

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
DECEMBER 18, 2025**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:09 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, Marsh Schaaf, LLP; Chad Yurisic, 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 November 20, 2025, Regular Business Meeting. Vote 5/0.

11/20/2025
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 Haener reported that Billing Clerk McCaslin informed her that the owners of 6573 Ponderosa Drive have paid in full and no further action is required.

ACT 1 NOTICE

Solicitor Haener reviewed the Chapter 13 plan for the Bickel Bankruptcy and noticed that the claim was filed for \$38,754.76. Solicitor Joseph filed the proof of claim for the full \$52,615.19, October 2, 2025. Solicitor Haener emailed Mr. Bickel's attorney to inform him of the discrepancy, but she hasn't heard back. Solicitor Haener will attend the January 5th hearing if she doesn't hear back. Discussion ensued.

BICKEL
BANKRUPCY

Solicitor Haener consulted with Manager Steff regarding letters to property owners who are in violation to the mandatory connection ordinance.

CONNECTION
VIOLATIONS

Solicitor Haener also consulted with Manager Steff regarding updates to the Personnel Policy on expanding the options for health insurance opt-out incentive payments.

INSURANCE
OPT-OUT

ENGINEER'S REPORT

Engineer Yurisic stated that Terra Works has brought in a contractor to assist them with boring under Interstate 90. The contractor has been able to break through using a hammer drill. Last week, a steering head blew up, so they are bringing in new equipment this week. Engineer Yurisic added that they are just over halfway under Interstate 90. Discussion ensued.

OLIVER ROAD
PROJECT

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Engineer Yurisic stated that the LSA (Local Share Account) Grant application was submitted for the Cherry Street Sewer Extension Project. Discussion ensued.

LSA GRANT

MANAGER'S REPORT

Manager Steff is requesting board action to enter into an Indemnification Agreement for a Highway Occupancy Permit for the purpose of connecting a proposed Speed Check to the public sanitary sewer system located in the Pennsylvania Department of Transportation Right-of-Way on both Edinboro and Hershey Roads.

INDEMNIFICATION – HOP – SPEED CHECK

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the Indemnification Agreement for a Highway Occupancy Permit for Speed Check. Vote 5/0.

MOTION - HOP

Manager Steff recommends that the Board enter into an Amendment to the Developer Agreement with Lucky Lucky LLC (Kulwant Singh), which would allow the STSA to share in the cost of the proposed sewer extension at 7335 Edinboro Road. The extension would serve areas beyond the proposed development, is consistent with the Comprehensive Plan, and requires an increase in sewer size and depth. The estimated cost associated with the increased size and depth of the sewers is \$285,845.50.

AMENDED DEVELOPER AGREEMENT – LUCKY LUCKY LLC

Motion by Mr. Marsh, seconded by Mr. Andrus to approve the Amendment to the Developer Agreement with Lucky Lucky LLC to allow cost sharing at 7335 Edinboro Road. Vote 5/0.

MOTION – AMENDED AGREEMENT

Manager Steff recommends the Board take action to enter into a Sanitary Sewer Right -of-Way Agreement with Lucky Lucky LLC (Kulwant Singh), which will grant the STSA the right to access, operate, and maintain the public sanitary sewer located on private property.

LUCKY LUCKY LLC ROW AGREEMENT

Motion by Mr. Marsh, seconded by Mr. Andrus to enter into a Sanitary Sewer Right-of-Way Agreement with Lucky Lucky LLC. Vote 5/0.

MOTION – ROW

Manager Steff recommends that the Board take action to enter into an Amendment to the Developer Agreement with E.J. Chernicky, which would allow the STSA to share in the cost of the proposed sewer extension for the Flower Road Subdivision. The extension will serve additional homes that are not part of the proposed development and require additional lateral stubs. The estimated cost associated with the increased size and depth of the sewer is \$13,720.00

AMENDED DEVELOPER AGREEMENT – CHERNICKY

Motion by Mr. Marsh, seconded by Mr. Welka to approve the Amendment to the Developer Agreement with E.J. Chernicky to allow cost sharing for the Flower Road Subdivision. Vote 5/0.

MOTION – AMEND AGREEMENT

Manger Steff recommends that the Authority consider amending Section XXII – Pension/Fringe Benefits of the Personnel Policy as it relates to employee participation in the Authority's health insurance program. Under the current policy, an employee who demonstrates alternative health insurance coverage may elect to opt out of the Authority's health plan and receive a monthly incentive equal to 50% of the cost of the employee-only premium. Management is seeking to modify and expand the policy and is recommending a revision to replace the percentage-based incentive with a flat-rate, three-tier opt-out structure. A flat incentive is easier to administer, avoids variability as premiums change, and ensures

INSURANCE OPT-OUT

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uniform application across all eligible employees. The proposed opt-out structure would be uniformly available to all eligible employees and is as follows:

INSURANCE
OPT-OUT
CONT.

\$6,000 annually – Full opt-out of health insurance coverage (employee and all eligible dependents)

\$4,500 annually – Opt-out of spouse and dependent children, with the employee retaining employee-only coverage.

\$2,500 annually – Opt-out of spouse only, the employee retaining coverage for themselves and dependent children.

All opt-out elections would continue to require annual verification of alternative minimum essential coverage, and all incentive payments would be treated as taxable compensation, paid through payroll. Solicitor Haener added she will draft a resolution for the January meeting to be voted on. Discussion ensued.

Manager Steff requests Board authorization for members to sign a Letter of Recommendation in support of Mike Andrus serving an additional five-year term. Upon approval, the letter will be forwarded to the Township Board of Supervisors for their consideration regarding his reappointment to the Board.

M. ANDRUS
TERM

Motion by Mr. Marsh, seconded by Mr. Knoll to sign a Letter of Recommendation to retain Mike Andrus for another five-year term. Vote 5/0.

LETTER OF
RECOMMEND
ATION

NEW BUSINESS

Manager Steff added that on December 17, 2025, he was contacted by Timothy and Tammy Birkmire regarding whether the Board would consider a special offer in consideration of their sanitary sewer easement agreement. Manager Steff is seeking direction from the Board on whether he can proceed with negotiating a special agreement or just offer the standard agreement. Mr. Marsh prefers no precedence be set, and Mr. Fette agrees. The Board directed Manager Steff to only offer the standard agreement.

BIRKMIRE
EASEMENT
AGREEMENT

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 10:12 A.M.

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor