

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JANUARY 25, 2024**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:05 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; Michael Andrus, Asst. Secretary; William C. Steff, P.E., Manager; Solicitor George Joseph, The Quinn Law Firm; Jeff Kordes, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Absent: Chris Fette, Chairman; Chris Hodge, Assistant Project Manager/GIS Technologist. Visitors: None. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the December 21, 2023, Regular Business Meeting. Vote 4/0. 12/21/23 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 4/0. 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 4/0. EXPENDITURES

SOLICITOR'S REPORT

Solicitor Joseph reported that he issued an Act 1 notice for delinquent sewer rental fees to Agora Services Group, 1267 South Hill Rd., Erie, PA 16509. They are not returning any of the billing clerk's calls or mailings. The company has had a couple of different addresses, but notices have been sent. Solicitor Joseph hasn't heard back. ACT 1 NOTICE

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 Township) has been recorded at the Erie County Courthouse. MCKEAN AGREEMENT RECORDED

ENGINEER'S REPORT

Engineer Kordes reported that the three air valves that were recommended have been installed at the Old Perry Highway Lift Station. Testing was performed January 24, 2024, and operators have observed that when all 3 air release valves are in operation there is approximately a 100 gpm reduction of flow in the system. The flow data was sent to WC Weil for an evaluation to determine if there is an issue with the design or the installation. We are still waiting for a recommendation from the vendor to determine the next steps. Discussion ensued. OLD PERRY HIGHWAY

Engineer Kordes explained that the electrical construction is on hold until the flume issue is resolved at Old Perry Highway. The contractor, Church & Murdock Electric, has been notified and has no issue with that.

Engineer Kordes reported that the meetings with Terra Works were postponed due to technical issues, weather and illness. A new meeting has been scheduled for January 30, 2024. Manager Steff has requested Chad Yurisc, P.E, from GPI to join us since he was the original design engineer. Mr. Welka asked if there was anything in the contract +/- 1/10th variance. Manager Steff stated there wasn't one. Engineer Kordes added that the concept of pipe bursting is to match the grade you have. Our expectation was to keep the pipe on the grade. (The expectation is that OLIVER ROAD GRAVITY REPLACEMENT

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the pipe will be installed at the grade indicated on the bid plans). Mr. Rose expressed his concern with how long the process is taking with Terra Works and feels they are dragging their feet. The Board agreed that the process to correct the issues has been taking longer than expected. In addition, there is no way to determine what type of maintenance issues this could create down the road. Mr. Marsh is concerned about having them do other projects for the Authority in the future. Manager Steff added they have never had any issue with their work before. The Board may be willing to make some concessions but wants the job completed correctly. Mr. Andrus added the only way to solve the problem is to replace the pipe. Terra Works knew there were issues it should have been corrected then. Mr. Rose added that if we had just proceeded with the open cut from the beginning, we wouldn't be having this discussion. Solicitor Joseph added that the Authority already agreed to pay for an open cut on the rerouting. Manager Steff is curious to see what information Terra Works will have for the upcoming meeting. Discussion ensued.

Engineer Kordes reported that estimates for lining the runs were going to be collected for the Ennis Subdivision Sewer Repairs. The lining services are a part of the COSTARS program. Contractors submit their best prices to COSTARS to help eliminate the bidding process. GPI is going to investigate that further.

ENNIS
SUBDIVISION /
COSTARS

MANAGER'S REPORT

Manager Steff requested a motion to ratify the January 3, 2024, unanimous polling of the Board to hire Wendy Burbules as the new Administrative Supervisor at a rate of \$25.00 per hour. Ms. Burbules started the position full-time on January 4, 2024, and received training from outgoing Administrative Supervisor Haener. Manager Steff explained that Ms. Burbules will be eligible for benefits under the Personnel Code after completing her 90-day introductory period.

HIRE NEW
ADMINISTRATIVE
SUPERVISOR

Motion by Mr. Andrus, seconded by Mr. Welka, to hire Wendy Burbules as the new Administrative Supervisor at \$25.00 per hour. Vote 4/0.

Manager Steff stated that Ms. Burbules will start with 10 days of vacation time and suggested that be added to the motion since it is outside of the personnel code. Solicitor Joseph agreed.

Motion by Mr. Welka, seconded by Mr. Marsh to approve 10 days of vacation time for Ms. Burbules. Vote 4/0

BURBULES
VACATION TIME

NEW BUSINESS

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

Vice Chairman Rose adjourned the meeting at 10:03 a.m.

ADJOURNMENT

Respectfully submitted by,



Wendy Burbules
Administrative Supervisor