

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

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:05 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 Caitlyn Haener, 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 October 30, 2025, Regular Business Meeting. Vote 5/0.

10/30/2025
MINUTES

Motion by Mr. Marsh, seconded by Mr. Knoll, to approve the minutes of the November 13, 2025, Special Meeting. Vote 5/0.

11/13/2025
SPECIAL
MEETING
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

Mr. Marsh questioned the amount in the account, 01-3066 · Industrial Monthly Metered Excess. Administrative Supervisor Burbules stated that she would look into that amount and let him know.

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

SOLICITOR'S REPORT

Solicitor Haener prepared a Cost Sharing Amendment for the Chernicky Subdivision on Flower Road and provided it to Mangar Steff.

CHERNICKY COST
SHARING

Solicitor Haener also sent the Maleno Hamot Village Subdivision Phase 2 Developer Agreement to the Erie County Courthouse to be recorded.

MALENO HAMOT
VILLAGE PHASE 2
DEVELOPER
AGREEMENT

Solicitor Haener sent an Act 1 Notice for delinquent sewer charges to 6573 Ponderosa Drive in the amount of \$418.24.

ACT 1 NOTICE

Solicitor Haener sent a letter to the Authority regarding changes coming to the Quinn Law Firm. The Quinn Law Firm is merging with the Elderkin Law Firm. Solicitor Haener will be moving to the Marsh Law Firm. Solicitor Haener is requesting the board to consider a motion for the Authority to move with her to the Marsh Law Firm.

SOLICITOR
APPOINTMENT

ENGINEER'S REPORT

Engineer Yurisik stated that progress on the Oliver Road Project has been slow. Terra Works is almost halfway with the pilot bore. Discussion ensued.

OLIVER ROAD
PROJECT

Engineer Yurisik stated that the LSA (Local Share Account) Grant application for the Cherry Street Sewer Extension Project has been completed.

LSA GRANT
APPLICATION

Engineer Yurisik researched a question asked at last month's meeting regarding small flow treatment facilities. The DEP permit for a small flow system states, if public sewer becomes available, the small flow system is to be abandoned. Manager Steff added that this may affect customers who have paid their connection fee and are paying their sewer bill, but have never been connected to the sanitary sewer. Manager Steff added that most are due to financial hardships. Discussion ensued regarding enforcement options for property owners who have failed to connect to the sanitary sewer.

SMALL FLOW
ABANDONMENT

MANAGER'S REPORT

Manager Steff provided an assessment of surrounding municipalities and their legal representation to support the Board's decision-making process. The Board may choose to continue with Solicitor Haener at her new firm, remain with the Quinn (Elderkin) Law Firm, or select a different firm. Solicitor Haener stated it would be a privilege to continue representing the Sewer Authority.

SOLICITOR
APPOINTMENT

Motion by Mr. Marsh, seconded by Mr. Knoll, to retain Solicitor Haener through the Marsh Law Firm as the Sewer Authority's Solicitor. Vote 5/0.

MOTION TO
RETAIN
SOLICITOR
HAENER

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 9:43 A.M.

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor