

**SUMMIT TOWNSHIP SEWER AUTHORITY
REORGANIZATIONAL MEETING
JANUARY 30, 2025**

The re-organizational meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:03 A.M. by Vice Chairman Michael Rose at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Laban Marsh, Secretary; Michael Andrus, Assistant Secretary; Mark Welka, Treasurer; Randy Knoll, Board Member; William C. Steff, P.E., Chris Hodge, Operations Supervisor; Caitlyn Haener, The Quinn Law Firm; Chad Yurisc, P.E., Greenman-Pedersen, Inc.; and Wendy Burbules, Administrative Supervisor. Absent: None ROLL CALL

Chairman Fette opened the floor for nominations to the positions of; Chairman, Vice Chairman, Secretary, Assistant Secretary, and Treasurer for the 2025 calendar year.

Motion by Mr. Welka, seconded by Mr. Marsh, to appoint Mr. Chris Fette as Chairman. Vote 5/0. CHAIRMAN

Motion by Mr. Marsh, seconded by Mr. Andrus, to appoint Mr. Mark Welka as Vice Chairman. Vote 5/0. VICE CHAIRMAN

Motion by Mr. Welka, seconded by Mr. Andrus, to appoint Mr. Laban Marsh as Secretary. Vote 5/0. SECRETARY

Motion by Mr. Welka, seconded by Mr. Andrus, to appoint Mr. Randy Knoll as Assistant Secretary. Vote 5/0. ASS'T
SECRETARY

Motion by Mr. Welka, seconded by Mr. Marsh, to appoint Mr. Michael Andrus as Treasurer. Vote 5/0. TREASURER

Chairman Fette opened the floor for nominations of two board members to the personnel committee for the 2025 calendar year.

Motion by Mr. Welka, seconded by Mr. Marsh, to appoint Mr. Marsh and Mr. Andrus to the personnel committee. Vote 5/0. PERSONNEL
COMMITTEE

Chairman Fette opened the floor for nominations of two board members to the special project finance committee for the 2025 calendar year.

Motion by Mr. Welka, seconded by Mr. Marsh, to appoint Mr. Marsh and Mr. Andrus to the special project finance committee. Vote 5/0. SPECIAL
PROJECT
FINANCE
COMMITTEE

Chairman Fette opened the floor for nominations of two board members to the audit committee for the 2025 calendar year.

Motion by Mr. Welka, seconded by Mr. Marsh, to appoint Mr. Knoll and Mr. Marsh to the audit committee. Vote 5/0. AUDIT
COMMITTEE

**Summit Township Sewer Authority
Re-Organizational Meeting
January 30, 2025**

Chairman Fette stated that appointments for solicitor and engineer needed to be made for the 2025 calendar year.

Motion by Mr. Welka, seconded by Mr. Andrus, to appoint the Quinn Law Firm as the Solicitor for 2025 in accordance with the rate schedule to be filed at the Authority office. Vote 5/0. SOLICITOR

Motion by Mr. Welka, seconded by Mr. Marsh, to appoint Chad Yurisc, P.E., Greenman-Pedersen, Inc., as the Authority Engineer for 2025 in accordance with the rate schedule to be filed at the Authority office. Vote 5/0. ENGINEER

Chairman Fette stated that the Authority's depositories needed to be named, and the recommendation is to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2025.

Motion by Mr. Marsh, seconded by Mr. Andrus, to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2025. Vote 5/0. DEPOSITORIES

Chairman Fette stated that the Authority overhead rate must be set for 2025. Manager Steff recommended the rate increases to \$53. The last 2 years it was kept at \$45.

Motion by Mr. Marsh, seconded by Mr. Welka, to establish that the overhead rate for 2025 is \$53.00/hour. Vote 5/0. OVERHEAD RATE

Motion by Mr. Andrus, seconded by Mr. Marsh, to set standard office hours for 2025. Open 8:00 am – 4:00 pm Monday through Friday. The Manager may alter office hours to reflect special circumstances. Vote 5/0 OFFICE HOURS

Motion by Mr. Marsh, seconded by Mr. Welka, to set the meeting date and time as the last Thursday of each month at 9:00 a.m. except for the following: The March meeting will be March 20, 2025 due to the Pennsylvania Rural Water Association Convention. The November meeting will be November 20, 2025 due to Thanksgiving. The December meeting will be held on December 18, 2025, due to Christmas. Vote 5/0. REGULAR MEETINGS TIME & DATES

Motion by Mr. Welka, seconded by Mr. Marsh, to name Erie Times News as the publication used for meeting notices. Vote 5/0. PUBLICATION NOTICES

With no further business to come before the board Motion by Mr. Welka, seconded by Mr. Marsh, to adjourn. Vote 5/0. ADJOURNMENT

Chairman Fette adjourned the meeting at 9:19 a.m.

Respectfully submitted,

Wendy Burbules / Administrative Supervisor