

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
DECEMBER 19, 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; 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. Visitors: None. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the November 21, 2024, Regular Business Meeting. Vote 4/0. 11/21/2024
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 reported that he has reviewed Millcreek's revised Sewer Transportation Agreement. It has been forwarded to Chad Yuriscic for review. Manager Steff added that he has Engineer Yuriscic's comments, and he will review it with Solicitor Joseph after the first of the year. MILLCREEK
SEWER
TRANSPORTATION
AGREEMENT

Solicitor Joseph added that a lien has been filed against 130 Fairfield Avenue for \$2139.54. LIEN

Solicitor Joseph was asked by Manager Steff to review the ECGRA Settlement Agreement regarding the receipt of gaming funds. Solicitor Joseph has shared his opinion with Manager Steff but declined to discuss his preliminary opinion during a public meeting. The Authority is not ready for an executive session discussion. ECGRA FUNDING

Solicitor Joseph was also informed of a bankruptcy, nationally, with the Vitamin Shoppe. He added the local Vitamin Shoppe is current on their bill so there is no need to file a claim, and we can continue to bill them. BANKRUPTCY/
VITAMIN SHOPPE

Solicitor Joseph has also completed the Developer Agreement for Speed Check that includes some cost sharing provisions. SPEED CHECK
DEVELOPER
AGREEMENT

ENGINEER’S REPORT

Engineer Yurisc has been working with Manager Steff on the Old Perry Highway project. They have negotiated a price with Konzel Construction to upsize the pipe into the flume chamber. The change order is going to be a 60/40 split: the Authority’s share being 40% for a total of \$29,499.31. Engineer Yurisc recommends the board approve the change order. Discussion ensued.

OLD PERRY
HIGHWAY FLUME

Motion by Mr. Marsh, seconded by Mr. Andrus to approve Change Order #3 from Konzel Construction in the amount of \$29,499.31 for additional upgrades to the Old Perry Highway Relief Sewer Contract 2022-01. The total cost of the repairs and upsizing is \$73,748.27. The Authority pay 40% of the cost for additional upgrades. Vote 4/0.

MOTION TO
APPROVE CHANGE
ORDER 3
KONZEL
CONSTRUCTION

Engineer Yurisc stated that the Erie County Conservation District approved the amendment for the realignment section for the Oliver Road project. The public notice for the Environmental Categorical Exclusion for PennVest was published on November 29, 2024. The public comment period will expire December 29, 2024. At that point, Terra Works can proceed. Engineer Yurisc is unsure if Terra Works will work on the project over the winter.

OLIVER ROAD
PROJECT

Engineer Yurisc added that he is working with Manager Steff to submit a grant reimbursement request for the Ennis Subdivision project. Engineer Yurisc can submit the request to the Commonwealth Financing Authority, when we confirm that the check to Mansfield Sanitation has been deposited. We are still waiting for the final pay application and closeout forms from Mansfield Sanitation so we can completely close out the project. Discussion ensued.

ENNIS
SUBDIVISION
GRANT REQUEST

Engineer Yurisc added that he reviewed Millcreek’s revised Sewer Transportation Agreement and provided engineering comments to Manager Steff.

MILLCREEK
SEWER
TRANSPORTATION
AGREEMENT

MANAGER’S REPORT

Manager Steff recommends that the Board ratify a letter of recommendation to the Board of Supervisors in support of Chairman Fette’s reappointment.

FETTE
REAPPOINTMENT

Motion by Mr. Andrus, seconded by Mr. Marsh to submit a letter of recommendation to the Borad of Supervisors in support of Chairman Chris Fette’s reappointment to the Authority Board for a five-year term starting January 1, 2025. Vote 4/0.

MOTION TO RE-
APPOINT FETTE

Manager Steff requests a motion to award the contract for the installation of an electric generator for the Valley View Lift Station. Solicitor Joseph added, COSTARS terms and conditions do not include a performance bond. That would be an additional expense. Engineer Yurisc estimates the performance bond to be an additional 2-5%. Manager Steff and the Board agree that no performance bond is required. Discussion ensued.

VALLEY VIEW
LIFT STATION
GENERATOR

Motion by Mr. Marsh, seconded by Mr. Welka to award the generator installation for the Valley View Lift Station, through COSTARS, in the amount of \$82,550.00 contingent on the review and approval by the Solicitor and provision of a wage determination. Vote 4/0.

MOTION TO
AWARD INSTAL
FOR VALLEY
VIEW LIFT
STATION

**Summit Township Sewer Authority
Monthly Business Meeting
December 19, 2024**

Manager Steff recommends that the Board adopt the Annual Audit as prepared by Shawn Emerson, CPA, Senior Accountant, McGill, Power, Bell and Associates and concurred with the Audit Committee. Mr. Emerson reports that the audit was unmodified with no material discrepancies, nine adjustments and no matters are reportable under GAAP.

2023/2024 AUDIT

Motion by Mr. Marsh, seconded by Mr. Welka to adopt the Audit Report prepared by McGill, Power, Bell for Fiscal Year 2023/2024. Vote 4/0.

MOTION TO
ADOPT AUDIT

Manager Steff added that a new board member will be joining us at the next meeting.

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 9:48 a.m.

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor