

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JUNE 26, 2025**

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; Laban Marsh, Secretary; Michael Andrus, Treasurer; Randy Knoll, Assistant Secretary; William C. Steff, P.E., Manager; Andy Larsen, 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 May 29, 2025, Regular Business Meeting. Vote 4/0.

05/29/2025 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 reported that there is nothing to report regarding the Millcreek Sewer Transportation Agreement.

MILLCREEK
SEWER
TRANSPORTATION
AGREEMENT

Solicitor Haener researched the process for reimbursing developers for tap-in fees under Act 57. Manager Steff requested how to proceed when a developer fails to submit eligible costs to the authority. Solicitor Haener provided that information to Manager Steff.

REIMBURSING
DEVELOPERS

Solicitor Haener was asked by Manager Steff to research the property deed and easements for the Gartner and Harf lift station property at 9384 Peach Street to determine if the Authority had the right to install an underground power line within the existing right-of-way. Solicitor Haener advised that the Authority has the right to do so.

9384 PEACH ST

Solicitor Haener also prepared a reimbursement agreement for the Kowalczyk/Allen Subdivision, Robison Road, and provided it to Manager Steff.

REIMBURSEMENT
AGREEMENT

ENGINEER'S REPORT

Engineer Yurisik presented Change Order 5 for the Old Perry Highway Project, Contract 1 for Konzel Construction. It is a reconciliation for final quantities that were installed.

OLD PERRY HWY
CONTRACT 1
CHANGE ORDER 5

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This balances out the contract quantity with the actual amount installed. It results in a decrease in the official contract price by \$869.49.

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the Reconciliation Change Order 5 to Konzel Construction for the decreased quantities in the amount of \$869.49. Vote 4/0.

MOTION TO
APPROVE
CHANGE ORDER 5

Engineer Yurisik added that GPI received the application for final payment from Konzel Construction for the Old Perry Highway Project. Engineer Yurisik states that they missed the Steel Product Certification. Engineer Yurisik recommends not paying the final payment until the Certificate is received. Manager Steff requests a motion to approve it conditionally and issue the check after the Steel Product Certification is received.

OLD PERRY HWY
KONZEL FINAL
PAYMENT

Motion by Mr. Marsh, seconded by Mr. Andrus to pay Konzel Construction the final payment for Old Perry Highway Contract 1, contingent on receiving the Steel Product Certification. Vote 4/0.

KONZEL
PAYMENT

Engineer Yurisik stated that the Electrical Contract 2 for Old Perry Highway is progressing well.

OLD PERRY
ELECTICAL

Engineer Yurisik added that GPI has done a plan review on the Speed Check development and has provided comments to the Authority.

SPEED CHECK

Engineer Yurisik added that GPI has done a plan review on the Chernicky development low-pressure sewer and has provided comments to the Authority.

CHERNICKY

Engineer Yurisik stated that Terra Works will mobilize and get started the third week in July on the Oliver Road Project.

OLIVER ROAD
TERRA WORKS

Engineer Yurisik discussed GPI's preliminary plans for the sewer extension along Hershey Road to Hamot Road and from Hamot Road to Five Points. The elevations are based on first-floor service. Basement service would require additional depth and did not seem worth the additional costs to pick up a few houses. The cost is approximately \$2.8 million to pick up Hershey Road to Hamot Road and Hamot Road to Five Points, which includes the area at Speed Check, which could reduce the cost by \$500,000. A low-pressure system would pick up the White Birch area. Manager Steff added that the Authority does have a grant application pending for the White Birch project. Discussion ensued.

HERSHEY/HAMOT
/SPEED CHECK
EXTENSION

MANAGER'S REPORT

Manager Steff and Engineer Yurisik discussed the reimbursement amounts for Kowalczyk/Treehouse Lane Reimbursement Agreement. Manager Steff added that two homes were scheduled to be on the last connection assistance project but were pulled to be added to the Kowalczyk/Treehouse Lane Reimbursement Agreement. Manager Steff is requesting that the tap-in fees do not exceed the fees they would have paid for the connection assistance project.

ROBISON ROAD
TREEHOUSE
LANE EXTENTION

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Motion by Mr. Marsh, seconded by Mr. Knoll, to establish tap-in fees for two homes on Robison Road not to exceed \$6,698.93 plus additional costs as applicable. Vote 4/0.	MOTION TO HOLD TAP IN FEE FOR ROBISON RD HOMES
Manager Steff would like to request a conditional approval of the Act 57 tap-in fees schedule with the adjustment of capacity charges and EDU connections for the Robinson Road Extension built by the Kowalczyk Development, as prepared by GPI and agreed to by the manager.	ACT 57
Motion by Mr. Marsh, seconded by Mr. Andrus, to conditionally approve the Act 57 tap-in fees with the adjustment of the capacity charges and EDU connections for the Robison Road/Kowalczyk Extension. Vote 4/0.	MOTION TO CONDITIONALLY APPROVE ACT 57
Manager Steff would like to request approval for the following promotions: Andy Larsen, Technical Operator to be promoted to Assistant Project Manager, and Scott Snyder, Maintenance Operator to be promoted to System Operator.	PROMOTIONS
Motion by Mr. Andrus, seconded by Mr. Marsh, to promote Andy Larsen to Assistant Project Manager. Vote 4/0.	MOTION TO APPROVE LARSEN PROMOTION
Motion by Mr. Marsh, seconded by Mr. Andrus, to promote Scott Snyder to System Operator. Vote 4/0.	MOTION TO APPROVE SNYDER PROMOTION
Manager Steff presented the 2025-2026 budget to the board. Manager Steff reviewed the Capital Summary to address the construction projects and loans. No rate increase is proposed because of the rate increase in September 2024, spending has been slower than anticipated, and the new City of Erie bond payments are not expected in the next 12 months. Discussion ensued.	2025-2026 BUDGET
Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the 2025-2026 Budget contingent on the approval of the employee rate increases. Vote 4/0.	MOTION TO APPROVE 25-26 BUDGET
Motion by Mr. Marsh, seconded by Mr. Andrus, to enter into an executive session regarding personnel matters at 10:28 am. Vote 4/0.	EXECUTIVE SESSION
Meeting called back to order at 10:49 am.	
Motion by Mr. Marsh, seconded by Mr. Andrus, for the Authority to not seek reimbursement for the small amount Scott Snyder was overpaid due to a payroll error. Vote 4/0.	SNYDER WAGES
Motion by Mr. Marsh, seconded by Mr. Andrus, to permit Scott Snyder to work the hours of 6:00 am – 2:00 pm, Memorial Day through Labor Day. Vote 4/0.	SNYDER HOURS
Motion by Mr. Marsh, seconded by Mr. Andrus, to approve, in lieu of a salary increase, an additional 5 days (40 hours) of vacation for Wendy Burbules for this year. The Authority will re-evaluate this arrangement next year to determine whether to continue	BURBULES VACATION

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with the 5 days (40 hours) additional vacation days or implement a 3.8% salary increase.
Vote 4/0.

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the corrected employee wage letter for McGill, Power, Bell and Associates. Vote 4/0.

WAGE LETTER

NEW BUSINESS

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

MOTION TO
ADJOURN

Chairman Fette adjourned the meeting at 10:51 a.m.

ADJOURNMENT

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor