

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
MARCH 19, 2026**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:03 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; 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. ROLL CALL
Absent: Michael Andrus, Treasurer.

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the minutes of the February 26, 2026, Regular Business Meeting. Vote 4/0. 02/26/26 MINUTES

Motion by Mr. Welka, 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

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

RESIDENTS TO BE HEARD

None

SOLICITOR'S REPORT

Solicitor Haener mailed an Act 1 Notice, March 6, 2026, to 6570 Ponderosa Drive for \$317.75. The Act 1 Notices sent last month: 8499 Perry Highway still has a balance due; 8155 Glenmar has paid in full. ACT 1 NOTICES

Solicitor Haener received a Standard Easement Agreement for Mr. Faulkner at 7425 Edinboro Road. FAULKNER EASEMENT

Solicitor Haener also reviewed the construction bonds drafted by Philadelphia Insurance Companies for the Speed Check Project and provided comments to Manager Steff as requested. SPEED CHECK BONDS

ENGINEER'S REPORT

Engineer Yuriscic reported that all the pipes for the Oliver Road Project are in the ground. The pipes have passed low-pressure air testing, and the pipe within the casing has passed mandrel testing. Three sections still need mandrel testing after being backfilled for 30 days. Two other manholes need to be air tested. The diversion weir also needs to be constructed in one of the manholes after the last mandrel testing. Discussion ensued. OLIVER ROAD PROJECT

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Engineer Yurisc stated that the Gartner and Harf Pump Station & Fairfield Manhole Project bids were opened on March 17, 2026. A total of five bids were received; the low bidder was Ray Showman Jr. Excavating. This bid was set up with an alternate; the base bid was just for a roof over the control panels; the alternate adds retractable screens on the walls for the operators to pull down if needed to enclose the space. Showman's base bid was \$298,607.67 the alternate was \$8,940.13. The Authority has the option to award the base bid or the base bid with the alternate. Engineer Yurisc recommends awarding the base bid and the alternate to Ray Showman Jr. Excavating for \$307,547.80. GPI reviewed the bids; there were no irregularities and the Authority has worked with the contractor in the past.

G&H LIFT
STATION AND
FAIRFIELD
MANHOLE
PROJECT

Motion by Mr. Marsh, seconded by Mr. Welka, to award the Gartner and Harf Pump Station & Fairfield Manhole Project to Ray Showman Jr. Excavating for \$307,547.80. Vote 4/0.

MOTION TO
AWARD BID

MANAGER'S REPORT

Manager Steff requests Board authorization for the STSA to enter into an Indemnification Agreement for a Highway Occupancy Permit with E.J. Chernicky for the purpose of constructing a low-pressure public force-main that will be built to serve the subdivision. The proposed force main will be partially in easement and partially built in the PA Department of Transportation Right-of-Way, State Route 4008 Flower Road. Discussion ensued.

CHERNICK HOP
AGREEMENT
FLOWER RD

Motion by Mr. Marsh, seconded by Mr. Knoll, to approve the Right-of-Way Agreement with E.J. Chernicky, 4008 Flower Road. Vote 4/0.

MOTION HOP
AGREEMENT

Manager Steff requests Board authorization for the STSA to enter into a Sanitary Sewer Right-of-Way Agreement with E.J. Chernicky for the property located at 2970 Flower Road. The Right-of-Way Agreement will grant the necessary land rights to construct the low-pressure sanitary sewer force main along Flower Road.

CHERNICK ROW
AGREEMENT
2970 FLOWER

Motion by Mr. Marsh, seconded by Mr. Knoll, to approve the Right-of-Way Agreement with E.J. Chernicky, 2970 Flower Road. Vote 4/0.

MOTION ROW
AGREEMENT
2970 FLOWER

Manager Steff requests Board authorization for the STSA to enter into a Sanitary Sewer Right-of-Way Agreement with Melane Whaley for the property located at 2980 Flower Road. The Right-of-Way Agreement will grant the necessary land rights to construct the low-pressure sanitary sewer force main along Flower Road.

WHALEY ROW
AGREEMENT
2980 FLOWER

Motion by Mr. Marsh, seconded by Mr. Knoll, to approve the Right-of-Way Agreement with Melane Whaley, 2980 Flower Road. Vote 4/0.

MOTION ROW
AGREEMENT
2980 FLOWER

Manager Steff requests Board authorization for the STSA to enter into a Sanitary Sewer Right-of-Way Agreement with E.J. Chernicky for the property located at 2990 Flower Road. The Right-of-Way Agreement will grant the necessary land rights to construct the low-pressure sanitary sewer force main along Flower Road. Discussion ensued.

CHERNICK ROW
AGREEMENT
2990 FLOWER

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Motion by Mr. Marsh, seconded by Mr. Welka, to approve the Right-of-Way Agreement with E.J. Chernicky, 2990 Flower Road. Vote 4/0.

MOTION ROW
AGREEMENT
2990 FLOWER

Manager Steff requests Board authorization for the STSA to enter into a Sanitary Sewer Right-of-Way Agreement with Michael P. Faulker for the property located at 7425 Edinboro Road. The Right-of-Way Agreement will grant the necessary land rights to construct the public sanitary sewer extension along Hershey Road.

FAULKNER
ROW
AGREEMENT
7425 EDINBORO

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the Right-of-Way Agreement with Michael Faulkner, 7425 Edinboro Road. Vote 4/0.

MOTION ROW
AGREEMENT
7425 EDINBORO

Manager Steff stated that the STSA did not receive the required documentation for the Speed Check Change Order to the Developer Agreement so no action can be taken. Solicitor Haener added that Manager Steff executing a change order is the administrative follow through for the course of action the board already approved.

SPEED CHECK
CHANGE ORDER

Manager Steff requests Board authorization to proceed with the Temporary Connection process to allow the installation of a private low-pressure force main to serve the vacant lot located on the cul-de-sac of Ponderosa Drive. There are three options: 1.) A Temporary Connection involving a privately owned low-pressure force main extending approximately 530 feet to the existing system, and 2.) A public low-pressure extension constructed within the right-of-way, approximately 596 feet plus an 80-foot lateral. The property owner and builder have indicated a preference for the Temporary Connection option based on lower initial cost. If required by the board, a Temporary Connection Agreement will be prepared and presented to the board. 3.) To grant a permit and not require a Temporary Connection Agreement. This would provide the homeowner with a standard sewer connection permit. This would be a private lateral, and the permit fees would include project fees associated with the South Hill Road Project.

PONDEROSA DR
PROPERTY AT
CUL-DE-SAC
SEWER PERMIT

Motion by Mr. Marsh, seconded by Mr. Welka, to issue a sewer permit for the vacant lot located on the cul-de-sac of Ponderosa Drive, which was formerly labeled a Temporary Connection. Vote 4/0.

MOTION TO
ISSUE A PERMIT

EXECUTIVE SESSION

Motion by Mr. Marsh, seconded by Mr. Knoll, to enter Executive Session pursuant to Section 708(a)(4) of the Pennsylvania Sunshine Act to discuss Personnel Issues. Vote 4/0.

MOTION
EXECUTIVE
SESSION

The Board entered executive session at 10:02 a.m. to consult with Counsel regarding a Potential enforcement action and anticipated litigation involving a specific customer.

RETURN TO PUBLIC SESSION

The Board reconvened in public session at 10:15 a.m. No official action was taken during Executive Session.

RETURN TO
PUBLIC SESSION

Mr. Marsh left the meeting at 10:15 a.m.

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Discussion ensued regarding the substance of a matter to be added to the agenda and the reasons for the addition pursuant to 65 Pa. C.S. Section 712.1 (e). The Board has received a request from Assistant Project Manager Andrew Larsen due to recent key personnel changes. After the February Business Meeting, System Operator Scott Snyder notified the Authority that his last day would be March 27, 2026. After Mr. Snyder's last day, Mr. Larsen will be the only operator and on call 24/7 until the Authority finds a new hire. The Authority will also rely on Mr. Larsen to train the new employee. Mr. Larsen is requesting a pay increase due to the sudden and significant increase in his job duties. The next regular Board Meeting is scheduled for April 30, 2026. All Board members in attendance agreed that the Board must amend the agenda to consider Mr. Larsen's request before Mr. Snyder's last day.

MOTION TO
AMEND THE
AGENDA

Motion by Mr. Knoll, seconded by Mr. Welka, to amend the agenda by Majority Vote, to add an item to the agenda for Board action on the pay increase request received from Andrew Larsen. Vote 3/0.

MOTION TO
AMEND BY
MAJORITY
VOTE

Manager Steff recommended a pay increase of \$2.00/ hour for Mr. Larsen with an effective date of March 29, 2026.

MOTION TO
INCREASE
LARSEN'S PAY

Motion by Mr. Knoll, seconded by Mr. Welka, to approve a pay increase of \$2.00 per hour for Andrew Larsen, effective March 29, 2026. Vote 3/0.

Mr. Knoll asked if there was any new information regarding Regal's Summit Village. Manager Steff stated that the County responded that it was the Authority's responsibility, unless there is more evidence of health concerns. Manager Steff replied that the photos did show a potential health concern. The STSA did get a call from a contractor putting together a price to address the necessary repairs. Assistant Project Manager Larsen met with Roman from Fisher and Jeff from Regal to review the issues. The STSA is hoping to have a plan to review before the next meeting. Discussion ensued.

REGAL SUMMIT
VILLAGE
REPAIRS

Mr. Welka added that PennDOT is having a Teams meeting on Friday, March 17, 2026, at 1:00 p.m., if the STSA would like to join. It's regarding a bridge and repaving project for Hershey Road, from Peach Street to Grub Road.

PENNDOT
MEETING
HERSHEY RD

NEW BUSINESS

With no further business to come before the Board, Mr. Knoll motioned to adjourn, seconded by Mr. Welka. Vote 3/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:40 a.m.

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor