MINUTES
SEWER ADVISORY BOARD (SAB) MEETING
OCTOBER 18, 2018

The regular meeting of the Upper Allen Township Sewer Advisory Board was held on October 18, 2018 in the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg, Cumberland County, Pennsylvania.

MEMBERS

George Bedorf, Chairman
Phillip Brath, Vice Chairman (absent)
Bruce Yerger, Secretary
David Gabel (absent)
Christopher Gleeson

TOWNSHIP OFFICIALS

Rick Castranio, Commissioner (absent)
Paul M. Rigney, Commissioner
Barry A. Cupp, Sewer Dept. Manager (absent)
Kodi Hockenberry, Assistant Sewer Manager

GHD ENGINEERING SERVICES

Joel Kostelac, P.E.

Chairman Bedorf called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited by all. Roll Call was taken by Sewer Department Secretary, Kathy Ferrari.

APPROVAL OF MINUTES
AUGUST 23, 2018

Chairman Bedorf called for approval of the minutes of the August 23, 2018 meeting. Mr. Yerger made a MOTION to approve the minutes of August 23, 2018. SECONDED by Mr. Gleeson. ROLL CALL: carried unanimously.

CHAIRMAN’S ANNOUNCEMENTS

There were no announcements.

CHAIRMAN’S RECOGNITION OF VISITORS

There were no visitors.

OLD BUSINESS
ALLENDALE INTERCEPTOR/LEGACY PARK PROJECT

Mr. Hockenberry reported that just as a reminder to the Board this project is located on South Market Street or Route 114 as you head into the Mechanicsburg Borough. He said that with regard to the development, the project is located in the Borough but involves the elimination of an Upper Allen Township pump station in the project area. He stated that a lot has happened with the project since our last meeting in August. As per the agreement between Upper Allen Township and the developer, Landmark Homes, Landmark provided the Township with a proposal to have their contractor construct the initial two sections (Segment A) of the Township’s planned Allendale interceptor sewer. Upper Allen Township was not satisfied with the proposal from Landmark’s contractor and as per the agreement Landmark provided three additional proposals for the Township’s review. Liberty Excavators, a local contractor, submitted a proposal in the amount of approximately $161,000 which was approved by the Board of Commissioners at the October 3, 2018 Board of Commissioners meeting. This work should be completed as soon as possible due to widening of S. Market Street and planned PennDOT paving in the spring of 2019. The proposed work involves construction of three manholes and two mainline runs. Upper Allen Township has pre-purchased the manholes as we have on past projects, which provides some cost savings. The two lower manholes are in production and should be ready for delivery next week. The upstream replacement manhole, which is to be constructed in South Market Street and is the critical manhole, must go through various PennDOT certifications before approval is sent to the manufacturer. The Township has submitted the proper forms to PennDOT for approval. Mr. Hockenberry said that until approval by PennDOT is received this work will most likely stay in a holding pattern, but noted that the contractor may start the work at the downstream end, meaning the two downstream manholes and a couple hundred feet of pipe could be installed even though the upstream manhole may not be complete until a few weeks or a month. Mr. Hockenberry mentioned that next year the tentative budgeted amount for the rest of “Segment A”, which is another three runs, and also “Segment B”, is $829,000. The project breakdown showing the segments can be found in the monthly reports. The project as budgeted is extended out a few years from now. Mr. Hockenberry said that Mr. Cupp is still working on 2019 budget and has been for the last several weeks and continues to adjust the numbers for this project. He added that he believes the contractor is ready to begin construction of Segment A once the manholes are fabricated and delivered onsite. Mr. Kostelac explained some of the reasoning for Mr. Cupp’s decision to complete the project in phasing is due to increased construction/material cost and contractor demand. He also discussed build out, elimination of the pumping station, upgrading an existing interceptor and replacement of the existing facilities. Mr. Hockenberry stated that the Township’s goal was to complete all of Segment A this year, or five total runs. Landmark does not want to proceed beyond the first two sections of sewer at this time due to pending changes within the commercial section of the development. Discussion turned to final proposal costs, estimate preparation/time by Mr. Cupp and GHD, proposal submittal, cost variation dependent on actual quantities of certain items and final determination of fair proposal cost. Chairman Bedorf commented that essentially the goal is to eliminate the pump station; noting that once we know the final location of the pipe we can proceed. Mr. Kostelac responded that is correct. He explained that GHD has designed it approximately five times but each time they submit the design to Mr. Cupp, who then submits the design to Landmark, Landmark makes
changes based on revised layout and land development. He noted that changes are to be expected on our part of the project as Landmark’s design progresses. Commissioner Rigney questioned the acceptance of a proposal verses putting it out for bid based on the agreement. Mr. Kostelac said that based on time and review/comparison of proposal cost Mr. Cupp determined the Liberty proposal to be a fair and good proposal. Discussion ensued with regard to proposals verses bidding, benefits to the Township by entering into an agreement with the developer and anticipated repeated changes in design/construction with each phasing segment.

**GHD INTERCEPTOR/TRUNK SEWER FLOW MODELING**

Mr. Hockenberry was asked by Mr. Cupp to report to the Board that he is currently working on the budget, but as Mr. Cupp finds time he will continue to work on elevation details/questions for this project with GHD.

**EAST WINDING HILL ROAD SEWER REPLACEMENT PROJECT**

Mr. Kostelac provided the Board with a brief review of the initial project. The pipe installation was completed approximately two weeks ago. He said that EK Services is the contractor on the project and did a good job. Mr. Hockenberry also commented EK Services did a fine job in communicating with the residents affected by the project with regard to streets closings and the ability to enter and exit their properties. Mr. Hockenberry added that letters were sent out by him advising residents in advance of the project and during the project which kept residents updated on project status which kept questions and complaints to a minimum. Mr. Hockenberry was recently told by the contractor that as a company they have three paving crews but with recent weather conditions they are backed up and that tentatively they plan to have a paving crew onsite at the end of October. Mr. Hockenberry provided a brief review of the various issues encountered/addressed and the overall current project status. The contractor has been directed by the Township to install base course pavement this fall and hold off on installing wearing course until the Spring/Summer of 2019. The reason for this decision is that if the stone within the excavated trenches (sanitary sewer, water and storm sewer) does settle or compact further over the winter then the cost to rebuild these sections is not as great since a final top layer of pavement was not installed. The contractor estimates the paving work will last approximately five business days. The road is still closed but will be opened once the base course is completed in a few weeks. Mr. Hockenberry stated that he believes the project went very well and we did eliminate a lot of I & I (infiltration and inflow) in this area. Discussion ensued regarding I & I basin study, mini basin priorities, and current metering results.

**CANTERBURY ESTATES TRUNK SEWER REPLACEMENT PROJECT**

Mr. Hockenberry reported that the construction of this project is planned in 2019. He commented that he hopes the project is done in the colder winter months due to the drainage swale issue. He stated that the 2019 budgeted amount for the project is $300,000. He added that he believes we have spent approximately $15,000 this year on design, surveying, etc.
With regard to permitting, Mr. Kostelac reported that all the permits have been submitted to DEP and gave a brief update on the status of the permits. Regarding Mr. Hockenberry’s comment on construction timing of the project, he said that if we receive approval on the conservation permit there is no reason the project could not be put out for bid sometime after the New Year with construction beginning in February or March. The portion of the sanitary sewer work is only a part of this overall project which includes drainage improvement. The purpose of the sanitary sewer work is to increase capacity in what is the upper reach of the Canterbury trunk so that the Arborview Development plus the remainder of build-out in that part of the collection system can be accommodated in the Canterbury trunk. He noted that the Arborview Development cannot connect to the sanitary sewer until this work is complete. He added that the project will also involve and include re-grading and stabilization of an existing drainage swale which is immediately adjacent to the sanitary sewer. Discussion ensued. Mr. Kostelac said that Mr. Cupp is currently reviewing the final project drawings.

NEW BUSINESS

GRIT AND GREASE REMOVAL FACILITY

Mr. Hockenberry reported that attached to the September monthly report is a GHD proposal for the design and bid phase services for a Grit and Grease Disposal Facility at the Grantham WWTP. He stated that tonight Mr. Cupp is looking for a recommendation from this Board to the Board of Commissioners for consideration/approval of the attached Exhibit A-23 for Engineer and Professional Services—Design Proposal. Mr. Kostelac said that as part of the sewer department budgeting process, Mr. Cupp asked that GHD provide him with a variety of estimated costs on several different projects to aid in the population of the ten year Capital Improvement Plan. Discussion pertaining to this type of facility began years ago when the improvements were done to the Arcona Road Pump Station. Mr. Kostelac explained that before the upgrades were made to the Arcona Road Pump Station, normal procedure for the WWTP staff, when they needed to empty the vactor truck, would be to back up the truck and dump it into the wet well at the Arcona Road Pump Station. In addition to pumping improvements, an odor control device was installed which enclosed the influent end of the pump station completely. With this upgrade it became more difficult for staff to dump material there although not impossible, but very time consuming. Staff then found a suitable location at the Grantham WWTP to dump material from the vactor truck. Mr. Hockenberry stated that when this location was first chosen a few years ago the process of trying to get the material into the manhole was not an ideal situation. Since then a new opening with valve was installed on the Vactor truck which allows WWTP staff to connect a hose from the truck to the manhole, thereby making the process much easier and clean. In addition, WWTP staff has fabricated a filtering device so that the larger material coming off the Vactor truck does not make its way into the WWTP. This material is then put into the dumpster at the WWTP. Mr. Kostelac reported that Mr. Cupp has been talking about designing this facility so that material from the Vactor can be dumped at the WWTP and not affect the equipment at the plant. Mr. Kostelac explained that when GHD designed the plant and building upgrades they put the infrastructure in the ground to connect a future sludge storage pad to it. He said it is just a matter of building part of this structure which is nothing more than a cast in place concrete stall with a trench drain. He said that eventually Mr. Cupp’s plan is for this stall to
become the back corner of the future sludge storage pad. Mr. Kostelac directed the Board’s attention to the drawing attached to GHD’s monthly memo. In reviewing the drawing with the Board Mr. Kostelac noted the thought is if the sludge storage pad is ever constructed and some sort of metal building or canopy would be needed the posts for the canopy would land as needed on top of this concrete structure. Mr. Bedorf commented that so basically this facility is an open drain and will only be filled with water during a rain event. Mr. Kostelac responded “yes.” He said he believes the plan is to put some sort of pole type building over this stall to keep stormwater out even though the surface area is so small. This building would be sacrificial in the future if the sludge pad was constructed. He added the only time there would be material in the stall is when staff is dumping into it. Mr. Bedorf questioned the dimensions of the proposed facility. Mr. Kostelac said that typically the inside of the facility is about fourteen by twenty-one feet from front to back and has about a four foot wall above grade. Mr. Bedorf questioned how many times a month staff dumps the vactor truck. Mr. Hockenberry responded on average about two times a month. Mr. Bedorf asked if a study was ever done on the actual cost, time and benefits to this facility. Mr. Hockenberry responded “no”. Mr. Hockenberry said that in his opinion the reason Mr. Cupp would like to construct this facility goes back to the amount of grit that was left behind when the SBR (Sequence Batch Reactors) were drained several years ago. He said that with our vactor truck we are taking out of a sewer line unwanted material that could have possibly made it to our plant or Lower Allen’s plant. He explained that when staff is flushing lines they are flushing problematic lines due to grease and sags within the lines where grit builds up. He said he cannot give an exact percentage but it is a higher percentage of grit, grease and unwanted materials than what normally flows through a treatment plant. Discussion ensued regarding past and current grease and grit disposal procedures verses the installation and benefits of this type of facility and aid of the newer John Deere tractor to scoop up material left in the proposed stall and dispose of it in a dumpster. Mr. Kostelac stated that as in the past Mr. Cupp is looking for a recommendation from this Board to be presented to the Board of Commissioners for consideration/approval. Mr. Yerger asked if there was an estimated cost for this project at this point. Mr. Kostelac responded yes but apologized for not having that cost available tonight. He said he would get back to the Board with the cost. Mr. Yerger said that tonight what Mr. Cupp is looking for from this Board is a recommendation on the proposal of $19,500 for engineering fees which is only a portion of the total project construction cost. Mr. Kostelac responded that was correct and again apologized for not having the file with him this evening. Mr. Bedorf questioned whether money could be spent on design without the Board of Commissioner’s approval. He asked if Commissioner Rigney felt that enough information was presented this evening to this Board in order to move it forward to the Board of Commissioners to make a decision. Commissioner Rigney asked Mr. Kostelac if this is a typical structure you would find in other municipalities. Mr. Kostelac responded that he was not sure if there were any other facilities locally, but that GHD has designed them for other municipalities. He added that it is not uncommon for other municipalities to hook up the vactor truck to a manhole at a plant just like staff is currently doing at Upper Allen Township. Discussion ensued regarding this type of facility approval during the most recent plant upgrades, cost, budget, reasons for rejection of the facility project in master upgrade plan, and system design incorporation challenges. Mr. Bedorf said he is in support of the project and feels from a technical and environmental standpoint it is a good idea but feels this Board needs more information including the total
project construction cost before making a formal recommendation to the Board of Commissioners. He suggested that Mr. Cupp prepare a formal presentation on the project for the next meeting. Mr. Yerger said that without a total project cost it is difficult for this Board to make a recommendation on an engineering/design proposal. Consensus of the Board is to table the recommendation/consideration on the design proposal to the Board of Commissioners until next month pending a formal presentation of the project by Mr. Cupp. Mr. Hockenberry stated that he would make Mr. Cupp aware of the Board’s decision and advise him to come prepared to discuss the project in further detail.

**MISCELLANEOUS**

With regard to delinquent sewer billing accounts, Commissioner Rigney commented on the current balance and a brief discussion ensued regarding the lien filing process and breakdown of the total delinquent amount due. Mr. Gleeson questioned delinquent file status for the property located at 8 Reynolds Street and if it was a pending foreclosure. Mr. Hockenberry responded that the account is in the Township Solicitor’s hands. He stated that staff has followed proper collection policy and procedure and have gone as far as we could before turning the file over to the Township Solicitor. Mr. Bedorf questioned if the current balance is being paid on this account. Mr. Hockenberry said that it is his understanding that only the current balance is being paid and the property owner continues to dispute the past due balance. Commissioner Rigney suggested having the Township Solicitor attend next month’s Sewer Advisory Board meeting to discuss legal issues. Mr. Bedorf said that he does not feel we need to pay the Solicitor to attend a meeting when all we are looking for is the status/report of an account that was turned over to him. Mr. Bedorf suggested asking him for an update. Commissioner Rigney said that perhaps the Commissioners could meet with him in an executive session and question the next step with regard to resolving this issue. Mr. Gleeson said he deals with the same issues at the Township where he serves as Solicitor and noted that once an account balloons out of control it is difficult to collect. Mr. Bedorf noted that currently we have a collection policy and procedure in place to prevent reoccurrence of these issues. Mrs. Ferrari commented that Amber Serrano, our billing clerk has the delinquent accounts under control and that we have the lowest delinquent balances since collection efforts began in 2011. Discussion ensued regarding time and cost spent on the collection of one account. Mr. Hockenberry stated that how much further the Solicitor goes with this account is a decision that should be made by the Township Manager and the Board of Commissioners.

With regard to the cost of the Grit and Grease Removal Facility discussed earlier, Mr. Kostelac reported the total construction cost estimate given to Mr. Cupp for the structure was $104,000. Mr. Kostelac broke the project down into the below estimates:

- Excavation, backfill, stone driveway, final grading = $16,000
- One hundred and twenty feet of eight inch ductile iron pipe = $16,000
- Concrete structure = $60,000
- Wood frame truss/canopy with metal siding = $12,000

Mr. Kostelac once again noted that the design and bid phase services of GHD at $19,500.
Discussion ensued regarding the cost and why a roof/canopy was necessary over this structure noting that there are two very large SBR tanks at the WWTP along with two wet well tanks at pump stations which are not covered and accept much more rain water than this structure would ever accept.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

With no further business to discuss, Chairman Bedorf adjourned the meeting 8:10 p.m.
NEXT MEETING IS SCHEDULED FOR NOVEMBER 15, 2018 AT 7:00 P.M.