SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
MAY 28, 2026

CALL TO ORDER

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:02 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania.

ROLL CALL

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 Yurisic, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor. Visitors: None. Absent: Mark Welka, Vice Chairman.

04/30/26 MINUTES

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the April 30, 2026, Regular Business Meeting. Vote 4/0.

TREASURER'S REPORT

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

EXPENDITURES

Motion by Mr. Andrus, seconded by Mr. Marsh, 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

DELINQUENT ACCOUNT

Solicitor Haener was notified by Billing Clerk McCaslin on May 5, 2026, that Baymont Inn and Suites paid their delinquent sewer bill.

BICKEL STIPULATION AGREEMENT

Solicitor Haener reviewed the Bickel Stipulation Agreement with the Authority. The amount of the secured claim for the Authority is $52,615.19. The agreement shall accrue interest at a rate of 6% per annum, from the date of filing. Mr. Bickel will stay current on his quarterly charges. His payment of $50 per month will be applied to his current charges first and any remainder to his post-petition arrearage. Solicitor Haener requests the board accept the Stipulation Agreement and authorize Solicitor Haener to sign on behalf of the Authority.

MOTION TO APPROVE STIPULATION AGREEMENT

Motion by Mr. Marsh, seconded by Mr. Knoll, to approve the Bickel Stipulation Agreement and authorize Solicitor Haener to sign on behalf of the Authority. Vote 4/0.

ENGINEER'S REPORT

OLD PERRY HIGHWAY – ELECTRICAL

Engineer Yurisic reported that he has three documents requiring board action, all regarding the Old Perry Highway Flume Project, Electrical Contract. The first item is a Certificate of Substantial Completion, certifying that the project is complete.

MOTION TO APPROVE – CERTIFICATE OF COMPLETION

Motion by Mr. Marsh, seconded by Mr. Knoll, to approve the Certification of Substantial Completion for the Old Perry Highway, Electrical Contract. Vote 4/0.

OLD PERRY HWY-CHANGE ORDER 3

Engineer Yurisic stated that the second item is Change Order #3. This is a reconciliation for a change in price and final quantities that were used in construction. There was a $10,000 allowance in the original bid, only $1,418.70 of it was used. The balance of $8,581.30 is credited back towards the original contract price. The final contract price is $51,275.51.

> Motion by Mr. Andrus, seconded by Mr. Knoll, to approve Change Order #3 for Church and Murdock on the Old Perry Highway Contract. Vote 4/0.

MOTION TO APPROVE – CHANGE ORDER 3

Engineer Yurisic also received the Application for Final Payment to Church and Murdock of $8,203.03. Most of this amount is retainage that has been held.

OLD PERRY HWY FINAL PAYMENT

> Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the final payment of $8,203.03 to Church and Murdock for the Old Perry Highway Contract. Vote 4/0.

MOTION TO APPROVE – FINAL PAYMENT

Engineer Yurisic added that he and the Authority held a preconstruction meeting for the Fairfield Manhole and Gartner and Harf Projects on April 12, 2026. Showman hopes to start the Fairfield Manhole Project next week, but the materials have been delayed.

FAIRFIELD MANHOLE PROJECT

MANAGER'S REPORT

Manager Steff introduced Bill Kuhn, Maintenance Technician, and Austin Edmonds, summer labor, to the board. Manager Steff added that Mr. Kuhn requested additional time off since the last meeting. Mr. Kuhn requested an additional sick day and 2 additional vacation days before his 90-day probationary period. Manager Steff granted the request.

NEW HIRES – WILLIAM KUHN, AUSTIN EDMONDS

> Motion by Mr. Marsh, seconded by Mr. Andrus, to ratify the original offer letter and approve 8 additional sick hours and 16 additional vacation hours available before his 90-day probationary period. Vote 4/0.

MOTION TO RATIFY KUHN'S OFFER LETTER

Manager Steff requests board authorization to dispose of four retired generators for $400.00 per unit. Authorization is required in accordance with the Authority's Asset Capitalization Policy adopted January 30, 2020. They include Valley View, Oliver Road, Holiday Inn, and Central Lift Stations. These generators are no longer required for Authority operations and are proposed to be sold to a known buyer or for a prevailing scrap metal value, whichever is greater. Loading and removal responsibilities will be on the purchaser. In addition, the Authority has two obsolete generators at Baldwin and Flower Lift Stations. The potential buyer is also interested in purchasing these for $400.00 per unit. The Authority will be required to transport these generators to 8890 Old French Road, where the purchaser will remove them. The current scrap price would be approximately $70.00 per generator, based on the weight and the scrap price per ton.

DISPOSE OF 6 RETIRED GENERATORS

> Motion by Mr. Andrus, seconded by Mr. Marsh, to dispose of six obsolete generators for $400.00 each. Vote 4/0.

MOTION TO SELL GENERATORS

Manager Steff is also requesting authorization to sell a retired portable steam jenny, industrial grade pressure washer and vapor cleaning machine. This is being sold "as is" for $100.00. A permanent wash unit was installed several years ago.

DISPOSE OF PRESSURE WASHER/STEAM JENNY

> Motion by Mr. Marsh, seconded by Mr. Andrus, to sell a retired portable steam jenny, "as is" for $100.00. Vote 4/0.

MOTION TO SELL STEAM JENNY

Discussion ensued regarding the Authority's long-term capital improvement program, available financing opportunities, and the prioritization of future projects. Several Board members referenced the Authority's approximately $5.0 million fund balance. [Manager Steff noted that this aggregate amount includes funds designated for multiple purposes, including General Fund operations, Capital Reserves, Developer Escrows, and Supplemental Insurance reserves, and is not entirely available for unrestricted capital expenditures.]

POTENTIAL PROJECTS AND FUNDING

Manager Steff reported that the Authority may have access to a 1% loan through the Greater Erie Industrial Development Corporation (GEIDC) and suggested that previously evaluated projects, including Lee Road and the retention tank projects, should be reviewed further and reprioritized as part of the Authority's ongoing capital planning process. The Board also reviewed the Authority's 2018 Comprehensive Plan, which identified overall project costs and the number of EDUs served by various proposed improvements. Engineer Yurisic advised that certain project areas may warrant additional evaluation of low-pressure sewer alternatives that were not included in prior bidding efforts. Additional engineering time would be required to develop concept plans and prepare estimates of probable construction costs for those alternatives.

POTENTIAL PROJECTS AND FUNDING CONT.

Manager Steff reported that the Authority is awaiting the outcome of its Local Share Account (LSA) grant application for the Cherry Street Extension project. Grant awards are anticipated in September. Until the grant status is known, the Cherry Street Extension project will remain on hold.

LOCAL SHARE ACCOUNT – CHERRY ST EXT

Engineer Yurisic and Project Manager Larsen reported that additional flow monitoring and data collection efforts are ongoing in support of the retention tank evaluation. Management further advised that the formal capacity analysis remains underway and that additional input from the Engineer and Operations staff is needed before a recommendation can be presented to the Board regarding future capital priorities. Such a recommendation would be necessary to support any decision to redirect resources from the Route 19 and Route 97 retention projects toward alternative sewer system improvement projects, including Route 99 south of Interstate 90, Cherry Street, Hershey Road south of Route 99, and Lee Road.

RETENTION TANK

Manager Steff also indicated that additional funding opportunities, including potential assistance through the Summit Township Supervisors, may be possible. [Manager Steff noted that on January 20, 2026, the Supervisors voted to approve a $1.5 million loan to the Summit Township Water Authority at 1.0% interest for 10 years.]

FUNDING OPPORTUNITY

No action was requested or taken by the Board, and no direction was provided regarding project prioritization at this time.

EXECUTIVE SESSION
None

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 10:28 a.m.

ADJOURNMENT

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor