

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JANUARY 29, 2026**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:15 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Chris Fette, 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 Yuriscic, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Visitors: None; Absent: Mark Welka, Vice Chairman. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the December 18, 2025, Regular Business Meeting. Vote 4/0. 12/18/2025
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

Mr. Marsh questioned the amount in the Meter Reading Expense and why it was so high. Manager Steff explained that the Water Authority does some of our meter readings. The Water Authority is catching up on back billing due to switching companies. He added that we haven't been billed for 3 years. Administrative Supervisor Burbules added that we are now being billed monthly and will have an accurate amount for the next budget. EXPENDITURES

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0.

RESIDENTS TO BE HEARD

None

SOLICITOR'S REPORT

Solicitor Haener reviewed the Chapter 13 plan for the Bickel Bankruptcy and filed an objection to the plan on December 31, 2025. Solicitor Haener added that she attended the Meeting of Creditors on January 5, 2026. The Interim Plan is not binding because of the objection the Authority filed. Discussion ensued. BICKEL
BANKRUPCY

Solicitor Haener worked with Manager Steff on Resolution 2026-01 to expand the options for the health insurance opt-out incentive payments. INSURANCE
OPT-OUT

Solicitor Haener also consulted with Manager Steff regarding the Hershey Road Easements, including correspondence with Attorney Micsky, representing Mr. Faulkner, who is on the corner of Edinboro and Hershey Roads. HERSHEY ROAD
EASEMENTS

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Solicitor Haener stated that Manager Steff requested an opinion regarding bonding requirements under the Pennsylvania Municipalities Planning Code when the Authority has a reimbursement agreement with the developer. In summary, a developer is required to bond 110% of the work that they have yet to complete, even when their work requires changes requested by the Authority, and even when the Authority has agreed to reimburse the developer for that work.

BONDING
REQUIREMENTS

Solicitor Haener also reviewed the GPI Service Agreement for 2026, and no changes are recommended. It is the same agreement as last year.

GPI
AGREEMENT

ENGINEER'S REPORT

Engineer Yurisc stated that the casing pipe is entirely underground under Interstate 90. The auger caught on the casing pipe and turned it. Four welds failed but have been repaired. The pipe still needs to be inserted into the casing, and the manholes need to be connected. When the switch over happens, there is a weir that needs to be built to divert the flow. Discussion ensued.

OLIVER ROAD

Engineer Yurisc stated that the Authority was not awarded the Small Water and Sewer Grants submitted to the Pennsylvania Commonwealth Finance Committee, for the Gartner and Harf Pump Station Rehabilitation or the Low Pressure Sewer Extension for the White Birch area. Engineer Yurisc will meet with Manager Steff and Assistant Project Manager Larsen to discuss needed upgrades to the Gartner and Hart Lift Station and get it out for bids. Manager Steff added that this renovation will also serve any new development on Lee Road. Manager Steff added that we may need to revisit the retention project. Discussion ensued.

SMALL WATER
AND SEWER
GRANTS

MANAGER'S REPORT

Manager Steff stated that the Overhead Rate decreased this year. There were changes in the audited expenses, mostly due to lower employee expenses and fewer employees.

OVERHEAD
RATE

Manager Steff requests the Board to enter into the General Engineering Services Agreement with Greenman Pederson Inc. This is the same agreement as last year.

GPI
AGREEMENT

Motion by Mr. Marsh, seconded by Mr. Andrus, to approve the General Engineering Services Agreement with GPI. Vote 4/0.

MOTION TO
APPROVE GPI
AGREEMENT

Manager Steff stated that Regal PA Investors, LLC (Perry's Summit Mobile Home Community) had a deadline of January 19, 2026, to submit a Corrective Action Plan. The Authority has not heard back from them. The Authority was in contact with them regarding some intermediate repairs, which they said were done, but were not. Then stated they couldn't because of the weather. Manager Steff is recommending that the Board authorize the Solicitor to issue a Notice of Noncompliance with the intent to enforce. Reviewing our Rules and Regulations, there is a potential fine of up to \$1000 per offense, each day they are over their Corrective Action Plan deadline.

REGAL PA
INVESTORS,
PERRY'S
SUMMIT MHP

EXECUTIVE SESSION

EXECUTIVE
SESSION

Mr. Marsh announced that the Board would enter into executive session pursuant to Section 708(a)(4) of the Pennsylvania Sunshine Act for the purpose of consulting with the Authority Solicitor regarding potential litigation and legal enforcement options related to the failure of the owner of Perry’s Summit Mobile Home Park to submit a required Corrective Action Plan for its private sanitary sewer system. This was seconded by Mr. Knoll. Vote: 4/0.

The executive session is being held to discuss legal strategy and potential enforcement actions, including the initiation of civil proceedings and will not involve any official action.

The Board entered executive session at 9:45 a.m.

RETURN TO PUBLIC SESSION

The Board reconvened in public session at 10:37 a.m. No official action was taken during Executive Session.

Manger Steff recommends that the Authority consider amending Section XXII – Pension/Fringe Benefits of the Personnel Policy by Resolution 2026-01. The amendment is to revise the health insurance opt-out provisions by replacing the existing percentage-based incentive with a flat-rate, three-tier opt-out structure, effective immediately, as follows:

RESOLUTION
2026-01

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

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

\$3,000 annually – Opt-out of spouse only, the employee retaining coverage for themselves and dependent children.

Opt-out elections are subject to annual verification of alternative minimum essential coverage And all incentive payments are treated as taxable compensation and paid through payroll, monthly.

Motion by Mr. Marsh, seconded by Mr. Andrus to approve Resolution 2026-01 Amending Section XXII – Pension/Fringe Benefits of the Personnel Policy. Vote 4/0.

MOTION TO
APPROVE
RESOLUTION
2026-01

Manager Steff recommends that the Board adopt the Annual Audit as prepared by Shawn Emerson, CPA, Senior Accountant; McGill, Power, Bell and Associates, and concurred with by the Audit Committee. CPA Emerson reported that the audit was unmodified, with no material discrepancies. 6 adjustments and no matters are reportable under GAAP.

ANNUAL
AUDIT

Motion by Mr. Marsh, seconded by Mr. Andrus to adopt the 2024-2025 Annual Audit. Vote: 4/0.

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NEW BUSINESS

None

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:44 a.m.

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor