The regular meeting of the Upper Allen Township Sewer Advisory Board was held on July 25, 2019 in the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg, Cumberland County, Pennsylvania.

**MEMBERS**

George Bedorf, Chairman  
Christopher Gleeson, Vice Chair (absent)  
Bruce Yerger, Secretary  
Dave Gabel  
Robert L. Haines

**TOWNSHIP OFFICIALS**

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

**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**

**JUNE 25, 2019**

Chairman Bedorf called for approval of the minutes of June 25, 2019 meeting. Mr. Yerger made a **MOTION** to approve the minutes of June 25, 2019. **SECONDED** by Mr. Gabel  
**ROLL CALL:** carried unanimously.

Commissioner Rigney directed the Board’s attention to page 4, first full sentence “Commissioner Rigney added that there is still money in the General Fund and just because it was not budgeted it is not an excuse to properly reallocate costs to the correct department.” He said the sentence structure was incorrect and confusing and asked that the Board revise the statement to correctly reflect what he was saying; he later asked that the statement be stricken from the minutes of June 25, 2019. Following further discussion/review of the entire paragraph, consensus of the Board was that the above sentence was not necessary. Chairman Bedorf entertained a motion to strike the first full sentence on page 4 from the approved minutes of June 25, 2019. Mr. Gabel made a **MOTION** to strike the first full sentence on page 4 from approved minutes of June 25, 2019 and approve the revised minutes of June 25, 2019. **SECONDED** by Mr. Haines. **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 STATUS

Mr. Cupp reported that we sent out RFP’s (Request for Proposals) to Landmark and they in turn forwarded the request to 11 different contractors. He said that as of last week he was contacted by three contractors requesting copies of plans but only two so far have indicated to Landmark that they are going to bid on the project. The private bid opening by Landmark is scheduled for Friday, August 9, 2019, noting that there is still plenty of time for more contractors to bid on the project. He added that manholes are being ordered and will be purchased in advance. He said that initiation of the project is taking a little longer than we hoped but is moving along.

GHD INTERCEPTOR/TRUNK SEWER FLOW MODELING

Mr. Kostelac reported the Grantham basin is complete. He explained that the eastern part of the Grantham Basin mainly deals with flow tributary to the Lisburn Trunk, which is the subject of the Oakwood Hills, Rider/Musser Project. The Grantham West Basin is north of Route 15 and goes north to Country Estates Development. Everything from Country Estates down flows in a south easterly fashion towards the Yellow Breeches. Mr. Kostelac said that GHD presented Mr. Cupp with the model results and noted that there was nothing in findings of urgent or dire need of attention, indicating that right now we are in good shape. Based on buildout projections, some portions of the Grantham Interceptor as you get closer to the Grantham WWTP are over capacity at full buildout. It does not require any current action but is information we now have available to aid in management of the planning process of upgrades that would need to occur with future development. Mr. Kostelac said that in the next phase of this project GHD will be moving on to the Lower Allen Basin which is much larger but equally as important. The data acquired from the flow model will be very useful to the Township as we move forward.

CANTERBURY ESTATES TRUNK SEWER AND DRAINAGE SWALE IMPROVEMENT PROJECT

Mr. Cupp reported that the contractor started this project on July 10th and as of July 26th for all intents and purposes the work will be complete. He explained that today the contractor is still doing a lot of grading and they plan to work tomorrow. Mr. Cupp stated we are pleased
with the work. He added that he was at the project site today for the line testing, noting that all the lines passed the air test. He said that tomorrow the contractor will be vacuum testing manholes. The final item in terms of project completion will be for the Township and GHD to inspect the erosion control matting system being installed. Mr. Cupp mentioned that the contractor did go outside his limits of easement quite a bit but has been able to keep the property owners satisfied.

2019 CAPITAL IMPROVEMENTS AT GRANTHAM WWTP

Mr. Cupp met with representative of GHD to discuss the various components of this contract which include the Grit/Grease Handling Facility, Control Building Garage Door Installation and Existing Concrete Tankage Structural Concrete Repairs and Restoration. Mr. Kostelac stated that from a design and drawing standpoint this project is essentially done. Mr. Cupp said that he would like to have the contract advertised and out for bid (three items) sometime in August.

NEW BUSINESS

POLICY REGARDING INITIATION OF SEWER BILLINGS

Chairman Bedorf said that the Board members all received in their packet information/documentation related to a new policy/initiation of sewer bills. He stated there is a request by Commissioner Cochran to change the current policy of the starting date of billing, from the day after the final inspection/testing/connection and approval of the building sewer, to 180 days from the date the sewer connections are approved, or upon issuance of the Certificate of Occupancy, whichever comes first, in an effort to preclude people from having to pay a sewer bill before they actually have a connection (plumbing fixtures within the home) to the public sewer. Mr. Cupp explained that the current policy was put in place and strongly supported by former Commissioner Chick and adopted by several current members of the Board of Commissioners. The present policy initiates sewer rental charges based on the date the building sewer installation passes inspection and testing requirements. He added that once the building sewer is installed, the Township cannot control usage and discharge to the public sewer. Past inspections have shown that contractors/builders are cleaning paint brushes, drywall tools, etc. and discharging the wastewater to our sewer system long before any CO’s are issued. He stated that the current connection/billing policy in place since 2006 works very well. Chairman Bedorf added that he recalls back in 2006 there were requests from people that went to Florida for the winter (Snowbirds) for suspension of their sewer bill because they weren’t using the sewer system. He said that he believes the consistent approach was that if the sewer is made available to any unit, it is considered to have sewer service and that this was another factor involved at the time of the change to the connection policy. Chairman Bedorf explained that this Board is being asked to make a recommendation to the Board of Commissioners about making changes to the current sewer billing/connection policy/procedures. Mr. Gabel questioned if the current policy works and has since 2006, why would this Board make a recommendation for any changes or modifications.
Commissioner Rigney commented that one of the Commissioners is building a house and had the sewer inspected/connected and is receiving a sewer bill even though there are no toilets or water. Mr. Cupp replied that this case is no different than any other new building in the Township. He explained that the new building sewer outside the house is connected to our lateral sewer which is the trigger for us to start the billing process. The Township Sewer Department has no idea what is going on inside the house and really is of no concern to the Sewer Department. He said the minute the contractor connects their building sewer to our lateral, by Township Code that is the mechanism by which billing is started. Commissioner Rigney commented that the sewer can be used the very next day and Mr. Cupp stated that his comment is correct. Mr. Kostelac added that a toilet could be installed at any point or buckets of water could be poured down the donut in the bathroom, in other words “use of the sewer system.” Discussion ensued regarding occupancy permits in relation to lack of control over the builder. Mr. Kostelac said that the current connection/billing policy is not an uncommon approach to billing, noting that as soon as service is available you “can” bill which is not unreasonable or negotiable. He said he believes you will find that there are a lot of municipalities that use this policy. Discussion ensued. Mr. Gabel made a MOTION that based on discussion and review of information/documentation provided regarding past and current sewer connection/billing policy, it is the opinion of the Sewer Advisory Board to recommend to the Board of Commissioners that the current policy for billing new sewer connections remain the same. SECONDED by Mr. Yerger. ROLL CALL: carried unanimously. There was no further discussion.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

With no further business to discuss, Chairman Bedorf adjourned the meeting 7:34 p.m.

NEXT MEETING IS SCHEDULED FOR AUGUST 22, 2019 AT 7:00 P.M.