

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

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; Laban Marsh, Secretary; Mark Welka, Treasurer; Michael Andrus, Asst. Secretary; William C. Steff, P.E., Manager; Chris Hodge, Assistant Project Manager/GIS Technologist; Solicitor George Joseph, The Quinn Law Firm; Jeff Kordes, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Absent: Michael Rose, Vice Chairman. Visitors: None. ROLL CALL

Motion by Mr. Welka, seconded by Mr. Andrus, to approve the minutes of the March 28, 2024, Regular Business Meeting. Vote 4/0. 03/28/24 MINUTES

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 4/0. TREASURER'S REPORT

Motion by Mr. Welka, 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 an Act 1 notice had been filed against Abington Crest. There has been no response by Abington Crest, therefore a municipal lien was filed April 12, 2024, for \$1,178.37. ACT 1 NOTICES / LIENS

Solicitor Joseph and Manager Steff reviewed the PennDOT Utility Relocation Agreement for the Oliver Road roundabout. STSA agreed with PennDOT in 2021 to participate in A Cost Share Agreement. The roundabout has been completed but STSA doesn't have a signed agreement and has never been billed. Manager Steff has contacted PennDOT and we should have a signed agreement and bill shortly. PENNDOT UTILITY RELOCATION AGREEMENT

Solicitor Joseph discussed with Manager Steff and Assistant Project Manager/GIS Technologist Hodge some items that needed updated in the Rules and Regulations in Article 8. The first update is in Section 811 expands the Financial Security to the Authority by removing the bond of \$500 to an amount determined to be appropriate based on all the permitting required and amount of work to be performed. The second update is in Section 812 regarding who has qualifications that can work on the system extensions, who can install the wyes when connecting to the main and who has the ability to install laterals. These changes were originally discussed during the Connection Compliance Project. RULES AND REGULATIONS CHANGES – ARTICLE 8

Motion by Mr. Welka, seconded by Mr. Andrus to adopt the revisions stated in Article 8, sections 811 and 812 in the STSA Rules and Regulations. Vote 4/0. MOTION TO ADOPT REVISIONS

Solicitor Joseph has also been working on the easement on Footmill Road. When Presque Isle Downs was being constructed, Footmill was going to be closed, as a result there was a sewer pipe put into the ground. STSA never got an Easement Agreement, but the Land Development Plan shows a Sewer Easement in the recorded plan of 2005 and there is a pipe in the ground. The property is being sold to Old Dominion who would like STSA to abandon that sewer. Solicitor Joseph prepared a Declaration of Extinguishment and Termination of the Easement referencing OLD DOMINION EASEMENT

**Summit Township Sewer Authority
Monthly Business Meeting
April 25, 2024**

the recorded map. If the sale to Old Dominion doesn't close, then STSA doesn't want to abandon the sewer. The signed declaration would be held until the completion of the sale.

Motion by Mr. Andrus, seconded by Mr. Welka stating the Authority agrees to abandon, extinguish and terminate any right of easement that it has been granted with regard to the residue of lands of Durst Properties, located at Pennbriar Drive and Footmill Road, Erie County Tax Index No. (40) 12-46-1, and as recorded in Erie County at Map number 2005-241, contingent upon completion of the sale of the subject property from Durst properties to Old Dominion Freight Line, Inc., and to authorize the Authority board officers to execute and for the solicitor to record the Declaration of Extinguishment and Termination of Easement upon completion of said sale. Vote 4/0.

APPROVE THE
ABANDONMENT
OF SEWER AT
PENNBRIAR AND
FOOTMILL

ENGINEER'S REPORT

Engineer Kordes reported that Advanced Instruments installed temporary metering devices at the flume to compare flows. One of the devices wasn't working properly so STSA is waiting for a replacement. Assistant Project Manager/GIS Technologist Hodge added that the replacement was installed at the beginning of the week. STSA will have this metering/monitoring service for one month. Early reports look like it's working well.

OLD PERRY
HIGHWAY

Engineer Kordes reported that Church & Murdock are requesting payment for materials being stored for the Contract 2 phase. Work on the Old Perry Highway project is being delayed until the flume issue is resolved and is at no fault of Church and Murdock. The previous payment was for half of the materials purchased through their vendor. This payment would be for the remaining balance.

CHURCH &
MURDOCK
MATERIALS

Motion by Mr. Andrus, seconded by Mr. Marsh to pay Church and Murdock the balance on Contract 2022-2 Old Perry Highway Sewer Relief Project, Payment #3, \$3,054.60. Vote 4/0.

MOTION TO PAY
CHURCH AND
MURDOCK #3

Engineer Kordes stated that EADS Group submitted revised plans for the re-routing part of the Oliver Road project. GPI and STSA had some questions, so the plans have been resubmitted to EADS. We hope to have them back from EADS Group soon. Mr. Welka asked if the property owners are aware of the easements. Engineer Kordes added that the original route did have the easements addressed but the project has been re-routed. The re-routed path will have less impact. Manager Steff added that EADS Group will be notifying the businesses affected by the easement. Mr. Welka suggested STSA contact Scott Enterprise for an in-person meeting. Manager Steff will set up that meeting. Discussion ensued.

OLIVER ROAD
GRAVITY
REPLACEMENT

Mr. Welka left the meeting at 9:50

Engineer Kordes added that the remediation with TerraWorks is still scheduled for June 10th – August 5th. Engineer Kordes suggested a pre-construction/re-start meeting, he's working on getting that scheduled.

TERRAWORKS

Engineer Kordes reported that the plans and specs are under review for the Ennis repairs. STSA will be advertising for bids next week. Manager Steff added that they would like to award the bid at the May meeting.

ENNIS
SUBDIVISION

**Summit Township Sewer Authority
Monthly Business Meeting
April 25, 2024**

MANAGER'S REPORT

Manager Steff stated STSA submitted an appropriation request to Senator John Fetterman last month. The project cost is \$3,035,000, the requested funding is \$1,387,000, leaving STSA's match at \$1,648,000. The Appropriation Committee requires a specific letter stating that the applicant has the required 20% local matching funds. He is requesting that the Authority commit to matching 54% of the funds. Manager Steff recommends borrowing 50% via Pennvest.

CONGRESSIONALLY
DIRECTED SPENDING

Motion by Mr. Marsh, seconded by Mr. Andrus to authorize STSA to commit to a 54% match of funds of the requested funding through the Senate Appropriation Committee. Vote 4/0.

MOTION TO
APPROVE GRANT
COMMITMENT

Manager Steff requests a motion to enter a Temporary Lateral Connection Agreement with McKean Township resident Joseph Banister for the proposed sanitary sewer connection at 3301 Flower Road from McKean Township to Summit Township.

MCKEAN
TEMPORARY
AGREEMENT

Motion by Mr. Andrus, seconded by Mr. Marsh to enter into the Temporary Lateral Connection Agreement from McKean Township to Summit Township. Vote 4/0.

MOTION TO
APPROVE THE
AGREEMENT

Manager Steff requests authorization to begin imposing a \$170 Closed-Circuit Television Inspection Fee to compensate the Authority for underground sewer laterals to ensure the quality and integrity of the lateral. This work will be performed by STSA Operators with the recently acquired cues camera. Mr. Hodge added that the use of this camera also establishes the location on the Sewer Authority's GPS location system.

CCT FEE

Motion by Mr. Marsh, seconded by Mr. Andrus to approve the \$170.00 Closed-Circuit Television Inspection Fee. Vote 4/0.

MOTION TO
APPROVE FEE

Manager Steff also wanted to bring to the board's attention that Millcreek Township Sewage Authority is looking to change its Transportation Agreement Amendment. The original joint transportation system has been paid off. The new agreement would address cost sharing for utilities and operational costs as well as future upgrade cost sharing. Manager Steff will forward the agreement to Solicitor Joseph for review once it's been received.

MILLCREEK
TOWNSHIP
AGREEMENT

Manager Steff also wanted to discuss the \$3.7 million dollar Millcreek Township Kearsarge Force Main Replacement Project. This project is to replace fragile ductile iron pipe that is failing with C-900 and HDPE pipe. There is also a realignment to remove the force main out of Walnut Creek and the HDPE will be bored beneath I-79. The relocation will require new easements, so the plans are subject to change. The STSA cost will be about 30%. Manager Steff suggests considering a rate increase.

MILLCREEK /
KEARSARGE
AGREEMENT

Manager Steff recommends retaining CT Consultants for the preparation and submittal of grant funding. They suggested the funding sources; Appalachian Regional Commission (ARC) and the Economic Development Administrations, Public Works (EAD) program. The hourly rates for a staff grant writer ranges from \$140-\$181/hr. The EDA grant application would cost between \$6000-\$8000 and the ARC would cost between \$5000-\$6000. In any case, they only charge for the actual time. They can help determine which grants are better to pursue.

CT CONSULTANTS

**Summit Township Sewer Authority
Monthly Business Meeting
April 25, 2024**

Motion by Mr. Marsh, seconded by Mr. Andrus to retain services from CT Consultants.
Vote 4/0.

MOTION TO
RETAIN CT
CONSULTANTS

NEW BUSINESS

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:45 a.m.

Respectfully submitted by,

Wendy Burbules
Administrative Supervisor