

**SUMMIT TOWNSHIP SEWER AUTHORITY
MONTHLY BUSINESS MEETING
AUGUST 27, 2026**

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.

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, Project Manager; Solicitor Caitlyn Haener, Marsh Schaaf, LLP; Jeffrey Kordes, P.E., Greenman-Pedersen; and Wendy Burbules, Administrative Supervisor.
Visitors: None. Absent: None.

ROLL CALL

Motion by Mr. Andrus, seconded by Mr. Marsh, to approve the minutes of the July 30, 2026, Regular Business Meeting. Vote 5/0.

07/30/26 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 5/0.

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 5/0.

EXPENDITURES

RESIDENTS TO BE HEARD

None

SOLICITOR'S REPORT

Solicitor Haener worked with Manager Steff to prepare a Notice of Violation for Regal Mobile Home Park at 8461 Perry Highway. The Certified Envelopes were delivered to all recipients. On August 26, 2026, Solicitor Haener spoke with Attorney Hoh, and the party intends to comply with the investigation.

NOTICE OF
VIOLATION -
REGAL

Solicitor Haener attended a conference on August 20, 2026, for the Bickel Bankruptcy. The Stipulation Agreement has not been signed. The next conference is scheduled for October 1, 2026.

BICKEL
STIPULATION
AGREEMENT

ENGINEER'S REPORT

Engineer Kordes is scheduling a final inspection and walk-through for the Oliver Road Project, Contract 1. The project was finished at the end of March 2026, but the Certificate of Completion hasn't been completed. Engineer Kordes would like to wait until the final inspection is complete. We are also waiting on Close Out Documents from TerraWorks. Discussion ensued.

OLIVER ROAD
FINAL
INSPECTION

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Engineer Kordes added that PennVest pay request #4 for roughly \$819,0000 was submitted. This includes most of Pay Application #5 from Contract 1 and Pay Application #6 from Contract 3. There are Change Orders that will affect the final amounts; one for Contract 2 and six for Contract 3. These have all been submitted. Discussion ensued.

PENNVEST PAY
REQUEST #4

Manager Steff added that the Authority received Closeout Documents from Church and Murdock. These documents were forwarded to Greenman Pedersen Inc., and all the Closeout Documents appear to be in order.

CHURCH &
MURDOCK FINAL
PAYMENT

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the Final Payment, Payment No. 6, to Church and Murdock for \$8,203.03. Vote 5/0.

MOTION – APPROVE
PYMT 6 FOR
CHURCH &
MURDOCK

MANAGER’S REPORT

Manager Steff is recommending reinvesting \$1,095,000 in Capital Reserve Funds into a Northwest Bank Money Market Account. The current rate is 3.30%. Manager Steff was directed to negotiate a rate more competitive with PLGIT’s 3.74%. Discussion ensued.

CAPITAL RESERVE
FUNDS INVESTMENT

Motion by Mr. Welka, seconded by Mr. Knoll, to reinvest the \$1,095,000 into a Northwest Bank Money Market Account. Vote 5/0.

MOTION – INVEST
CAPITAL RESERVE
FUNDS TO
NORTHWEST BANK

NEW BUSINESS

With no further business to come before the Board, Mr. Marsh motioned to adjourn, seconded by Mr. Knoll. Vote 5/0.

ADJOURNMENT

Chairman Fette adjourned the meeting at 9:22 a.m.

Respectfully submitted by,

Wendy Burbules,
Administrative Supervisor