

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
MARCH 20, 2025**

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; Mark Welka, Vice Chairman; Laban Marsh, Secretary; Michael Andrus, Treasurer; Randy Knoll, Assistant Secretary; William C. Steff, P.E., Manager; Chris Hodge, Operations Supervisor; Solicitor Caitlyn Haener, The Quinn Law Firm; Jeff Kordes, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Absent: None. Visitors: None.	ROLL CALL
Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the February 27, 2025, Regular Business Meeting. Vote 5/0.	02/27/2025 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	
None	
SOLICITOR'S REPORT	
Solicitor Haener reported that a lien satisfaction was prepared for Center City Investments, 9380 Peach Street. A lien was recorded for Jason Owen, 8673 Valley View Circle, for \$310.14.	LIENS
Solicitor Haener reported that Solicitor Joseph agrees with Manager Steff's recommendation to reject the single proposal for the insurance quotes and resolicit for proposals. This is consistent with past practices. As an insurance broker provides a professional service, we can negotiate and invite respondents.	INSURANCE QUOTES
Solicitor Haener has reviewed the Greenman Pedersen Agreement, and it has been sent to Greenman Pedersen for review.	GPI AGREEMENT
Solicitor Haener reported that the Emil Chernicky Developer Agreement on Flower Road has been drafted. The Solicitors need to know the lots that will be accessible to the sewer extension and the easements that will be required to prepare a reimbursement agreement.	CHERNICKY DEVELOPER AGREEMENT
Solicitor Haener reported that Solicitor Joseph sent revisions on the Millcreek Sewer Transportation Agreement to Millcreek Township, and we are waiting for a response.	MILLCREEK SEWER TRANSPORTATION AGREEMENT

ENGINEER'S REPORT

Engineer Kordes reported that the Old Perry Sewer Relief Contract 1, flume modifications, have been completed, with the exception to the restoration. GPI recommends payment to Konzel Construction in the amount of \$29,499.31 for Change Order No. 3. There is still a retainer of \$5,000 from the previous pay application being held until restoration is complete.

OLD PERRY
KONZEL
PAYMENT
CHANGE ORDER 3

Motion by Mr. Andrus, seconded by Mr. Welka to approve Payment No. 8 from Konzel Construction for Change Order No. 3 for \$29,499.31. Vote 5/0.

MOTION TO
APPROVE
KONZEL
PAYMENT

Engineer Kordes reached out to Church and Murdock, in regards to the Old Perry Sewer Relief Contract 2, to let them know that the other contractor has completed their part and Church and Murdock can get started. GPI is still waiting to hear back from Church and Murdock on a start date.

OLD PERRY
CONTRACT 2

Engineer Kordes reported that the Oliver Road Gravity Sewer Replacement Pipe Bursting Remediation has been completed. GPI has received pay request #4 from TerraWorks in the amount of \$128,951.43. After this amount is paid, the Authority will be current with the work that has been completed to date. Manager Steff added that he would like Engineer Kordes to get authorization from PennVest to proceed with remainder of the project. Engineer Kordes added that PennVest is requiring two change orders. The first is due to the change in method from pipe bursting to open cut. The second is for the reroute, the new engineering fees to reroute are not eligible for the PennVest funding. Engineer Kordes needs estimates from the contractor that does not include the rerouting engineering fees. Engineer Kordes has not received any response back from TerraWorks. Manager Steff reviewed the minutes from the meeting TerraWorks attended that stated it was a design build and not to exceed the difference between the original open cut and the pipe bursting. Manager Steff asked if the Authority could just strike out the rerouting engineering fees and submit it to PennVest that way. Engineer Kordes stated he could try to submit it that way. Discussion ensued. Mr. Welka asked that TerraWorks clean up their storage area on Hawthorne Drive by the lift station.

OLIVER ROAD
TERRAWORKS
PAY REQUEST 4

Motion by Mr. Welka, seconded by Mr. Marsh, to approve Payment No. 4 from TerraWorks, Inc. for the Oliver Road Gravity Sewer Replacement Project – Contract 1 for \$128,951.43. Vote 5/0.

MOTION TO PAY
TERRAWORKS
PAYMENT NO 4

Engineer Kordes reported that GPI has been working on two grant applications for the PA Small Water and Sewer Program. The first is the Gartner and Harf Lift Station Rehabilitation. This project involves replacing pumps, piping, essentially gutting the structure, in addition to adding controls and a meter manhole. Engineer Kordes presented Resolution 2025-01, for the Gartner and Harf Sewage Pump Station Rehabilitation Project. Mr. Welka asked if the project would proceed without the grant. Manager Steff added that the lift station still needs upgraded but it might be done on a smaller scale without the funding. Discussion ensued.

PA SMALL
WATER AND
SEWER PROGRAM
GRANTS –
GARTNER AND
HARF LIFT
STATION

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Motion by Mr. Welka, seconded by Mr. Andrus, to adopt Resolution 2025-01, PA Small Water and Sewer Program Grant in the amount of \$243,852 for the Gartner and Harf Sewage Pump Station Rehabilitation Project. Vote 5/0.	MOTION TO ADOPT RESOLUTION 2025-01 G&F
Engineer Kordes stated that the Authority will also need to send a Funding Pledge Letter to DCED for the Gartner and Harf Sewage Pump Station Rehabilitation Project. The match would be 15% of the grant amount.	PLEDGE LETTER GARTNER & HARF LIFT STATION
Motion by Mr. Marsh, seconded by Mr. Knoll, to approve the Gartner and Harf Sewage Pump Station Rehabilitation Project Funding Pledge Letter to DCED for matching funds totaling \$43,033. Vote 5/0.	MOTION TO APPROVE FUNDING PLEDGE FOR G&F
Engineer Kordes added that the second grant application was for the White Birch Lane Sanitary Sewer Extension Project. This project proposes a gravity sewer and pump station with a force main to an existing manhole at Hershey and Edinboro Roads. Mr. Marsh inquired as to which homes would be impacted. Manager Steff stated that it would be just White Birch Lane with this funding and added that the grant limit is \$500,000. Discussion ensued.	PA SMALL WATER AND SEWER PROGRAM GRANTS – WHITE BIRCH LANE SEWER EXT.
Motion by Mr. Marsh, seconded by Mr. Knoll, to adopt Resolution 2025-02, PA Small Water and Sewer Program Grant in the amount of \$414,240 for the White Birch Lane Sanitary Sewer Extension Project. Vote 5/0.	MOTION TO ADOPT RESOLUTION 2025-02 WHITE BIRCH
Engineer Kordes stated that the Authority will also need to send a Funding Pledge Letter to DCED for the White Birch Lane Sanitary Sewer Extension Project. The match would be 15% of the grant amount.	PLEDGE LETTER FOR WHITE BIRCH SEWER EXTENSION
Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the White Birch Lane Sanitary Sewer Extension Project Funding Pledge Letter to the DCED for matching funds totaling \$73,101. Vote 5/0.	MOTION TO APPROVE FUNDING PLEDGE FOR WHITE BIRCH
Engineer Kordes added that GPI attempted to contact residents that could be impacted by the Speed Check development but have been unable to connect with the property owners. Manager Steff asked Engineer Kordes if it would be possible to have GPI surveyors stop after 6 pm? Engineer Kordes stated that it was possible. Mr. Welka added that if residents are non-responsive, they receive first-floor service only. Discussion ensued.	PROPOSED SPEED CHECK
MANAGER’S REPORT	
Manager Steff recommends rejecting the single proposal for the General Insurance proposals and resoliciting proposals to be presented at the April regular business meeting.	INSURANCE PROPOSALS
Motion by Mr. Marsh, seconded by Mr. Knoll, to reject the General Insurance single bid proposal and resolicit proposals for the April meeting. Vote 5/0.	MOTION TO RESOLICIT INSURANCE BIDS

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Manager Steff added that PNC Bank is requesting all authorized users update signature cards for the following accounts: Supplemental, Act 537 and Improvements, General Fund Sweep, PSN Merchant, PennVest, General Fund Operating Account and Developers Escrow.

PNC SIGNATURE
CARDS

Motion by Mr. Marsh, seconded by Mr. Andrus, to update signature cards as requested by PNC on all Authority accounts through PNC and authorize Chairman Fette to sign. Vote 5/0.

MOTION TO SIGN
PNC SIGNATURE
CARDS

Manager Steff reported on a proposed 11-acre subdivision by E.J Chernicky. Manager Steff is requesting authorization to enter into a Developer Agreement with Mr. Chernicky for 3 homes. The proposed subdivision will be served by a sewer extension parallel to Flower Road to the farthest extent of the property required under the standards of construction. Mr. Marsh asked if there was a way to pick up the other lots or gaps that could be missed with this new connection. Manager Steff added that signing this Developer Agreement is not limiting our options. Discussion ensued.

CHERNICKY
DEVELOPER
AGREEMENT

Motion by Mr. Marsh, seconded by Mr. Welka, to approve E.J. Chernicky & Sons Developer Agreement. Vote 5/0.

MOTION TO
APPROVE
CHERNICKY
DEVELOPER
AGREEMENT

Manager Steff reviewed the Erie Sewer Authority's Capital Improvement Plan with the Board. It is anticipated that the City will issue bonds in the fall of 2025 to finance their projects. The first phase in 2018 cost approximately \$27 million. The City of Erie and their engineers have identified approximately \$65 million in additional improvements. They are currently proposing a bond issue of \$34.5 million. Manager Steff added that the Authority may need to anticipate a rate increase. Mr. Marsh added that as far as sewer rates are concerned, Summit Township Sewer Authority is one of the lowest. Discussion ensued.

ERIE SEWER
AUTHORITY
CAPITAL
IMPROVEMENT
PLAN

Manager Steff updated the board on the status of the Congressionally Directed Spending (CDS) grant. The recent budget cuts have eliminated appropriations for Summit Township.

GRANT FUNDING

NEW BUSINESS

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 11:15 a.m.

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor