

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
AUGUST 29, 2024**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:03 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Michael Rose, Vice 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 Yuriscic, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Absent: None. Visitors: John Willow ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the July 25, 2024, Regular Business Meeting. Vote 5/0. 07/25/24 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 5/0. TREASURER'S REPORT

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 5/0. EXPENDITURES

**RESIDENTS TO BE HEARD**

John Willow attended the meeting to discuss a connection issue at 7221 Edinboro Road. Manager Steff reported that Mr. Willow has a residence that needed to be connected to the sanitary sewer system through the Connection Assistance Project. Manager Steff added that there are multiple issues to address. First, there is an outstanding permit for the property from 2005 when permits were being held due to compacity issues. This permit was for a proposed office building directly across the street that was never built. Manager Steff determined that the old permit could not be used to offset the new permit for 7221 Edinboro Road. The main reason is because of the increase in cost, a difference of \$6,690.00. However, there was nothing stated in the Rules and Regulations about refunding a permit. Manager Steff recommends refunding the \$783.17; the \$40.00 inspection fee was used for the inspection so that couldn't be refunded. The second issue is the apartment on the property. Before Mr. Willow applied for the sewer permit, he informed the Authority that there was an existing apartment on the property. When the assessment was done in 2023 the Authority didn't know about the apartment, so the property was only issued one EDU. Manager Steff stated that we were getting close to the lien deadline, so the permit was issued. An additional EDU was then added for the apartment for an additional \$1,548.02. Another issue is that the lateral was not inspected when it was connected to the apartment. The apartment was connected to the septic system that was demolished when the lateral to the house was connected to the public system. The septic tank had been filled in, severing the sewer service to the apartment. When this was discovered by Mr. Willow, James and Sons were called back to tie in the apartment to the sewer lateral. This was done without an inspection and is subject to fines. James and Sons have completed Connection Assistance Projects recently and are

JOHN WILLOW  
7221 EDINBORO  
RD CONNECTION

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aware that they need to be left open for the inspector. When James and Sons were questioned about this by Authority staff, they stated the owner told them the permit had been taken care of. Manager Steff added Mr. Willow has made every effort to satisfy our inspection requirements. The Authority doesn't feel that the work needs dug up entirely and were hoping that the Authority could run a CCTV camera in the pipe. However, there is no entrance point so Mr. Willow will need to install a clean out. Also, to verify that the material of the pipe is correct, a portion of the pipe that connects to the lateral will need to be dug up.

JOHN WILLOW  
7221 EDINBORO  
RD  
CONNECTION

Mr. Willow started by thanking the board and staff for obtaining the funding for the project to have the lateral available. He admits that there was an oversight on his part regarding the apartment. He states it was miscommunication on his part to his contractor. The connection to the house went smoothly and Mr. Willow was preoccupied doing other things. He recalled later that evening that the apartment needed to be tied in. He currently had a tenant in the apartment and was concerned with the tenant not having sewer service. Mr. Willow added that as Manager Steff said, the septic tank had already been filled in, it was a priority to get the apartment connected. His contractor was able to come back around 5pm to tie in the apartment. It did get connected and filled in without an inspection. Mr. Willow takes full responsibility for that as well. He should have stopped them from filling it in. Mr. Willow wants to make this right. Tomorrow at 9am they're digging around the garage to install a combination trap/vent/clean out. This will allow for the camera to be run. They'll also uncover the pipe for inspection. Mr. Willow is also willing to open it from the other end as well so the camera can be run from both ends. Mr. Willow apologizes for what happened and doesn't want this to reflect badly on his contractor.

Motion by Mr. Marsh, seconded by Mr. Andrus to revoke/rescind the permit from 2003 and refund \$783.17. The Authority will issue Mr. Willow an invoice for \$1548.02 less the \$783.17 and add \$170.00 fee for the second CCTV fee. James and Sons will be issued a warning with no fine. Vote 5/0.

MOTION TO  
ISSUE INVOICE  
AND WARNING

**SOLICITOR'S REPORT**

Solicitor Joseph recorded the Temporary Lateral Connection Agreement with National Fuel. There were a couple of questions that came up, but they were addressed. Manager Steff added that a copy of the recorded lien was mailed to NFG August 1, 2024.

NFG  
TEMPORARY  
CONNECTION

Solicitor Joseph was asked about the property at 9091 Peach Street. The property was transferred without the payoff on the municipal lien. The transaction was from one legal entity to another legal entity.

9091 PEACH ST  
LIEN

Solicitor Joseph added that there are currently three properties that have not complied with the Connection Assistance Project. They were sent Act 1 notices last week. The properties are: Runstedler at 6800 Cherry Street Extension, Sanfilippo at 2921 Flower Road and Sittig at 2142 Old Hershey Road. Manager Steff will call them this week.

CONNECTION  
ASSISTANCE  
PROJECT

Solicitor Joseph stated that at the June meeting the Authority agreed on entering into a three-party agreement for Treehouse Lane because the contractor paid for the

THREE - PARTY  
AGREEMENT

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development. Solicitor Joseph prepared an Agreement of Dedication and Manager Steff is currently reviewing the document. Mr. Kowalczyk will dedicate the sewer that was developed, and the Authority will pay for the required upgrades directly to the contractor, Dwyer Plumbing and Excavating.

THREE – PARTY  
AGREEMENT  
TREEHOUSE

Solicitor Joseph also prepared an Agreement of Dedication for Rustic Ridge. This also includes payment for required upgrades of \$22,501.90. This was for extra depth and restoration of the road slope, bank seeding and straw matting.

AGREEMENT  
OF  
DEDICATION  
RUSTIC RIDGE

Motion by Mr. Rose, seconded by Mr. Marsh, to enter into the Agreement of Dedication Acceptance of Sewer Line with Rustic Ridge. The cost of the acquisition is \$22,501.90 less any outstanding escrow balance. Vote 5/0.

MOTION  
AGREEMENT  
OF  
DEDICATION

Solicitor Joseph also commented on the Non-Disclosure Agreement with Payment Services Network (PSN). The Authority requires the Payment Card Industry (PCI) Data Security Standard Report from PSN for auditing purposes. In the past we received them without an NDA but recently PSN was acquired by a larger company that requires an NDA to receive the report. The question came about that if we get that report from PSN would the Authority be in violation of the NDA to share the report to our auditors. After a discussion with PSN, Solicitor Joseph recommends the Authority enter into the NDA and McGill, Powers, Bell and Associates are aware that they are also to follow the NDA.

PSN NDA

Motion by Mr. Andrus, seconded by Mr. Marsh to enter into the Non-Disclosure Agreement with Payment Services Network to receive the “Payment Card Industry Date Security Standard” report requested by the auditors. Vote 5/0.

MOTION TO  
ENTER INTO  
NDA WITH PSN

**ENGINEER’S REPORT**

Engineer Yurisc reported that TerraWorks has moved equipment to the site and anticipate starting the work next week on the Oliver Road pipe repair and the realignment.

OLIVER ROAD  
TERRAWORKS

Engineer Yurisc reported that last week he received a report from Advanced Instruments, about the Old Perry Highway flume project. The report states that the flume is reading correctly. Engineer Yurisc reviewed the report and has a couple recommendations. He recommends having the contractor realign the pipe, so the flow comes in at the center of the flume. Since the pipe is being replaced anyway, he also suggests upsizing the pipe from 15 to 24. In addition, he recommends some transition plates into the flume. Engineer Yurisc believes these changes will improve the flow characteristics. Engineer Yurisc also presented Change Order #2 for Old Perry Highway Contract 2. The contractor, Church and Murdock, is requesting a price adjustment due to the increases in labor and material costs resulting from the delay. The Change Order is for \$1,998.50. Engineer Yurisc recommends allowing this contractor to move forward with this part of the project. Discussion ensued.

OLD PERRY  
HIGWAY  
FLUME

Motion by Mr. Andrus, seconded by Mr. Marsh to approve the Old Perry Relief Sewer Project, Contract 2, Change Order No. 2 for \$1,998.50 to cover material and labor costs increase. Vote 5/0.

MOTION TO  
APPROVE  
PAYMENT –  
OLD PERRY

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Engineer Yurisc reports that Mansfield Sanitation has three more sections to repair on the Ennis Subdivision Repair Project. STSA staff identified two additional areas of defects that they would like to have Mansfield fix while they are on site. They are willing to do this for the rates discussed in the contract. The estimate for these additional repairs is \$8,912.80. Discussion ensued.

ENNIS REPAIRS

Motion by Mr. Rose, seconded by Mr. Marsh, to approve the Ennis Sewer Rehabilitation Project, Change Order No. 1 for \$8,912.80 to cover material costs for additional pipe repairs. Vote 5/0.

MOTION TO  
PAY CHANGE  
ORDER - ENNIS

**MANAGER'S REPORT**

Manager Steff suggested downsizing the STSA fleet. Operations Staff, Technical Operator Larson and Maintenance Operator Snyder would like to switch vehicles from the 2015 Chevy to the former Operations Forman McAtee's 2020 Chevy service body. The Authority would then sell the 2015 Chevy service body and purchase a fuel efficient, smaller AWD vehicle. The Kelly Blue Book used value is between \$19,000 - \$23,000 without the service body, between \$23,000 and \$27,000 with the service body. Using Co-Stars, a 2025 Ford Maverick AWD pick up is between \$35,000 and \$38,000. The current budget has a \$10,000 allowance.

REORGANIZE  
FLEET

Motion by Mr. Rose, seconded by Mr. Marsh to proceed with the sale of the 2015 Chevy Service Body and purchase a 2025 Ford Maverick. Vote 5/0.

MOTION TO  
SELL 2015  
CHEVY /  
PURCHASE 2025  
MAVERICK

Manager Steff stated that Solicitor Joseph has drafted the agreement and if all the contingencies are met he would like to move forward with the three-party payment and acquisition agreement with Dwyer Plumbing and Bryan Kowalczyk. Manager Steff requests authorization to enter into a three-party payment and acquisition agreement for the acquisition of upgrades necessary to expand the sewer authority service area along Robison Road. The cost of the upgrades is \$108,250 being less than \$117,500 the not to exceed price approved at the August 2023 Regular Business Meeting. The agreement is contingent on the replacement of a \$232,825 Performance Bond in favor of a \$31,747.50 Maintenance Bond.

TREEHOUSE  
DWYER STSA  
AGREEMENT

Motion by Mr. Rose, seconded by Mr. Marsh to enter a three-party payment and acquisition agreement with Dwyer Plumbing, Bryan Kowalczyk and The Authority for the acquisition of upgrades necessary to expand the sewer authority service area along Robison Road. Vote 5/0

MOTION TO  
ENTER INTO 3  
PARTY PAY  
AGREEMENT  
TREEHOUSE  
LANE

Mr. Welka added that he and Manager Steff discussed plans for extending sanitary sewers on Hershey Road in 2027 and how this might be beneficial for new development and clean up. Planning is set to take place in 2027 with construction in 2029. Manager Steff added that there has been interest on the property at Route 99 and Hershey Road so it might be beneficial to investigate options in this area. Discussion ensued.

HERSHEY RD  
EXPANSION

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**NEW BUSINESS**

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 11:25 a.m.

Respectfully submitted by,

Wendy Burbules,  
Administrative Supervisor