

**SUMMIT TOWNSHIP SEWER AUTHORITY  
MONTHLY BUSINESS MEETING  
APRIL 30, 2020**

The regular monthly business meeting of the Summit Township Sewer Authority was called to order virtually at 9:03 a.m. via a publicly advertised, open, interactive Zoom Meeting, hosted by the Sewer Authority at 8890 Old French Road, Erie, Pennsylvania. CALL TO ORDER

Present: Chris Fette, Chairman; Michael Rose, Vice Chairman; Laban Marsh, Secretary; Mark Welka, Treasurer; William C. Steff, P.E., Manager; George Joseph, The Quinn Law Firm; Chad Yurismic, P.E., Greenman-Pedersen; Amy McCaslin, Billing Clerk; Martin McAtee, Operations Foreman. Absent: Cloyd J. Rose, Ass't Secretary; Caitlyn Haener-Schwab, Administrative Supervisor. Visitors: None. ROLL CALL

Motion by Mr. Marsh, seconded by Mr. Welka, to approve the minutes of the March 26, 2020 Regular Business Meeting. Vote Y:CF,LM,MW/ N:0/A:MR 3/26/20 MINUTES

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the Treasurer's Report as submitted to and reviewed by all Board members. Vote Y:CF,LM,MW/ N:0/A:MR TREASURER'S REPORT

Motion by Mr. Welka, seconded by Mr. Marsh, to approve the Expenditure Report as submitted to and reviewed by all Board members. Vote Y:CF,LM,MW/ N:0/A:MR EXPENDITURES

**SOLICITOR'S REPORT**

Solicitor Joseph reports that he received municipal liens, he forwarded the Act 1 notices via certified letters for Mr. Starvaggi and Mr. Bickel were sent, but only Mr. Bickel has signed for the certified letter at this time. The municipal liens will be signed and filed at the Courthouse. LIENS

Solicitor Joseph reports that revisions to Article X were sent to William Steff, Manager and Amy McCaslin, Billing Clerk for review and comment to be more in line with the new Act 1 and the water shut off procedures with Summit Township Water Authority. Manager Steff commented that this is a work in progress and is currently under review. Manager Steff mentioned that we do have a payment agreement that is being reviewed. Administrative Supervisor Haener-Schwab will review and comment when she returns from vacation. Comments should be available for review at the next regular board meeting. RULES AND REGULATIONS: ARTICLE X

Solicitor Joseph reports that he has reviewed Article XIII and provided comments. Manager Steff added that he will be recommending Article XIII to the board for approval. Further conversation deferred to the Manager's Report. ARTICLE XIII

**ENGINEER'S REPORT**

Engineer Yurismic reported that DEP is accepting permit applications electronically at this time. Mr. Yurismic submitted the sewer planning module for the Oliver Road Pump Station and the water quality management permit application for the Oliver Road gravity OLIVER ROAD: LIFT STATION AND GRAVITY UPGRADES

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upsizing project to DEP via electronically and by sending a hard copy via USPS to their district office per the request of DEP. Under normal circumstances this process would have taken 3-4 months for review and approvals, but due to the Covid-19 pandemic possible delays are to be expected.

OLIVER ROAD:  
LIFT STATION  
AND GRAVITY  
UPGRADES  
(Cont.)

Engineer Yurisc reported that he has been working with Manager Steff, Attorney Joseph and Operations Staff to develop an addition to the Rules and Regulations, Article XIII for low pressure sewer. Article XIII will regulate the connection of two or more homes to a common force-main by setting forth general guidelines for low pressure sewer specifications and providing standard drawings. The section includes an overview of what is either allowable or not allowable, then the specifications and standard drawings provide details. The specifications described are based on the performance of E/One pump systems and comparable products by any other manufacturer would be allowed. The E/One system was chosen to be the basis for the standard specs because of the performance characteristics of the pump. The E/One is particularly responsive to the pressure in the line. Therefore, whether you have one pump running or thirty pumps running simultaneously, the pump has the technology to sense and respond to the conditions. Technical specifications are available for board review. Manager Steff recommends the adoption of Article XIII to improve access to service in isolated areas and to minimize the length of gravity sewer in areas more susceptible to I&I. Manager Steff added that the STSA Operators have fully participated in the development of the recommended specifications. Mr. Yurisc commented that these standards are in line with industry standards and the DEP standards. Mr. Marsh expressed concern on behalf of homeowners with regard to the expense of operating, maintaining and repairing the grinder pumps. Manager Steff responded that the systems are very small and they don't run continuously, but he is not sure how much they cost to operate. Manager Steff explained that installing the grinder pumps will provide cost savings to developers in many cases, when compared to the cost of installing a gravity line. Manager Steff stated that the mini grinders are simply another home appliance and, like any other appliance, they would have to be maintained and replaced at the homeowner's expense. Manager Steff added that it is standard for pumps to come from the manufacturer with two-year warranties.

STSA  
RULES & REGS:  
ARTICLE XIII  
PRESENTATION

Mr. Yurisc clarified that Article XIII is not intended to address a single connection. Single home low-pressure connections will be entirely privately owned and operated. Manager Steff confirmed that single lots will still be connected via gravity, where available. Mr. Yurisc confirmed that with the new article, the Authority will own the portion of the lateral connections from the main line to the shut off valve; the homeowner is responsible for everything beyond the shut off valve. Manager Steff noted that Article XIII will have likely increase maintenance costs, but he is not sure exactly what the impact will be; with more low-pressure lines in the system there may be an increase in jetting costs. For example, when development in a subdivision takes years to complete and the flow generated isn't sufficient to self-clean, the line has to be jetted; sometimes subdivisions can stall for years. Manager Steff recommends adding Article XIII because it is a development-friendly update. Manager Steff will add an article to the next township newsletter to educate the public. Manager Steff will also draft a pamphlet for the Authority to provide to new owners of homes with grinder pumps to assist them to understand their responsibilities. Mr. Fette agreed that public education is important

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because once the subdivision builds-out, the developer is out, the HOA will take over, and it will be important to make sure that accurate information is being provided to future home buyers.

Mr. Marsh suggested that the Authority should inspect grinder pumps as a requisite part of home sales in Summit Township, given that sellers and buyers would not have any other way of knowing the condition of a grinder pump in a home sale transaction. Mr. Marsh acknowledged that it is an extra encumbrance on the sales process, but make sure the system is working properly. Operations Foreman McAtee added that home sale inspections would be good for I&I mitigation as time goes on. Manager Steff added that the service life of a grinder pump is measured in pump hours. Mr. Yurisc added that the grinder pumps can be repaired with replacement parts; replacement cost would be approximately \$3,000.00. Discussion ensued.

STSA  
RULES & REGS:  
ARTICLE XIII  
PRESENTATION  
(Cont.)

Motion by Mr. Marsh, seconded by Mr. Welka, to adopt Article XIII as an addition to the Summit Township Sewer Authority Rules and Regulations.  
Vote Y:CF,LM,MW/ N:0/A:MR

ADOPT NEW  
ARTICLE XIII

**MANAGER’S REPORT**

Manager Steff reports that the Central Lift Station requires a bypass pumping upgrade. The Authority has received one quotation of \$13,500.00 from Konzal Construction. The amount budgeted was \$7,000.00. The Authority will seek out additional quotes in search of a lower quote, but the difference between the quote and the budgeted amount is significant enough that Manager Steff wanted to make the Board aware of it. Solicitor Joseph advised that this project quote exceeds the PA Dept. of Labor and Industry threshold for obtaining three written/telephonic quotes. The 2020 threshold for obtaining three quotes on a purchase or contract is between \$11,300 and \$21,000. Manager Steff expressed concerned that some contractors have not been responsive, regarding the Authority’s ability to obtain two additional quotes. Solicitor Joseph responded that the Authority should make a diligent effort to obtain two additional quotes and document the effort. Manager Steff requested authorization to proceed with the bypass upgrades to Central Lift Station, not to exceed \$13,500.00. Discussion ensued.

CENTRAL LIFT  
STATION  
UPGRADES

Motion by Mr. Marsh, seconded by Mr. Welka, to authorize bypass pumping upgrades to Central Lift Station, not to exceed \$13,500.00.  
Vote Y:CF,LM,MW/ N:0/A:MR

CENTRAL L.S.  
UPGRADES  
AUTHORIZED

Manager Steff reported that he has been working to develop the Authority’s response plan during the Covid-19 Emergency. Manager Steff noted that many workplaces have instituted mandatory temperature checks as a safety measure. Manager Steff ordered a thermometer, but it has not been received. Mr. M. Rose offered to lend the Authority a thermometer until such time as the thermometer is delivered. Manager Steff will keep the employees informed as to the new guidelines for opening. Masks have been purchased, and only those employees that are necessary will be in the office. Additional cleaning supplies have been ordered. A new customer service window, with a document-sized pass-through opening on the bottom, has been ordered to prepare to reopen the lobby to the public.

COVID-19  
EMERGENCY:  
RESPONSE PLAN

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Manager Steff recommended, in the case that he becomes incapacitated, that Operations Foreman McAtee be allowed to step up and fill in as necessary as the manager of the Sewer Authority until Manager Steff can resume his duties. Manager Steff added that Operations Foreman would be assisted by Administrative Supervisor Haener-Schwab and the professional staff. The Board agreed with Manager Steff's recommendation. Operations Foreman McAtee thanked the Board and Manager Steff for their confidence.

COVID-19  
EMERGENCY:  
RESPONSE PLAN  
(Cont.)

**NEW BUSINESS**

Discussion ensued regarding the possibility of hosting a virtual meeting for the May Regular Business Meeting. Manager Steff recommended that the Authority should wait to decide because the guidelines are regularly changing. Solicitor Joseph added that there is legislation underway to address municipal meeting concerns in light of the new social distancing rules during the governor's emergency declaration that is currently in place.

FUTURE  
VIRTUAL  
MEETINGS

Mr. Welka asked if the Authorities have conducted meter readings since the Covid-19 emergency began. Billing Clerk McCaslin responded that the Water Authority read the majority of monthly meters in early April; only nineteen accounts were estimated. Mr. Welka commented that it will probably take more time to see the impact that the Covid-19 emergency will have on the meters. Manager Steff agreed.

APRIL METER  
READINGS

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

ADJOURNMENT

Chairman Fette adjourned the meeting at 10:21 a.m.

Respectfully submitted by,

Amy McCaslin  
Billing Clerk