

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
JUNE 26, 2014**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:08 a.m. by Chairman Chris Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Michael Rose, Vice Chairman; Cloyd J. Rose, Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Douglas C. Sceiford, P.E., Hill Engineering; Atty. George Joseph, The Quinn Law Firm; and Caitlyn Haener, Administrative Secretary. Absent: Laban Marsh, Ass't Secretary. Visitor: Resident Kevin Earley, 10190 Tiger Lily Lane. ROLL CALL

Motion by Mr. C. Rose, seconded by Mr. M. Rose to approve the minutes of the May 29, 2014 Regular Business Meeting. Vote 4/0. 5/29/14 MINUTES

Motion by Mr. Welka, seconded by Mr. M. Rose to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 4/0. TREASURER'S REPORT

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

**RESIDENT TO BE HEARD**

Kevin Earley of Summit Control Panels presented his lift station electrical panels to the Board and professional staff. No Board action was requested. Mr. Earley stated that he attended the meeting to formally introduce himself and his products to the Board for future consideration. EARLEY PRESENTATION: SUMMIT CONTROL PANELS

**SOLICITOR'S REPORT**

Solicitor Joseph reports that newly revised standard developer agreements have been sent to the developers for the Boyer, Copperleaf, Dorset and Palermo projects. NEW STANDARD DEVELOPER AGREEMENTS

Solicitor Joseph reports that the rate resolution project to consolidate the Authority's past resolutions and amendments is underway. RATE RESOLUTION PROJECT

**ENGINEER'S REPORT**

2010 Sewer Extension Project: Engineer Sceiford reports that the Contract 1 (Proctor/Merle/Melvin) is nearly complete, with very little restoration remaining. Contract 2 (Dorn) is in the restoration phase. Contract 3 (New Road) long-side laterals are underway. Testing will begin soon. Engineer Sceiford recommends Payment #6 on Contract 1 to McLallen Construction in the amount of \$13,230.00, Payment #7 on 2010 SEWER EXTENSION PROJECT UPDATE

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Contract 2 to McLallen Construction in the amount of \$1,708.14 and Payment #4 on Contract 4 to McLallen Construction in the amount of \$22,195.04.	2010 SEWER EXTENSION PROJECT UPDATE
Motion by Mr. M. Rose, seconded by Mr. C. Rose, to authorize Payment #6 on Contract 1 to McLallen Construction in the amount of \$13,230.00, Payment #7 on Contract 2 to McLallen Construction in the amount of \$1,708.14 and Payment #4 on Contract 4 to McLallen Construction in the amount of \$22,195.04. Vote 4/0.	AUTHORIZE MCLALLEN PAYMENTS
Engineer Sceiford presented Change Order #3, Contract 4 (New Road Pump Station) for Board Approval. There is ground water accumulating around the east side pump station. The change order is for a trench drain to be installed. The trench drain will catch the sheet flow of water off the adjacent lawn and discharge it to the storm sewer. The cost of the trench drain is \$17.71/foot for up to 100 feet. The estimated length is 80 feet and the Authority will pay per actual footage.	CONTRACT 4 CHANGE ORDER
Motion by Mr. Welka, seconded by Mr. M. Rose, to approve Change Order #3 to Contract 4 (New Road Pump Station) for a trench drain at a cost of \$17.71/foot. Vote 4/0.	APPROVE CHANGE ORDER #3
Engineer Sceiford reports that Contract 3 (New Road) is 80% complete. This contractor has been very active this past month installing the force-main and the long-side laterals. Engineer Sceiford recommends Payment #4 on Contract 3 to Amendola Development in the amount of \$102,859.90.	CONTRACT 3 PROGRESS REPORT
Motion by Mr. C. Rose, seconded by Mr. Welka, to authorize Payment #4 on Contract 3 to Amendola Development in the amount of \$102,859.90. Vote 4/0.	AUTHORIZE AMENDOLA PAYMENT
Engineer Sceiford that Contract 3 (New Road) utilized clay dykes and perforated drains to manage storm water issues. The perforated drains, with stone backfill and bedding, were an extra to the contract. The total change order is \$670.00. Discussion ensued about the useful life of the perforated drains.	CONTRACT 3 CHANGE ORDER
Motion by Mr. M. Rose, seconded by Mr. C. Rose, to authorize a change order on Contract 3 with Amendola Development in the amount of \$670.00. Vote 4/0.	APPROVE CHANGE ORDER #1
The Board requested an update on the 2010 Sewer Extension Project connections. Manager Steff reported that the Authority has heard from all the residents on Proctor/Merle/Melvin. In total, 14 laterals were installed. 13 connections permits have been issued. The only resident in that project area who has not yet connected has been in contact with Manager Steff about a payment plan, due to financial hardship. Manager Steff reports that he has contacted neighboring municipalities about their hardship process and policies. Discussion ensued regarding project assessment policies in	PROCTOR/MERLE/ MELVIN CONNECTION PERMITS UPDATE

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neighboring municipalities. Secretary Haener reported that Dorn Road connection notices were issued June 12, 2014. 15 laterals were installed. 1 connection permit has been issued.

DORN  
CONNECTION  
PERMITS UPDATE

**MANAGER'S REPORT**

Manager Steff reports that Roth Marz Partnership has provided a construction cost estimate for the vestibule renovation of \$54,500. The amount budgeted last fiscal year was \$65,000. The construction costs, plus the Roth Marz engineering fees of \$6,500, are within the budgeted amount established last year. Manager Steff reports that the project is ready for bid advertising on June 30, 2014 and July 2, 2014, a scheduled opening July 22, 2014 and an award at the July 31, 2014 Meeting. Mr. C. Rose is in favor of proceeding, pending a review of revised drawings by Roth Marz to make the changes the Authority has requested.

VESTIBULE  
RENOVATION

Motion by Mr. C. Rose, seconded by Mr. Welka, to proceed with bidding process for the STSA vestibule renovation, pending Roth Marz Partnership drawing revisions. Vote 4/0.

PROCEED WITH  
VESTIBULE  
BIDDING

Manager Steff reports that he has received a signed developer agreement from Dorset Hospitality, LLC regarding their hotel project at 8033 Oliver Road. Manager Steff added that this agreement is the first of the newly revised standard developer agreements.

DORSET  
HOSPITALITY  
(8033 Oliver)

Motion by Mr. M. Rose, seconded by Mr. Welka, to enter into a standard Developer Agreement with Dorset Hospitality, LLC. Vote 4/0.

DEVELOPER  
AGREEMENT

Manager Steff reports that the Authority has received an Audit Engagement letter from the firm of Joseph Sadler, CPA for the Fiscal Year 2013-2014 audit for \$8,250.

Motion by Mr. M. Rose, seconded by Mr. Welka, to enter into the Audit Engagement with Joseph Sadler, CPA for Fiscal Year 2013-2014 for \$8,250. Vote 4/0.

AUDIT  
ENGAGEMENT

Manager Steff reports that on June 6, 2014 the Board was polled concerning authorization to proceed with connection notices on Dorn Road. Board approval was unanimous. Manager Steff requests that the Board support the results of the poll with a formal motion.

DORN ROAD  
CONNECTION  
NOTICES

Motion by Mr. Welka, seconded by Mr. Marsh, to substantiate the June 6, 2014 poll to enter into issue connection notices on Dorn Road. Vote 4/0.

SUBSTANTIATE  
POLL

Manager Steff reports that a draft Fiscal Year 2014-2015 budget was included in the pre-meeting packets to the board members. Discussion ensued. The Board will continue to review the proposed budget and will adopt at the next regular business meeting.

BUDGET FY 14-15

**NEW BUSINESS**

Chairman Fette reports that the Board has received correspondence from Mrs. Becky Rock. The Board Members, professional staff and Manager Steff acknowledge that they have all read the letter from Mrs. Rock. Since there are no members of the public in attendance and all present acknowledge having read the letter, Solicitor Joseph advised the Board that reading the letter aloud is not necessary. Discussion ensued. The Authority will continue to investigate the matter and Manager Steff will respond to Mrs. Rock by letter. The Authority will copy the contractor on Manager Steff's letter and include a copy of Mrs. Rock's letter. CORRESPONDENCE FROM B. ROCK

▼ With no further business to come before the Board, Mr. C. Rose, motioned to adjourn, seconded by Mr. M. Rose. Vote 4/0.

~~ADJOURNMENT,  
EMPLOYEE-  
HANDBOOK/  
PERSONNEL CODE~~

Vice Chairman M. Rose adjourned the meeting at 10:26 a.m.

Respectfully submitted by,

Caitlyn Haener  
Administrative Secretary

▼  
~~ADOPT NEW-  
PERSONNEL CODE~~

~~RECOGNITION OF  
OP FOREMAN-  
MCATEE~~

~~HOME 2 SUITES/  
PATEL HOTEL~~