

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
JULY 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: Chris Fette, Chairman; Mark Welka, Treasurer; Laban Marsh, Secretary; Michael Andrus, Asst. Secretary; William C. Steff, P.E., Manager; Chris Hodge, Operations Supervisor; Solicitor George Joseph, The Quinn Law Firm; Chad Yurismic, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Absent: Michael Rose, Vice Chairman. Visitors: None ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the minutes of the June 27, 2024, Regular Business Meeting. Vote 4/0. 06/27/24 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. Welka, seconded by Mr. Andrus, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0. EXPENDITURES

**RESIDENTS TO BE HEARD**

None

**SOLICITOR'S REPORT**

Solicitor Joseph stated at the National Fuel Temporary Lateral Agreement is complete. It needs to be recorded at the courthouse. NFG TEMP. LATERAL

Solicitor Joseph prepared condemnation documents for RCR Hospitality in the event they did not sign the Easement Agreement. The Devs did sign the Easement agreement July 11, 2024, and it's in the process of being recorded at the courthouse. No condemnation was filed. RCR EASEMENT AGREEMENT

**ENGINEER'S REPORT**

Engineer Yurismic reports that a pre-construction meeting for the Ennis Subdivision Repairs was held July 23, 2024. Mansfield Sanitation anticipates starting the week of August 5, 2024. The Authority will be sending out letters to the property owners effected to let them know when the project will start. Mansfield Sanitation will put door hangers out as well. ENNIS REPAIRS

Engineer Yurismic reports that GPI put in a One Call to get utilities marked for a manhole repair at Fairfield and Route 97 and for the upgrades to the Gartner Harf lift station. The areas should be surveyed in the next couple of weeks. Engineer Yurismic explained that the manhole is an existing drop manhole; the pipe coming into the manhole has some UPGRADES TO MANHOLE AND GARTNER HARF LIFT STATION

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bends in it and is catching debris. That section of the pipe is going to be replaced. The Gartner Harf lift station is getting an upgrade. Discussion ensued. Engineer Yurisc reports that flow data has been received from Advanced Instruments for the Old Perry flume issue. The initial data received didn't make sense and led to additional questions. GPI discovered that Advanced Instruments didn't use the correct flume size in their calculations. Advanced Instruments is going to revise the report and get the correct data to GPI. Discussion ensued.

OLD PERRY  
HIGHWAY  
FLUME ISSUE

**MANAGER'S REPORT**

Manager Steff requests a motion to ratify the poll of the STSA Board members authorizing the Manager to offer a lateral wye and stub in exchange for a non-exclusive sanitary sewer right of way agreement for RCR Hospitality. Any consideration of reducing tapping fees is denied.

RATIFY THE  
POLL – RCR  
HOSPITALITY

Motion by Mr. Marsh, seconded by Mr. Andrus to ratify the poll of the STSA Board members authorizing the Manager to offer a lateral wye and stub in exchange for a non-exclusive sanitary sewer right of way agreement for RCR Hospitality. Vote 4/0.

MOTION TO  
RATIFY THE  
POLL

Manager Steff requests since the polling of the board was approved that the Authority enter into the Sanitary Sewer Right of Way Agreement with RCR Hospitality, LLC for the Oliver Road Realignment Project.

R.O.W. RCR  
HOSPITALITY

Motion by Mr. Andrus, seconded by Mr. Welka to enter into a Sanitary Sewer Right of Way Agreement at 8066 Old Oliver Road, RCR Hospitality, LLC. Vote 4/0.

MOTION TO  
ENTER R.O.W.  
WITH RCR  
HOSPITALITY

Manager Steff requests authorization to retain McGill, Power, Bell and Associates to perform the annual audit of the STSA for a 5-year period. The proposed fee schedule is as follows: FYE 2024 \$10,430; FYE 2025 \$10,950; FYE 2026 \$11,500; FYE 2027 \$12,075; and FYE 2028 \$12,680. The fee increases approximately 5% per year. In addition, MPB proposes single audit fees for the PennVest Loan of \$5,200 for 2024 and \$5,400 for 2025.

RETAIN MPB  
AND ASSOC.

Motion by Mr. Marsh, seconded by Mr. Welka to retain McGill, Power, Bell and Associates to perform the annual audit of the Summit Township Sewer Authority. Vote 4/0.

MOTION TO  
RETAIN MPB  
FOR 5 YEARS

**NEW BUSINESS**

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

MOTION TO  
ADJOURN

Chairman Fette adjourned the meeting at 9:38 a.m.

Respectfully submitted by,

Wendy Burbules, Administrative Supervisor