. Rose, seconded by Mr. Marsh, to reject all bids for the 2015 Chevy 4x4 pickup truck with plow and dump body.
Vote 4/0.

REJECT ALL BIDS

Manager Steff reported that the City of Erie notified the Authority that they have renewed their PA DEP Title 5 Operating Permit for the Wastewater Treatment Plant.

CITY OF ERIE

Manager Steff reported that the Commonwealth Financing Authority (CFA) has awarded a grant for \$70,000 to the Authority for the Ennis Subdivision Sanitary Sewer Repairs under the COVID-19 ARPA Small Water and Sewer program.

CFA GRANT FOR
ENNIS PROJECT

NEW BUSINESS

ADJOURNMENT

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

Chairman Fette adjourned the meeting at 10:05 a.m.

Respectfully submitted by,

Caitlyn Haener
Administrative Supervisor