

SUMMIT AUTHORITY MEETING MINUTES

OCTOBER 19, 2021

The Summit Township Authority regular meeting was held on Tuesday, October 19, 2021 at the Summit Township Municipal Building, 502 Bonniebrook Road, Butler, PA.

CALL TO ORDER

David Barry called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

All persons stood to recite the Pledge of Allegiance.

ROLL CALL

Authority members were present David Barry, Willie Adams, Rick Green and Larry Osche. Member, Robert Thompson, was absent. Also in attendance Authority Engineer, Rick Barnett, Authority Secretary, Roxann Stickney, John M. Smith, Suzetta Williams, Dennis Davis, Cindy Double, Vince Double, Rhonda Black and Randy Black.

OPEN TO THE FLOOR – QUESTIONS/COMMENTS ON THE AGENDA

There were no questions or comments on the agenda.

SEPTEMBER 21, 2021 MEETING MINUTES APPROVAL

Rick Green motioned to approve the September 21, 2021 special meeting minutes as presented. Larry Osche seconded the motion. Motion Carried Unanimously.

ENGINEER'S REPORT

The engineer presented the attached report. The following items were discussed.

The grinder pump supplier has offered to come to the Township municipal building to do a demonstration. The date of October 27, 2021 at 6:00 p.m. was determined to be the day of the demonstration. The meeting will be advertised in the Butler Eagle newspaper.

The engineer contacted Butler Area Sewer Authority (BASA) regarding BASA providing the public sewage service area. BASA's current system will need upgrades that are costly and time consuming to perform. The Board determined that this is not a feasible option.

INVOICE APPROVAL

Rick Green motioned to approve for payment Senate Engineering Company invoice 59979 for the sewage system for \$10,739.25. Larry Osche seconded the motion. Motion Carried Unanimously.

David Barry motioned to submit a payment request to the Summit Township Board of Supervisor for the above referenced Senate Engineering invoice 59979 for \$10,739.25 for the public sewage system. The Authority will reimburse the Township upon receiving funding. Rick Green seconded the motion. Motion Carried Unanimously.

GRINDER PUMPS

The financial feasibility of grinder pumps was discussed. The Board decided to vote on the following areas that will have grinder pumps.

Simon Drive

Willie Adams motioned to drop 253 Simon Drive, 255 Simon Drive, 255 ½ Simon Drive, 257 Simon Drive, 258 Simon Drive, and 259 Simon Drive and from the sewage service area due to the financial feasibility aspect of the grinder pumps. Rick Green seconded the motion.

Willie Adams voted "yes".

Rick Green voted "yes".

Larry Osche voted "no".

David Barry voted "no".

Due to lack of majority, the decision will be made at the next meeting.

Moran Road

Willie Adams motioned to drop 132 Moran Road and 136 Moran Road from the sewage service area due to the financial feasibility aspect of the grinder pumps. Rick Green seconded the motion. Rick Green seconded the motion. Motion Carried Unanimously.

Lynn Mar Lane

Willie Adams motioned to drop 210 Lynn-Mar Lane and 212 Lyn-Mar Lane from the sewage service area due to the financial feasibility aspect of the grinder pumps. Rick Green seconded the motion. Motion Carried Unanimously.

Barleyfield Lane

Willie Adams motioned to drop 211 Barleyfield Lane from the sewage service area due to the financial feasibility aspect of the grinder pumps. Rick Green seconded the motion. .

Willie Adams voted "yes".

Rick Green voted "yes".

David Barry voted "yes".

Larry Osche voted "no".

Motion Carried.

Hinchberger Road

Willie Adams motioned to drop 209 Hinchberger Road from the sewage service area due to the financial feasibility aspect of the grinder pumps. Rick Green seconded the motion.

Willie Adams voted "yes".

Rick Green voted "yes".

David Barry voted "no".

Larry Osche voted "no".

Due to lack of majority, the decision will be made at the next meeting.

Herman Road

Willie Adams motioned to drop 946 Herman Road, 947 Herman Road, 948 Herman Road, 959 Herman Road, and 963 Herman Road from the sewage service area due to the financial feasibility aspect of the grinder pumps. Rick Green seconded the motion. Motion Carried Unanimously.

Herman Road

Willie Adams motioned to drop 936 Herman Road from the sewage service area due to the financial feasibility aspect of the grinder pumps. Rick Green seconded the motion. Motion Carried Unanimously.

Schnur Road

Willie Adams motioned to drop 113 Schnur Road, 117 Schnur Road and 121 Schnur Road from the sewage service area due to the financial feasibility aspect of the grinder pumps. Rick Green seconded the motion. Motion Carried Unanimously.

MOBILE HOME PARK

The Authority Board determined that Hy-Vue Mobile Home Park is not in the sewage service area.

ADDITIONAL BUSINESS

The Authority will own and maintain grinder pumps for the life of the loan. The board is going to evaluate if Authority should always own and maintain grinder pumps.

OPEN TO THE FLOOR – PUBLIC PARTICIPATION

Notification to the residents that qualified for Community Development Block Grant (CDBG) funding for the mandatory tap-in fee is tentatively scheduled for the month of November. For the residents that did not qualify this year, funding will be available from this grant for the mandatory tap-in fee next year.

The standards to fill in the septic tanks needs to be determined.

Department of Environmental Protection (DEP) in Meadville, PA has information regarding the stream water quality for the sewage service area.

ADJOURN

With there being no further business to come before the Summit Township Authority, Rick Green made a motion to adjourn. Larry Osche seconded the motion. Motion Carried Unanimously. Meeting adjourned at 10:55 a.m.

NEXT REGULARLY SCHEDULED MEETING WILL BE HELD ON TUESDAY, NOVEMBER 16, 2021 AT 9:00 A.M.

Respectfully Submitted, Roxann Stickney, Secretary

**SUMMIT AUTHORITY
ENGINEER'S REPORT
SENATE #12068**

October 19, 2021

Work in Progress

1. Pennvest preconsultation meeting held on Oct 7, 2021 at 9:30 AM via zoom. A copy of the meeting agenda is attached.
2. A copy of the DEP Pennvest meeting notes are attached.
3. As noted there is a breakdown of the Pennvest sanitary sewer scoring points and criteria on the attached agenda. The Pennvest scoring criteria for the infrastructure management subcategory points are also attached.
4. Pennvest suggested the Authority reach out to the County to see if any ARRA funds were available.
5. The following answers have been received to questions thus far:
 - a. If the project is awarded any amount of loan, LGUDA is required.
 - b. As the system is a start-up, 3 years of financials from the forming entity (Township) are required to be submitted with the application and a projection of revenue will be prepared in the Income & Expense section of the application.
 - c. The maintenance and responsibility of the grinder pumps should be that of the Authority through loan maturity (waiting for confirmation from Pennvest legal department).
6. The grinder pump locations and costs have been evaluated in more detail. Additional information to be presented at the Board meeting.
7. DEP has confirmed the numbers of connections will need to be finalized for permit and funding applications. If the number and/or locations of connections change DEP should be consulted to determine if a Plan update is required.
8. The grinder pump supplier has offered to bring a demonstration unit to a special meeting to allow Board members and residents to see first hand and ask questions about the pump equipment, operation and maintenance. The Authority is requested to select a date, and invitees if interested.
9. BASA has been re-contacted as requested to inquire about availability of treatment for Township flows. Additional discussion to be provided at the Board meeting.
10. Appraiser has been contacted for proposal for fair market value determinations for easements.
11. An environmental report was prepared for the Act 537 Plan and can be updated to meet UER requirements of Pennvest.
12. Perc tests done on WWTP and PS sites and onsite SWM appears to be feasible.
13. The GP-5 and GP-8 permit applications have been submitted.
14. The Chapter 102 construction stormwater NPDES, post-construction stormwater management and erosion and sedimentation application will be submitted pending finalization of all alignments.
15. Meeting is needed with PennDOT for HOP applications and approvals.
16. Work is proceeding on the WQM Part 2 permit, engineers report, final plans and specifications.

END OF ENGINEER'S REPORT

PENNVEST Planning Consultation Meeting – Wastewater

Fiscal Year 2021 - 2022 Schedule

APPLICATION CUT-OFF DATES

May 5, 2021
August 4, 2021
November 3, 2021
February 2, 2022
May 4, 2022

BOARD MEETING DATES

July 21, 2021
October 20, 2021
January 19, 2022
April 20, 2022
TBD (4/20/22 Board Meeting)

Schedule is updated annually at www.pennvest.state.pa.us

Funding Determination

- Resulting Rate Calculation
 - Based on Annual Debt Service of PENNVEST funding, Annual Current Debt, and Annual O/M Costs presented in the application (Cap Interest Rates)
- Target Rate Calculation
 - Median household income, rate of inflation and Early Warning Score from DCED
- Target Rate vs. Resulting Rate Comparison
 - If Resulting < Target = All loan, Cap Rate, 20 year term
 - If Resulting > Target, then PENNVEST can do the following:
 1. Reduce interest rate as low as 1%
 2. Possibly apply grant (must have a \$15/year impact on users – because of demand for grant monies, grants awards are typically prorated on need)
 3. Stretch term out to 30 years

Note: PENNVEST Target Rate by no means implies project affordability.

Planning and Permitting Requirements

Planning, Permitting, Environmental approvals must be in hand by application cut-off.

- Planning approval and Environmental clearances
- All DEP Permits (or DEP delegated permits) must be in place prior to having a complete application (NPDES, Part II, E&S, General Permit, etc.).
- Second Opinion Review is required for projects with \$10 million or more in construction costs.
- Must have local and/or county land use and agricultural preservation approvals specific for PENNVEST funding.

Project Considerations

Cost Eligibility

- Land costs are ineligible for wastewater projects unless it is an integral part of the treatment process (includes ROWs and soft costs).
- Prior approval for Force Account Work is required.
- Trench paving only (trench width plus one foot on each side).
- Cannot pay for Tapping Fees, interior plumbing or private portions of the laterals.
- ACT 537 Planning Costs and redesign costs are ineligible.
- Cannot refinance (interim financing 59 months or less).
- Funding limitation of \$11 million for a single municipality

Contract Requirements

- DBE's (Disadvantaged Business Enterprise) only apply to Federal "Equivalency" funded projects. <http://www.dgs.internet.state.pa.us/suppliersearch>
- PENNVEST requires Or-Equal provisions in the bid documents.

- Federal funding requires Davis-Bacon Wage Rates and American Iron and Steel.
<http://www.dep.pa.gov/Business/Water/CleanWater/InfrastructureFinance/Pages/default.aspx>
- Letter of No Prejudice (Do not construct prior to closing PENNVEST loan)
- PA prevailing Wage is required for all public entities and any private grant awards.
- Uniform Environmental Review
<https://www.dep.pa.gov/Business/Water/CleanWater/InfrastructureFinance/Pages/EnvironmentalReview.aspx>

Long Term Requirements

- Operators must maintain compliance with license continuing education (at closing and every 5 years throughout the loan term).
- Financial statements are required to be submitted annually through the term of the funding (CPA audit for authority and/or DCED report for municipalities).
- Security and collateral (generally - lien on revenues, municipal guarantees).

Application Considerations

- Must have a Borrower, Engineer, and Legal Counsel registered and linked to the application.
- 3 years of Financial Statements are required. Upload financials to application.
- Submit Plans and Specifications to DEP by application cutoff.
- PENNVEST requires pictures of the problems to be resolved by the project. Upload pictures to application.
- Land Use and Agricultural Preservation concurrence letters are required. Upload letters of concurrence to application.
- Applicant has 45 days from Board approval to "Accept" funding.
- Applicant has 270 days from Board approval to "Close" award.
- Application, Settlement, and Disbursement all take place on-line.

Other Funding Considerations

- If grant eligible, there are cases when PENNVEST has to prorate grant funding, so it's often helpful to consult other programs in addition to PENNVEST.
- Contact your county about CDBG opportunities, Growing Greener II, and ACT 13 funds.
- Consider connection fees (not required for PENNVEST)
- Check out USDA RUS program and other state and federal programs.

PROJECT PRIORITIZATION & RANKING VALUES

Sanitary Sewer Projects	Max Points
	up to
DEP Ranking Criteria	
Public Health/Safety	35
Aquatic Health <i>Documented stream or lake degradation, TMDL, protected stream/watershed</i>	20
Infrastructure Health <i>Condition of system, security, energy efficiency, proactive asset mgmt.</i>	20
Compliance	20
Community Health <i>Regionalization, consolidation, population impacted, green infrastructure</i>	10
DCED Ranking Criteria	
Economic Development (complete the Impact Form) <i>Is a business prohibited from expanding, or willing to locate as a result of this project? Any job creation? Manufacturing, Agriculture, Food Processing, Technology, etc. Regional Impacts, KOZ, KEZ, KIZ, Brownfield, ACT 47 Zone, GAT Amount of private investment</i>	5 (low) 15 (med) 20 (high)
PENNVEST Priority	
Disadvantaged Community (on State Act 47 list)	10
Brownfield (For Brownfield projects with Act 2 clearance)	15
Infill (priority given to Boros, Cities, 1st Twps)	10
Community Action Team (designated by Governor's Action Team, DCED, PennDOT, other agencies)	10

Ranking Improvement Suggestions

- ❖ Fully explore Economic Development possibilities – will this project impact any businesses – expansion – new businesses (bird in hand scenario) – residential development, retail, and government not normally considered economic development. Will this project support any KOZs or other businesses that are currently working with DCED for tourism?
- ❖ Is the area served by public water? If private wells, recommend sampling of wells to determine if any Total or Fecal coliform impacts.

Resources

- PENNVEST Website: <https://www.pennvest.pa.gov/Pages/default.aspx>
- PENNVEST Log-in: <https://www.pvportal.state.pa.us/pvkeystonelogin/Security/Index>
- DEP Website: <https://www.dep.pa.gov/Business/Water/CleanWater/InfrastructureFinance/Pages/default.aspx>

Contact: Leslie Coté, PENNVEST Project Specialist, lecote@pa.gov, (717) 783-4489



PLANNING CONSULTATION MEETING NOTES

Applicant: Summit Township Authority

Date: October 7, 2021

Project Location: Herman

Municipality (Borough, Township, City): Summit Township (Herman Area)

County: Butler

Attendee Log (Attached)

1. PROJECT INFORMATION

(What problems does the Applicant expect to alleviate with the project? What is the scope of the project? When does the Applicant expect to implement the project?)

Alleviate a high on-lot malfunction rate and Summit Academy SFTF NPDES discharge eliminated by the construction of a 0.13 MGD SBR WWTP with collection system including two pump stations, approx. 3,800 LF forcemain, approx. 81,000 LF gravity, and approx. 29 grinder pumps. This would connect approx. 415 EDUs. Summit Twp plans to submit a PennVEST application for the Feb. 2022 cutoff.

2. FUNDING INFORMATION

(Electronic application process at www.pennvest.pa.gov; cutoff dates, terms, funding limits, refinancing, Letter of No Prejudice, Pre-Closing letter, tap fees, and non-restrictive procurement).

Butler County - 1-5 years 1.743% and 6-20 years 2.179%. Application cutoff of Feb. 2022 is the target requesting approx. \$16.5 million

3. ELIGIBLE AND INELIGIBLE COSTS

Ineligible - Act 537 planning; land costs; trench paving only.

4. PLANNING APPROVAL

537 planning was approved in 2017.

5. PERMITS REQUIRED

(DEP will not recommend a project for PENNVEST funding unless all planning and DEP permitting requirements are satisfied by the cutoff date).

E&S approval, permitting for the stream and wetland crossings, and Water Quality Management Part II (WQM Part II) permit and NPDES discharge permit.

6. OTHER PENNVEST REQUIREMENTS

(Local planning agency, the county (or regional) planning agency, the county agricultural preservation office (or Conservation District), sizing of facilities, cost-effectiveness, final inspection and nutrient credits).

County and municipal approval along with county agricultural preservation.

7. FEDERAL REQUIREMENTS

(UER Process, DBE, Davis-Bacon)

UER will be needed (most likely approved with the 537 plan).

8. FUNDING PRIORITIES

(Ranking criteria)

High confirmed malfunction rate; consolidation; Summit Academy violations.

9. OTHER ISSUES DISCUSSED AND ACTIONS TO BE TAKEN:

Phasing the project to get the cost of the project under the cap for single municipalities.

to must have A
to get B
to get C

stand alone

Table 10: Proactive Infrastructure Management		Points
<p>Basic Asset Management One point is added when the facility is doing all of the basics of Asset Management below:</p> <p>A</p> <ul style="list-style-type: none"> Is there a public education or outreach program in place designed to highlight the services provided by the Applicant? Does the facility use a maintenance management system that prompts needed maintenance activities, records the completion of those activities and records their cost? Is the location, age and condition of all major assets known and recorded? Is there a process to determine the probability of asset failures, redundancy and consequence of those failures? Is there an estimated date for the renewal of all major assets and an estimated cost for each? Does the system generate a periodic report (Asset Management Plan)? 	1	
<p>Complete Asset Management B An additional point is added if there is a long-term budget (ten-year plus) that describes how much money will be needed to pay for needed infrastructure replacement.</p>	1	
<p>Full Cost Pricing V An additional point is added if basic Asset Management (above) is being done, and the Applicant shows that it has targeted revenues over the next ten years consistent with what its Asset Management system says is needed to implement the long-term budget.</p>	1	
<p>Adopted - Emergency Response and Security Plan D Two points are added if the system has an adopted plan which addresses each of the following:</p> <ul style="list-style-type: none"> Floods, tornados, hurricanes and other severe weather including drought Fires and explosions, chemical spills or releases Information infrastructure attacks (computer systems, databases, manuals, billing systems) Disruption of Critical Supply Chains or Utilities Vandalism, burglary or terrorist activity Disgruntled customers or employees 	2	

Multiple Pollution Sources Methodology: Infrastructure Health

Wastewater System Adequacy

See Infrastructure Health Table 9.

- Independent of the actual % project population equivalent being rated, the % population for rating purposes will be the upper limits of either 30, 70 or 100%. For example:
 - 75% of the population commits 100% of the population.
 - 5% of the population commits 30% of the population.