SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
JULY 30, 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 9:07 a.m. at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania.

ROLL CALL

Chris Fette, Chairman; Mark Welka, Vice Chairman; Laban Marsh, Secretary; Michael Andrus, Treasurer; 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: Randy Knoll, Assistant Secretary.

06/25/26 MINUTES

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the June 25, 2026, Regular Business Meeting, as corrected. Vote 4/0.

TREASURER'S REPORT

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.

EXPENDITURES

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.

RESIDENTS TO BE HEARD

None

SOLICITOR'S REPORT

SUPPLEMENTAL INSURANCE

Solicitor Haener responded to a Supplemental Insurance coverage question from Administrative Supervisor Burbules earlier in the month.

DRIVE THROUGH INSPECTIONS

Solicitor Haener also responded to questions from Manager Steff regarding drive-through inspections.

LAND/ABINGTON CREST

Following the June meeting, Solicitor Haener investigated the acquisition of land from Abington Crest, 1267 South Hill Road. With the pending sale, the best option is to wait until the closing and engage with the new owners.

LIENS

Solicitor Haener filed liens for delinquent sewer charges: 125 Marchmont and 170 Jefferson Avenue.

BICKEL STIPULATION AGREEMENT

Solicitor Haener hasn't received a signed copy of the Bickel Stipulation Agreement. Mr. Bickel's attorney expects to meet with Mr. Bickel next week for Mr. Bickel to sign the Agreement. Solicitor Haener will attend a conference scheduled for August 20, 2026.

ENGINEER'S REPORT

Engineer Yurisic received Payment Application #2 for the G&H/Fairfield Manhole Project from Ray Showman Jr. Excavating in the amount of $3,762.68. This is for modifications that needed to be addressed at the Fairfield drop manhole. GPI has reviewed the application and recommends payment.

PAY APPLICATION #2 FOR G&H FAIRFIELD MANHOLE PROJECT

> Motion by Mr. Andrus, seconded by Mr. Marsh, to approve Payment Application #2 for the G&H Fairfield Manhole Project submitted by Showman Excavating for $3,762.68. Vote 4/0.

MOTION TO APPROVE – PAY APPLICATION #2

Engineer Yurisic stated that GPI received the completed Change Order #3 for the Oliver Road Project Contract 1 from TerraWorks for $35,044.50. This Change Order is for the additional work required on Peach Street. There were utilities on Peach Street that needed to be relocated to tie into the manhole. There was also a PennDOT project going on at the same time, so some asphalt restoration was needed. GPI has reviewed the Change Order and recommends payment. Discussion ensued.

TERRAWORKS CHANGE ORDER #3 OLIVER ROAD

> Motion by Mr. Andrus, seconded by Mr. Marsh, to approve Change Order #3, Oliver Road Project, Contract 1 from TerraWorks for $35,044.50. Vote 4/0.

MOTION – OLIVER RD. CHANGE ORDER #3

Engineer Yurisic stated that GPI received a Payment Application #6 from TerraWorks. This would include everything completed to date but would not account for any retainage. There is roughly $400,000.00 in retainage. This Payment Application is for $46,411.54. GPI has reviewed the Payment Application and recommends payment.

PAY APPLICATION #6 OLIVER RD.

> Motion by Mr. Andrus, seconded by Mr. Marsh, to approve Payment Application No. 6, for the Oliver Road Project, Contract 1, submitted by TerraWorks for $46,411.54. Vote 4/0.

MOTION – OLIVER RD PAY APP. #6

MANAGER'S REPORT

Manager Steff recommends that the Board approve the findings and recommendations contained in Management's Review of the Capital Spending Plan. He suggests the Board authorize Management and the Authority Engineer to: proceed with preliminary engineering and project development for the Lee Road Extension, continue discussions with Summit Township regarding Picnicana's Extension, develop and evaluate financing and funding alternatives, then return to the Board for approval to move forward.
Manager Steff reviewed the 2019 Capital Spending Plan. The 10-year plan consisted of 9 projects. To date, 5 of those projects are completed or nearing completion, 2 projects haven't started, and 2 projects are no longer a priority. In addition to those 9 planned projects, the Authority has completed or nearly completed an additional 8 projects. The Authority also has 2 proposed projects that have been brought to the Board's attention: Lee Road and Cherry Street Extension. Manager Steff added that capacity exceedance is not anticipated in the next 5 years in the Route 19, 97, and 99 Interceptor Subsystems; therefore, retention is not needed at this time. The Authority is in a good position to pivot toward undertaking a cleanup project or projects. Based on prior discussions, the Board is interested in a Low-Pressure Sewer Extension for Lee Road. Mr. Welka would also like to see the Cherry Street Extension Project completed as well. The Authority is waiting to hear back on our grant application before that project moves forward.

2019 CAPITAL SPENDING PLAN REVIEW

LEE ROAD - LOW PRESSURE SEWER PROJECT

Manager Steff reviewed the plans for the Lee Road Low-Pressure Sewer Extension. The Township has requested that this extension continue to Picnicana. Management would like Summit Township to cover the additional costs to extend up Old French to connect Picnicana. The project cost on Lee Road to Old French at Picnicana is $1,118,228; the Township's portion would be $165,083. The Authority would pick up an additional 10 EDUs going to Picnicana; the total EDUs for the Lee Road Project would be 61. Manager Steff discussed funding and financing options. There may be a possible 1% loan with the Township. Chairman Fette was concerned about future growth in this area with a Low-Pressure System. Engineer Yurisic stated it shouldn't be an issue. If needed, the pipe size could be increased if there was development in the area. This is the best option for providing sewer to this location. Discussion ensued.

MOTION - LEE RD ENGINEERING

> Motion by Mr. Welka, seconded by Mr. Marsh, to proceed with preliminary engineering and project development for the Lee Road Low Pressure Sewer Extension, including the proposed extension to Picnicana Park. Vote 4/0.

MOTION – LEE RD PICNICANA

> Motion by Mr. Marsh, seconded by Mr. Andrus, to continue discussions with Summit Township regarding participation in the Picnicana Park Extension. Vote 3/0. Mr. Welka abstained from voting.

MOTION – LEE RD FINANCING / FEES

> Motion by Mr. Marsh, seconded by Mr. Andrus, to evaluate and develop project financing alternatives, including tapping fees, Authority reserves, potential Township participation, and other low-interest financing options, and return to the Board with financing recommendations. Vote 4/0.

MOTION – LEE RD REVIEW BEFORE PROCEEDING

> Motion by Mr. Marsh, seconded by Mr. Welka, to return to the Board for approval before final design, execution of agreements, authorization of financing, and advertisement of bids. Vote 4/0.

FINANCING OPTIONS

Manager Steff had previously polled the Board to discuss possible investment strategies. The Authority is receiving a 1% interest rate for a Money Market that should be invested differently. The Authority has CDs with a much better rate. Manager Steff proposed a ladder approach. One board member suggested investing all the funds in a Money Market; another board member suggested hiring a financial advisor. Discussion ensued. Manager Steff is going to look more into PLIGT and poll the board for the next meeting.

EXECUTIVE SESSION

MOTION TO ENTER EXECUTIVE SESSION

> Motion by Mr. Welka, seconded by Mr. Andrus, to enter Executive Session pursuant to Section 708(a)(4) of the Pennsylvania Sunshine Act to discuss personnel issues. Vote 4/0.

The Board entered executive session at 10:21 a.m.

RETURN TO PUBLIC SESSION

RETURN TO PUBLIC MEETING

The Board reconvened in public session at 10:39 a.m. No official action was taken during Executive Session.

Motion by Mr. Welka, seconded by Mr. Andrus, to approve the Evaluation of Health Benefit Program Equivalency as presented and determine that the original Medicare Parts A and B, standardized Medicare Supplement Plan G, and Medicare Part D shall constitute the modern equivalent of health benefits currently provided under the Personnel Code, replacing the obsolete Security 65. Vote 4/0.

MOTION - APPROVE THE EVALUATION OF HEALTH BENEFITS

Motion by Mr. Marsh, seconded by Mr. Andrus, to authorize reimbursement of qualified health insurance premiums for a non-Medicare-eligible spouse whose coverage through the Authority is terminated because the employee becomes eligible for Medicare. The annual reimbursement shall not exceed the actual cost of the spouse's qualified health insurance premium or the annual premium established by the Board for active family health coverage, whichever is less. Vote 4/0.

MOTION – REIMBURSEMENT OF ELIGIBLE - NON MEDICARE SPOUSE.

Motion by Mr. Welka, seconded by Mr. Marsh, to authorize the Personnel Committee and Manager to prepare and present final Personnel Code revisions and related administrative procedures addressing eligibility, documentation requirements, reimbursement frequency, premium payment procedures, Income-Related Monthly Adjustment Amounts (IRMAA), administration of the supplemental benefit and Health Reimbursement Arrangement (HRA), annual verification of eligibility, and carrier selection. Vote 4/0.

MOTION – PERSONNEL CODE REVISIONS

Mr. Fette left the meeting at 10:44 a.m.

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the Audit Engagement Letter with McGill, Power, Bell, and Associates for the 2025-2026 fiscal year. Vote 3/0.

MOTION – APPROVE AUDIT ENGAGEMENT LETTER

NEW BUSINESS

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

ADJOURNMENT

Vice-Chairman Welka adjourned the meeting at 11:47 a.m.

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor