

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
NOVEMBER 20, 2014**

<p>The regular monthly business meeting of the Summit Township Sewer Authority was called to order with the Pledge of Allegiance at 9:00 a.m. by Chairman Chris Fette at the Sewer Authority Building, 8890 Old French Road, Erie, Pennsylvania.</p>	<p>CALL TO ORDER</p>
<p>Present: Chris Fette, Chairman; Cloyd J. Rose, Secretary; Laban Marsh, Ass't Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; Clayton Fails, P.E., Hill Engineering; George Joseph, The Quinn Law Firm; and Caitlyn Haener, Administrative Supervisor. Absent: Michael Rose, Vice Chairman; Douglas Sceiford, P.E., Hill Engineering. Visitors: None.</p>	<p>ROLL CALL</p>
<p style="padding-left: 40px;">Motion by Mr. C. Rose, seconded by Mr. Marsh to approve the minutes of the October 30, 2014 Regular Business Meeting. Vote 4/0.</p>	<p>10/30/14 MINUTES</p>
<p style="padding-left: 40px;">Motion by Mr. Welka, seconded by Mr. C. Rose to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote 4/0.</p>	<p>TREASURER'S REPORT</p>
<p style="padding-left: 40px;">Motion by Mr. Welka, seconded by Mr. C. Rose to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote 4/0.</p>	<p>EXPENDITURES</p>
<p><b>SOLICITOR'S REPORT</b></p>	
<p>Solicitor Joseph reported that William Long (8931 Peach Street) Release and Settlement Agreement has been recorded at the Erie County Courthouse.</p>	<p>LONG (8931 PEACH ST) AGREEMENT</p>
<p>Solicitor Joseph reports that he is working on language for an instrument to dedicate the sewer line privately developed by DDRC.</p>	<p>DDRC DEDICATION</p>
<p>Manager Steff requested guidance from Solicitor Joseph regarding Tax Exemption Hearing notices received by the Authority for the recently acquired lift station properties at New Road Lift Station and Valley View Lift Station. Solicitor Joseph explained that the hearings are standard in the application for tax exemption process. Solicitor Joseph reminded the Board that the properties are not tax exempt in the first year and recommended that Manager Steff attend the hearings with a representative from The Quinn Law Firm.</p>	<p>TAX EXEMPTION HEARING</p>
<p><b>ENGINEER'S REPORT</b></p>	
<p>Engineer Fails presented current Comprehensive Sewer Plan maps to the Board. Engineer Fails added that the Comprehensive Sewer Plan is an engineering study, but it could be the basis of a 537 Plan. Manager Steff added that the Authority has always used smaller-scale, ongoing comprehensive planning as a guide in project planning. Discussion ensued regarding the methods and calculations used in developing the Comprehensive Sewer Plan. Manager Steff requested direction from the Board regarding the scope of planning</p>	<p>COMPREHENSIVE PLANNING MAPS</p>

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work going forward. The Board agreed that the Authority should finish the Route 97 Lift Station Project prior to any serious planning of future extension projects.

COMPREHENSIVE  
PLANNING MAPS  
(Cont.)

Engineer Fails reports that he and Manager Steff have met with the Poet's Park developers. Poet's Park is a planned residential development south of the I-90 overpass on Hamot Road. Discussion ensued regarding various options for sewerage the development with emphasis on planning for the long term development of the township sewer system. Manager Steff requested Board authorization to retain Hill Engineering to work directly with Poet's Park to develop a sewer plan for the subdivision that best suits the long term development of the township system.

POETS PARK  
PLANNING

Motion by Mr. Marsh, seconded by Mr. C. Rose, to retain Hill Engineering to work with Poet's Park to develop a sewer plan for the subdivision that best suits the long term development of the township system. Vote 4/0.

HILL ENG TO  
WORK WITH  
POETS PARK

Engineer Fails reports that he and the Authority staff have scheduled a meeting with the electrical engineer regarding the Route 97 Lift Station Project. The permitting phase is underway. DEP is requiring a new planning module; they've agreed to allow the Authority to submit the planning module with the Part Two (construction) permit at the same time. The Township has waived the land development plan process for the project; the storm water management plan will be submitted soon. The preliminary schedule is to bid in the first quarter of 2015, most construction will be in 2015. Engineer Fails is working with Manager Steff on the application for a S.T.I.E.D.A. grant.

ROUTE 97 LIFT  
STATION PROJECT

**MANAGER'S REPORT**

Manager Steff reports Chairman Fette's term on the Authority Board will expire December 31, 2014. Manager Steff has drafted a letter to the Summit Township Supervisors, to request the reappointment of Chairman Fette, to be signed all other board members. Mr. Welka commended Chairman Fette's service on the Board.

FETTE TERM  
RENEWAL

Motion by Mr. Welka, seconded by Mr. Marsh, to send a letter to the Summit Township Supervisors recommending Mr. Chris Fette's reappointment to the Sewer Authority Board. Vote 3/0 with Mr. Fette abstaining.

LETTER TO  
RECOMMEND  
FETTE

Manager Steff reports that the annual audit meeting was November 18, 2014. The auditors met with board members and STSA staff to review the June 30, 2014 audit report. The complete and final audit report will be mailed to all board members directly from the auditing firm.

FYE 13-14 AUDIT  
MEETING

**NEW BUSINESS**

Manager Steff reports that the Erie Water Works wants to extend water service off of Ponderosa Drive. The STSA has topographical drawings of the area. Erie Water Works has expressed interest in the STSA's drawings to use in planning; Craig Palmer will submit a request in writing. Manager Steff requested permission from the Board and from

ERIE WATER  
WORKS  
COOPERATION  
REQUEST

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Hill Engineering to release the drawings to Erie Water Works considering the Authority paid for the drawings, Hill Engineering owns the drawings and Erie Water Works is requesting the drawings for free. Erie Water Works told Manager Steff that to hire a firm to draft new drawings would cost them approximately \$10,000. Engineer Falls would allow the drawings to be shared with Erie Water Works out of professional courtesy. The Board Members agree that, in the spirit of inter-municipal cooperation, Manager Steff is allowed to release the drawings to Erie Water Works with proper disclaimers, such as Erie Water Works' responsibility to verify the information in the drawings.

ERIE WATER  
WORKS  
COOPERATION  
REQUEST  
(Cont.)

Mr. Welka requested an update on 2010 Sewer Extension Project connections. Manager Steff reports that there are still a handful of residents that have not connected. Discussion ensued.

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:46 a.m.

Respectfully submitted by,

Caitlyn Haener  
Administrative Supervisor