

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
SEPTEMBER 25, 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

Chris Fette, Chairman; Mark Welka, Vice Chairman; Laban Marsh, Secretary; Michael Andrus, Treasurer; Randy Knoll, Assistant Secretary; William C. Steff, P.E., Manager; Andy Larsen, Assistant Project Manager; Solicitor George Joseph, The Quinn Law Firm; Chad Yurisik, 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 August 28, 2025, Regular Business Meeting. Vote 5/0.

08/28/2025 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 Joseph stated that the Kowalczyk Reimbursement Agreement has been recorded at the courthouse and has been returned to the Authority.

KOWALCZYK
REIMBURSEMENT
AGREEMENT

Solicitor Joseph added that he is working on a response to the Right to Know Request for Purchase Orders through the Authority.

RIGHT TO KNOW
REQUEST

Solicitor Joseph stated that Solicitor Haener drafted an Amendment to the Lucky Lucky LLC, but some details still need to be discussed.

LUCKY LUCKY
AMENDMENT

Solicitor Joseph added that Manager Steff requested him to draft a Developer Agreement with Hamot Village for phases 2 and 3.

HAMOT VILLAGE
DEVELOPER
AGREEMENT

Solicitor Joseph also added that he has not heard anything back from the Solicitor of Millcreek Township regarding the Sewer Transportation Agreement.

MLCK SEWER
TRANSPORTATION
AGREEMENT

ENGINEER'S REPORT

Engineer Yurisik stated that Terra Works is placing the final asphalt topcoat in the parking lots next week. The pilot bore rod has still not arrived, so Terra Works will begin the open cut pipeline work south of Interstate 90. Manager Steff is concerned

OLIVER ROAD
PROJECT

about everything lining up. The original plan was to bore first and then connect the gravity so proper fall would be maintained. Engineer Yurisik added that there are drop manholes on both ends to give some leeway. Discussion ensued.

OLIVER ROAD

Engineer Yurisik stated that GPI contacted PennDOT regarding the Route 19 widening project to determine what the reimbursement agreement and cost-sharing will entail. PennDOT is currently in the Utility Investigation Phase and are waiting for other utilities to get back to them before they can move into the Utility Conflict Resolution Phase. That is when the cost-sharing and reimbursements will be determined.

PENNDOTT
ROUTE 19
WIDENING

Engineer Yurisik added that he has been working with Manager Steff to review construction estimates from Speed Check's contractor. They've discussed the estimates and the procedure for moving forward.

SPEED CHECK

MANAGER'S REPORT

Manager Steff is requesting authorization to waive any penalty and interest, and back charges for unbilled usage, and inspection, and connection fees associated with the undocumented lateral at 8658 Hamot Road. Manager Steff recommends changing the sewer billing to 2 Equivalent Dwelling Units (EDU) moving forward. After reviewing the water meter data from 2022, it was determined that the property did not exceed the Approved Baseline Flow of 400 GPD.

WAIVE FEES
FOR 8658
HAMOT ROAD

Motion by Mr. Welka, seconded by Mr. Marsh, to waive any penalty and interest, and back charges for unbilled usage, and inspection, and connection fees associated with the undocumented lateral at 8658 Hamot Road. Vote 5/0.

MOTION TO
WAIVE FEES
FOR 8658
HAMOT ROAD

Manager Steff requests a motion to amend the adopted 2025-2026 Annual Budget. There was a value of \$861 in utilities for the surge detention facility, where there are no utilities. There was another error in the provision for bad debt amounting to \$7,500. The released version contained a labeling error that inadvertently inserted text instead of the usual allowance of \$7,500. The total amount of the correction is \$6,639.

AMEND
ANNUAL
BUDGET

Motion by Mr. Andrus, seconded by Mr. Marsh, to amend the 2025-2026 Annual Budget. Vote 5/0.

MOTION TO
AMMEND
BUDGET

Manager Steff reviewed the Speed Check development proposals. On behalf of Lucky Lucky LLC, Contractor J Bruno submitted three construction proposals on alternative designs by Sanford Surveying. Manager Steff and Engineer Yurisik are recommending alternative number #1. In addition, Manager Steff is requesting authorization to direct the solicitor to prepare an amendment to the Developer Agreement based on Alternatives #1 and #2. There were three designs submitted for this project:

SPEED CHECK
PROPOSALS

Alternate #1 - Deepest 12" extension option necessary for potential future potential sewer South on Route 99, cost \$450,807

Alternate #2 – For a nominal 8" sewer depth serving the proposed development, cost \$164,961.50.

Alternate #3 – For 12" with increased depth to service Hamot Road and points south of Interstate 90, cost \$395,807.

**Summit Township Sewer Authority
Monthly Business Meeting
September 25, 2025**

The Authority agrees to pay for an additional pipe size to get to Hamot Road and to increase the depth to go south on Route 99 under Interstate 90. The Authority may want to work with low-pressure systems in other areas. Manager Steff added that the contractor seems concerned about the Authority's "not to exceed amount" verbiage and not being compensated should an issue arise; however, the Authority doesn't want to run into an open-ended contract. Solicitor Joseph recommended doing an agreement with a "not to exceed amount" that allows for an amendment by mutual written agreement. Manager Steff added that easements still need to be completed. Discussion ensued.

SPEED CHECK
PROPOSALS
CONTINUED

Motion by Mr. Marsh, seconded by Mr. Knoll to authorize the Solicitor to prepare an agreement for Alternate #1 and Alternate #2 and to include the following: a not-to-exceed price, meeting the standards of construction, Dwyer Plumbing for the sewer work, and amendments by written mutual agreement. Vote 5/0.

MOTION TO
PREPARE SPEED
CHECK
AGREEMENT

Manager Steff was informed by a Township Supervisor, that several failed septic systems were discovered during stormwater upgrades in the Cherry Street Extension/Samic Road area. It is possible that grant dollars could be used toward a sewer connection. Manager Steff is requesting the Board's approval to initiate an engineering investigation and to proceed with a Local Share Accounts (LSA) grant application if the project is eligible. Discussion ensued.

CHERRY
STREET EXT.
SEWER PROJECT

Motion by Mr. Welka, seconded by Mr. Andrus, to authorize GPI to investigate grant funding and proceed with the application if eligible. Vote 5/0.

MOTION TO
INVESTIGATE
FUNDING

NEW BUSINESS

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:25 a.m.

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor