

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
MAY 30, 2025**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:06 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania.

CALL TO ORDER

Present: Chris Fette, Chairman; Laban Marsh, Secretary; Michael Andrus, Treasurer; Randy Knoll, Assistant Secretary; William C. Steff, P.E., Manager; Andy Larson, Technical Operator; Solicitor Caitlyn Haener, The Quinn Law Firm; Chad Yurisik, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Absent: Mark Welka, Vice Chairman. Visitors: None.

ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the April 24, 2025, Regular Business Meeting. Vote 4/0.

04/24/2025 MINUTES

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 4/0.

TREASURER'S
REPORT

Motion by Mr. Andrus, seconded by Mr. Marsh, 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 Haener stated that Solicitor Joseph reviewed Chris Hodges' retirement plan and addressed Manager Steff's questions.

HODGE
RETIREMENT

Solicitor Haener reported that there is nothing to report regarding the Millcreek Sewer Transportation Agreement.

MILLCREEK
SEWER
TRANSPORTATION
AGREEMENT

Solicitor Haener stated that Solicitor Joseph reviewed the municipal lien for 6850 Veit Drive. The Sheriff's Sale date is still pending, but Solicitor Joseph has submitted a claim to the Sheriff's Office and the mortgage company, stating the value of the lien as \$50,228.34. Solicitor Joseph also consulted with Administrative Supervisor Burbules and Billing Clerk McCaslin on the process for filing and reviving liens under the Municipal Claims and Tax Liens Act.

BICKLE
MORTGAGE
FORCLOSURE

Solicitor Haener added that Solicitor Joseph consulted with Billing Clerk McCaslin regarding a municipal lien at 120 Brent Avenue.

LIEN BRENT AVE

Solicitor Haener stated that GPI finalized the terms of the Service Agreement. The final document was reviewed and sent to Engineer Yurisik and Manager Steff with the recommendation to approve.

GPI SERVICE
AGREEMENT

ENGINEER'S REPORT

Engineer Yurisik reported that the PA Small Water and Sewer Grants have been submitted to the DCED for the White Birch Low Pressure Sewer Extension and the Gartner and Harf Pump Station.

PA SMALL
WATER GRANTS

Engineer Yurisik added that GPI wrapped up the sewer profile for the Hershey and Hamot Road corridor to service sewer to 5 points. GPI is working on an estimated construction cost for the route.

HERSHEY ROAD
SEWER
EXTENTION

Engineer Yurisik stated that GPI sent the Change Orders for the Oliver Road Sewer Project to TerraWorks for signature after the last Sewer Authority Board Meeting. The Change Orders were then sent to PennVest. GPI has contacted PennVest and DCED several times to get them processed. Engineer Yurisik asked Manager Steff to follow up as well. Manager Steff added that he contacted PennVest via email and expressed that this upgrade was to prevent a capacity issue and the vulnerability to sanitary sewer overload increases the potential the longer it takes. Manager Steff stated that they replied, and he has verbal approval. Manager Steff will forward the confirmation when he receives it.

OLIVER
ROAD/PENNVEST
CHANGE ORDERS

Engineer Yurisik didn't receive the necessary documentation from Konzel Construction to process the payment for this meeting.

KONZEL
PAYMENT

MANAGER'S REPORT

Manager Steff requests authorization to enter into the revised Professional Services General Engineering Services Agreement with Greenman Pedersen, Inc., as amended and concurred with by Solicitor Joseph.

GPI AGREEMENT

Motion by Mr. Knoll, seconded by Mr. Andrus, to approve the revised Professional Service Agreement with Greenman Pedersen Inc. Vote 4/0.

MOTION TO
APPROVE GPI
AGREEMENT

Manager Steff wanted to mention that Technical Operator Larson has been doing a great job with GIS. Manager Steff added that Technical Operator Larson did a map of discharges/backups and another with the Flower Road area that was discussed at the last meeting. Manager Steff is happy with the progress being made. Discussion ensued.

LARSON GIS
PROJECTS

Manager Steff added that VNet added a Quickpass step that allows the operators to change their password without involving lower-level IT technicians. In the past, employees needed to call in to change their passwords. The process to set this up involved over 44 emails. The Authority is paying \$800 per month, which covers programs, IT, and security.

VNET QUICKPASS

Secretary Marsh wanted to address the lien history report given in the Monthly Business Report. Secretary Marsh is glad to see that this number is much lower than it was in the past. Chairman Fette added that roughly \$50,000 of the current \$81,816.46 should be collected soon. Solicitor Haener added that some of those later liens were written off completely because the amount due was higher than the value of the home. She also added that when

LIEN HISTORY
REPORT

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the water shut-off policy was enacted, it encouraged people to negotiate a payment plan and prevented balances from accruing so high. Discussion ensued.

Manager Steff reviewed with the Board the Flower Road map that was completed by Technical Operator Larson. The map showed sewer options around the Flower Road area for gravity, forced main, and a low-pressure system, along with estimated costs. This sewer project is being reviewed due to the Chernicky Developer Agreement, but the Authority is only reviewing possible options. Discussion ensued.

FLOWER ROAD
SEWER REVIEW

NEW BUSINESS

With no further business to come before the Board, Mr. Andrus motioned to adjourn, seconded by Mr. Marsh. Vote 4/0.

MOTION TO
ADJOURN

Chairman Fette adjourned the meeting at 10:15 a.m.

ADJOURNMENT

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor