

**SUMMIT TOWNSHIP SEWER AUTHORITY
REORGANIZATIONAL MEETING
JANUARY 29, 2026**

The re-organizational meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:09 A.M. by Chairman Chris Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Laban Marsh, Secretary; Randy Knoll, Assistant Secretary; Michael Andrus, Treasurer; William C. Steff, P.E., Andrew Larsen, Assistant Project Manager; Caitlyn Haener, Marsh Schaaf LLC; Chad Yuriscic, P.E., Greenman-Pedersen, Inc.; and Wendy Burbules, Administrative Supervisor. Absent: Mark Welka, Vice Chairman; ROLL CALL

Chairman Fette opened the floor for nominations to the positions of Chairman, Vice Chairman, Secretary, Assistant Secretary, and Treasurer for the 2026 calendar year.

Motion by Mr. Marsh, seconded by Mr. Andrus, to appoint Mr. Chris Fette as Chairman. Vote 4/0. CHAIRMAN

Motion by Mr. Marsh, seconded by Mr. Andrus, to appoint Mr. Mark Welka as Vice Chairman. Vote 4/0. VICE CHAIRMAN

Motion by Mr. Andrus, seconded by Mr. Knoll, to appoint Mr. Laban Marsh as Secretary. Vote 4/0. SECRETARY

Motion by Mr. Marsh, seconded by Mr. Andrus, to appoint Mr. Randy Knoll as Assistant Secretary. Vote 4/0. ASS'T
SECRETARY

Motion by Mr. Marsh, seconded by Mr. Knoll, to appoint Mr. Michael Andrus as Treasurer. Vote 4/0. TREASURER

Chairman Fette opened the floor for nominations of two board members to the personnel committee for the 2026 calendar year.

Motion by Mr. Knoll, seconded by Mr. Fette, to appoint Mr. Marsh to the personnel committee. Vote 4/0. Motion by Mr. Fette, seconded by Mr. Marsh, to appoint Mr. Andrus to the personnel committee. Vote 4/0. PERSONNEL
COMMITTEE

Chairman Fette opened the floor for nominations of two board members to the special project finance committee for the 2026 calendar year.

Motion by Mr. Marsh, seconded by Mr. Knoll, to appoint Mr. Andrus to the special project finance committee. Vote 4/0. Motion by Mr. Andrus, seconded by Mr. Knoll, to appoint Mr. Marsh to the special project finance committee. Vote 4/0. SPECIAL
PROJECT
FINANCE
COMMITTEE

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Chairman Fette opened the floor for nominations of two board members to the audit committee for the 2026 calendar year.

AUDIT COMMITTEE

Motion by Mr. Marsh, seconded by Mr. Andru, to appoint Mr. Knoll to the audit committee. Vote 4/0. Motion by Mr. Knoll, seconded by Mr. Andrus, to appoint Mr. Marsh to the audit committee. Vote 4/0.

Chairman Fette stated that appointments for solicitor and engineer needed to be made for the 2026 calendar year.

Motion by Mr. Andrus, seconded by Mr. Marsh, to appoint Marsh Schaaf LLP as the Solicitor for 2026 in accordance with the rate schedule to be filed at the Authority office. Vote 4/0.

SOLICITOR

Motion by Mr. Marsh, seconded by Mr. Andrus, to appoint Chad Yurisc, P.E., Greenman-Pedersen, Inc., as the Authority Engineer for 2026 in accordance with the rate schedule to be filed at the Authority office. Vote 4/0.

ENGINEER

Chairman Fette stated that the Authority's depositories needed to be named, and the recommendation is to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2026.

DEPOSITORIES

Motion by Mr. Marsh, seconded by Mr. Andrus, to name all banks in the Erie area, but not limited to the Erie area, as depositories in 2026. Vote 4/0.

Chairman Fette stated that the Authority's overhead rate must be set for 2026. Manager Steff recommended the rate decrease to \$40. Last year's rate was \$52.

OVERHEAD RATE

Motion by Mr. Andrus, seconded by Mr. Marsh, to establish that the overhead rate for 2026 is \$40.00/hour. Vote 4/0.

Motion by Mr. Andrus, seconded by Mr. Marsh, to set standard office hours for 2025. Open 8:00 am – 4:00 pm Monday through Friday. The Manager may alter office hours to reflect special circumstances. Vote 4/0

OFFICE HOURS

Motion by Mr. Andrus, seconded by Mr. Marsh, to set the meeting date and time as the last Thursday of each month at 9:00 a.m. except for the following: The March meeting will be March 19, 2026 due to the Pennsylvania Rural Water Association Convention. The November meeting will be November 19, 2026 due to Thanksgiving. The December meeting will be held on December 17, 2026, due to Christmas. Vote 4/0.

REGULAR
MEETINGS
TIME & DATES

Motion by Mr. Marsh, seconded by Mr. Knoll, to name Erie Times News as the publication used for meeting notices. Vote 4/0.

PUBLICATION
NOTICES

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:15 a.m.

Respectfully submitted,

Wendy Burbules
Administrative Supervisor