

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
APRIL 30, 2026**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:06 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 Yuriscic, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Visitors: None. Absent: None. ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Welka, to approve the minutes of the March 19, 2026, Regular Business Meeting. Vote 4/0. 03/19/26 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 4/0. 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 4/0. EXPENDITURES

**RESIDENTS TO BE HEARD**

None

**SOLICITOR’S REPORT**

Solicitor Haener filed a lien on March 30, 2026, to 8499 Perry Highway for delinquent sewer charges of \$459.64. Act 1 Notices were sent on April 24, 2026, to Baymont Inn and Suites at 8170 Perry Highway for delinquent sewer charges of \$9,176.73. ACT 1 NOTICES

Solicitor Haener reviewed a notice of bankruptcy received from Billing Clerk McCaslin regarding a residential customer. The person applying for bankruptcy is not the property owner, therefore the Authority doesn’t need to do anything. BAKRUPTCY QUESTION

Solicitor Haener returned the recorded documents for the easements on Edinboro Road and Flower Road, along with an Indemnification Agreement for Flower Road. EASEMENTS EDINBORO & FLOWER RDS

Solicitor Haener also responded to questions from Manager Steff regarding the Personnel Code and reviewed the Offer Letter for the new Maintenance Technician. OFFER LETTER/ PERSONNEL REVIEW

Solicitor Haener also reviewed a portion of the minutes from the last meeting and provided comments to Administrative Supervisor Burbules. MINUTES REVIEW

Solicitor Haener responded to Manager Steff regarding the Authority's preference for reporting individual easements rather than relying solely on a subdivision map for recording easements. The question was focused more on larger subdivision projects where there may be dozens of lots. Solicitor Haener provided an opinion to Manager Steff that describes some new options for large projects. Instead of individual agreements for each RECORDING SUBDIVISIONS

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project, the Authority could allow for one agreement for all the parcels if there is a common owner when the agreement is recorded.

RECORDING  
SUBDIVISIONS  
CONT.

Solicitor Haener reviewed a claim for damages for \$1,433.49 from Erie Insurance’s third-party recovery firm, SubroIQ. The original claim relates to Robert Popovic’s allegation that his vehicle was damaged when his wife drove over a manhole cover. Solicitor Haener prepared a denial letter for the Authority, based on the fact that the Authority is immune from liability under the PA Political Subdivision Tort Claims Act.

POPOVIC  
INSURANCE  
CLAIM

Solicitor Haener consulted with a senior attorney who specialized in construction bonds to review the bonds drafted by Philadelphia Insurance Companies for the Speed Check Project and provided comments to Manager Steff. After some corrections were made, the bonds are acceptable.

SPEED CHECK  
BONDS

Solicitor Haener attended a conciliation conference on March 26, 2026, to pursue the objection to Bickel’s Bankruptcy. Mr. Bickel has filed for Chapter 13 Bankruptcy for temporary relief from foreclosure by PNC Bank while a resident in the home is dealing with a severe medical condition. Through his attorney, Joe Spero, Mr. Bickel is requesting a Stipulation Agreement from the Authority. Without the stipulation, the Chapter 13 will fail. Solicitor Haener requests an executive session to discuss the matter further.

BANKRUPTCY  
STIPULATION  
AGREEMENT

**ENGINEER’S REPORT**

Engineer Yurisc reported that GPI assisted the Authority with the review of the Hamot Village Phase 2 Sewer Extension Plan and provided comments to the developer. The developer has addressed the technical comments. There is still some easement language that needs to be worked out. Manager Steff sent the opinion letter regarding easements to Engineer Sanford and is waiting to hear back from him. Discussion ensued.

HAMOT VILLAGE  
PHASE 2

Engineer Yurisc stated that the contract documents for the Gartner and Harf Pump Station & Fairfield Manhole Project have been received. The Notice to Proceed has been issued. The contractor has been providing GPI with submittals. A pre-construction meeting is scheduled for the week of May 11, 2026.

G&H / FAIRFIELD  
PROJECT

Engineer Yurisc stated that Terra Works has made the final connection on the Oliver Road Project. Both ends are connected under Interstate 90. The diversion weir has been connected to the manhole, and sewage is flowing completely in the newly aligned system. The final step is the landscape restoration, which will be completed as the weather permits. Terra Works has submitted the Application for Payment Number 5 for \$760,957.42. GPI has reviewed the Application and recommends payment to the contractor.

OLIVER ROAD  
PROJECT

Motion by Mr. Andrus, seconded by Mr. Knoll, to approve the Application for Payment Number 5 to Terra Works for \$760,957.42. Vote 4/0.

MOTION TO PAY  
TERRA WORKS

**MANAGER’S REPORT**

Manager Steff requests the Board to ratify the hiring of William Kuhn as the Maintenance Technician. The Authority received 58 applicants. Mr. Kuhn’s first day on the job is May 14, 2026.

HIRE WILLIAM  
KUHN

MOTION TO HIRE  
WILLIAM KUHN

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Motion by Mr. Welka, seconded by Mr. Andrus, to hire William Kuhn as the Maintenance Technician at a rate of \$30/hour. Vote 4/0.

Mr. Marsh entered the meeting at 9:56 a.m.

**EXECUTIVE SESSION**

Motion by Mr. Andrus, seconded by Mr. Knoll, to enter into Executive Session pursuant to Section 708(a)(4) of the Pennsylvania Sunshine Act to discuss personnel issues, a potential compliance issue, and a bankruptcy stipulation agreement. Vote 5/0.

EXECUTIVE  
SESSION

The Board entered executive session at 10:00 a.m.

**RETURN TO PUBLIC SESSION**

The Board reconvened in public session at 11:00 a.m. No official action was taken during Executive Session.

RETURN FROM  
EXECUTIVE  
SESSION

Mr. Welka left the meeting at 11:00 a.m.

Manager Steff requested a motion to amend the agenda to obtain the Board's authorization to hire part-time summer help at a rate of \$15/hour for landscaping duties. The part-time employee will be starting before the next meeting, and Assistant Project Manager Larsen will be busy training Mr. Kuhn.

HIRE PART-  
TIME SUMMER  
HELP

Motion by Mr. Marsh, seconded by Mr. Welka, to amend the agenda by Majority Vote, to add an item to the agenda for Board action on hiring part-time, summer help. Vote 4/0.

MOTION TO HIRE  
SUMMER HELP

Motion by Mr. Marsh, seconded by Mr. Andrus, to hire Austin Edwards for temporary part-time summer help at a rate of \$15/hour. Vote 4/0.

MOTION TO HIRE  
AUSTIN  
EDWARDS

**NEW BUSINESS**

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

MOTION TO  
ADJOURN

Chairman Fette adjourned the meeting at 11:07 a.m.

ADJOURNMENT

Respectfully submitted by,

Wendy Burbules,  
Administrative Supervisor