

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
APRIL 24, 2025**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:04 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 George Joseph, The Quinn Law Firm; Chad Yurisik, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Absent: None. Visitors: None.

ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the minutes of the March 20, 2025, Regular Business Meeting. Vote 5/0.

03/20/2025 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. Andrus, 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 Joseph reported that he heard back from the Solicitor for Millcreek Township regarding the Millcreek Sewer Transportation Agreement stating he'll review the changes and get back to Solicitor Joseph.

MILLCREEK
SEWER
TRANSPORTATION
AGREEMENT

Solicitor Joseph also reported that a mortgage foreclosure was filed against the Bickle property at 6480 Veit Drive. The Authority has two liens filed against this property: one for rental charges and the other for the connection. The total amount, including interest, is over \$40,000. Solicitor Joseph is going to find out what the Authority's claim is.

BICKLE
MORTGAGE
FORCLOSURE

Solicitor Joseph stated that Manager Steff asked him to review the Insurance Request for Proposals. Solicitor Joseph did review the proposals and will let Manager Steff address it in his report.

INSURANCE
QUOTES

ENGINEER'S REPORT

Engineer Yurisik reported that GPI has been able to contact half of the homeowners on Hershey Road regarding the proposed Speed Check. GPI gave the developer's engineer the information regarding the layouts and the sewer depths necessary to meet the Authority's future sewer needs. GPI is also wrapping up preliminary plans to extend sewer from Route 99 to Five Points on Hamot Road. They will be able to get gravity sewer the entire way.

PROPOSED SPEED
CHECK

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Engineer Yurisik also stated that the exhibits and online applications are complete for the PA Small Water and Sewer Grants for the Gartner and Harf Pump Station and the White Birch Lane Sanitary Sewer Extension. The applications are due April 30, 2025.

PA SMALL
WATER GRANTS

Engineer Yurisik added that plans were submitted to receive quotes from contractors for the Fairfield Avenue Manhole Repairs. This is a drop manhole where the pipe coming in has some issues with deflection and debris catching. Manager Steff added that originally this project was going to go out for bid, and it was thought that the proposal might come in under the bidding threshold. Technical Operator Larson added that they have heard back from two of the five contractors. Manager Steff said that based on the two quotes received, the project will need to go out for bidding. Engineer Yurisik added that the project did require a PennDot Highway Occupancy Permit, because the manhole is right on the edge of the roadway, but most of the work will be by the Township Road.

FAIRFIELD
AVE.MANHOLE
REPAIRS

Engineer Yurisik stated that a pre-construction meeting was held on April 4, 2025, for the electrical portion of the Old Perry Sewer Relief Contract 2. The contractor is waiting for Penelec to set a pole on the property.

OLD PERRY HWY
ELECTRICAL
CONTRACT

Engineer Yurisik reported that the change orders for the Oliver Road project were submitted to PennVest on March 28th. PennVest contacted GPI April 22, 2025, stating that their form did not include signature lines for the Authority and contractor to sign and requested supplemental forms be added to those change orders with signatures from GPI, the Authority and TerraWorks.

OLIVER
ROAD/PENNVEST
CHANGE ORDERS

Motion by Mr. Welka, seconded by Mr. Knoll, to approve and sign TerraWorks Contract # 1, PennVest Change Order #1. Change the installation method from pipe bursting to open cut and replacement of deficiently installed pipe. Vote 5/0.

MOTION TO
APPROVE
PENNVEST
CHANGE ORDER
#1

Motion by Mr. Marsh, seconded by Mr. Welka, to approve and sign TerraWorks Contract # 1, PennVest Change Order #2. Create a new sewer alignment from existing manhole MH ORBL 9 to end of project at manhole MH PS235. Construction duration not estimated by Contractor or Engineer, but work will commence shortly after the approval of Change Order #2. Vote 5/0.

MOTION TO
APPROVE
PENNVEST
CHANGE ORDER
#2

MANAGER'S REPORT

Manager Steff reported that Chris Hodge announced April 4, 2025, that he will be retiring after 29 years with the Authority. His last day will be June 5, 2025. Mr. Hodge wanted to thank the Board for the opportunity to be here for all these years. The Board appreciates his service to the Sewer Authority and wishes him the best.

HODGE
RETIREMENT

Manager Steff received proposals from two insurance companies, Loesel Schaff Insurance and Great Lakes Insurance. Manager Steff reviewed the options with the board. Discussion ensued.

INSURANCE
PROPOSALS

Motion by Mr. Andrus, seconded by Mr. Marsh, to award the insurance policy to Great Lakes Insurance for \$27,702. Vote 5/0.

MOTION TO
AWARD
INSURANCE

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Manager Steff reported that the Authority received a check from Erie County for \$100,000. This payment was to go to the Ennis Subdivision Sewer Repairs Project. Discussion ensued.

ERIE COUNTY
CHECK

EXECUTIVE SESSION

Motion by Mr. Welka, seconded by Mr. Andrus, to enter into an executive session regarding personnel (9:47 a.m.). Vote 5/0.

EXECUTIVE
SESSION

NEW BUSINESS

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:48 a.m.

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor