

MILLCREEK TOWNSHIP SEWER AUTHORITY
SANITARY SEWER EXTENSION PROCEDURES

ARTICLE I – PRELIMINARY ENGINEERING CONFERENCE

1-1 Purpose. A preliminary conference with the Sewer Authority Manager or Technical Manager is required prior to the start of design for an extension of the sanitary sewer system of Millcreek Township. This conference is to examine the overall scope of the proposed project and to review the steps necessary to successfully complete the project in Millcreek Township.

1-2 Location of Project. Based upon this location of the proposed project and the point of connection to the Authority’s sewer system, the Developer will be advised whether such a connection will be permitted. Also, the Developer will be advised whether sufficient sewer capacity exists or if Developer must provide greater downstream capacity.

1-3 Millcreek Township Official Plan. The Authority will examine the proposed project in relationship to the availability of sanitary sewers to surrounding properties. Every effort will be made to insure that public sewer service can be extended to serve all undeveloped lands of Millcreek Township.

1-4 Specific Authority Requirements. Developer will note the following general policies, procedures and requirements of the Authority.

- a. Prior to extension of the Authority sewers, the Developer will:
 - obtain necessary subdivision and zoning approvals from Millcreek Township;
 - obtain approvals and permits required by PA. DEP and PA. Fish Commission;
 - obtain approvals and permits from the U.S. Soils and Conservation Service, and any other permits or approvals which may be required; and
 - complete a Developer Agreement with the Authority.

- b. Sewers shall generally be extended across the full frontage of any property to be served. Exemptions may be granted if ground elevations make such extension impractical or if adjoining properties already have sewer service.
- c. Individual grinder pumps may be permitted to serve single buildings on a permanent or temporary basis. If on a temporary basis, as soon as a gravity sewer is made available to a property that is served by a grinder pump, the pumping unit shall be eliminated and a sewer connection will be installed to the gravity sewer. The property owner will pay his pro rata share of the cost of the gravity sewer.
- d. Easements & Rights-of-Way – Sewers will generally be installed within public rights-of-way. If public access is not feasible or suitable, easements must be obtained by the Developer for construction across private property. The Authority shall determine the location and size of any easements.
- e. Sewer Sizing & Oversizing – in order to meet the future sewer demands of areas outside of lands of a developer, the Authority may require that a sewer be increased in size. If such increased size is not necessary to serve lands of Developer, the Authority will pay for the difference in material cost of the oversized sewer. The Developer may be responsible for upsizing or relieving sewers downstream from the Development. This will be determined by the Authority's Engineer.
- f. No extension permitted – if the Authority determines that there is not sufficient sewer capacity downstream from the proposed development or for other reason in the Authority's discretion, the Authority may deny a sewer extension until the Authority determines that the sewer extension may proceed.
- g. Pumping Stations – all pumping stations (excepting individual grinder or solids handling pumps) which are to be connected to the Authority's sewer system will be designed in accordance with the authority's requirements. The minimum size of a forcemain is 4-

inches in diameter. If the Authority requires that the capacity of a pumping station be increased beyond what is necessary for a particular development, the Authority may pay for the cost of such oversizing.

- h. Tapping Fees – When requested, the Authority will collect and refund to the Developer, tapping fees for sewers built and paid for by the Developer, and which will serve properties other than that of the Developer. No tapping fees will be collected for buildings installed on lands of the Developer. The fees will be calculated based upon the total cost of the sewer extension divided by the benefited property frontage as determined by the authority. The Authority will collect and retain 5% of any such fee collected as reimbursement for costs incurred in collecting tapping fees. Tapping fees will be collected for a period of ten (10) years following completion of the sewer extension. Tapping fees are to be calculated and collected for sewers up to 8-inches in diameter unless larger sewers are necessary to serve the party requesting sewer service.

ARTICLE II SEWER PROJECT DESIGN

2-1 Purpose. Sanitary sewers in Millcreek Township shall be designed in accordance with the current edition of the Pennsylvania DEP “Sewerage Manual”, the requirements of the Authority’s Consulting Engineer, and in accordance with generally accepted engineering practices. In instances of conflict, the Authority’s design requirements take precedence, and are to be considered as the minimum standards acceptable. Copies of the authority’s Construction specifications are available at the Authority office.

2-2 Permits/Planning Modules. The land developer will prepare all field work necessary and will also complete the required permit application forms for PA. DEP (Water Quality Management & Erosion and Sedimentation Control) and PennDOT (for highway occupancy) approval. The Authority will be the “Permittee” for both the PA. DEP and PennDOT permits and will review and approve such permits before submittal. In the event the Authority is to be the permittee for other agency approvals, the developer will prepare the necessary permit applications for Authority review and approval. Permits shall also be obtained from Millcreek Township for road cuts in Township streets.

2-3 Design Plans. Design plans of the proposed sewers shall be submitted to the Authority for approval prior to the start of construction. Design plans shall contain:

- a. General Plan – an overall plan of the proposed development showing existing and proposed streets and proposed lot boundaries.
- b. Plan/Profile – plans and profiles of all proposed sanitary sewers are to be submitted. Profiles shall have a horizontal scale of not more than 50 feet to the inch, and a vertical scale of not more than 10 feet to the inch. Such plans and profiles shall show: geographical features, streets, sewers, storm sewers, waterlines, service connections, ground surface elevation, pipe material, elevation of manholes, grade of sewer and details of all stream crossings and manholes. This requirement applies to grinder pumping units also.

- c. Sewer Pumping Stations – plans of all pumping stations shall conform to the Authority’s “Requirements For Sewage Pumping Stations”. The Authority shall have the right to determine the size and pump capacity of all pumping stations. No sewer forcemain shall be less than 4-inches in diameter unless otherwise directed by the Authority Engineer.

2-4 General. The following general requirements apply to all sanitary sewers installed in Millcreek Township:

- Service to basements – unless specifically approved by the Authority, all sewers shall be designed to serve the basement of all buildings.
- Separate sewers – no ground water or surface water from any source shall be permitted to enter the sanitary sewers of Millcreek Township.
- Building sewers – specifications and requirements for sewer connections from the street to the building shall be obtained from the Supervisors of Millcreek Township.
- in/out inverts in each manhole shall be at minimum of .01 foot difference in elevation.

2-5 Design Approval. The Authority and/or its Consulting Engineer shall review and approve all sewer design plans prior to the start of construction. Sewers shall be constructed in accordance with the approved design plans. Any changes to the approved plans must be approved by the Authority prior to the work being done.

2-6 Developer Agreement. The Authority will determine if the improvements proposed are significant to require a Developer Agreement. The Authority will prepare the Developer Agreement and will include provisions relevant to the proposed project.

The Developer Agreement will include a fee payable to the Authority for reimbursement of Authority expenses anticipated by the improvement effort. Fees may be included for planning and design assistance, design review, construction inspection, asbuilt preparation, tapping fees, etc.

The current fees for developer agreements to cover construction inspection services are as follows:

- a. Sanitary Sewers - \$5.00 per lineal foot of sewers to be installed;
- b. Service Connections - \$150.00 per connection;
- c. Lift Stations – fee to be estimated by Authority for design review and construction inspection;
- d. Forcemains - \$3.50 per lineal foot of forcemain installed.

The Agreement must be signed and returned along with the required fee, prior to the start of construction.

2-7 Uncompleted Sewer Construction – Construction in Easements. Under certain circumstances, such as difficult terrain or land ownership differences, the Authority may permit a Developer to terminate sewer construction prior to a manhole. In such instance the Developer will provide a bond to the Authority for the cost to complete the sewers. The Authority shall have the right to draw upon the bond to complete the sewer construction. When the sewers are to be constructed in private property within an easement owned by the Authority, the Developer will be required to provide a bond to the Authority for the estimated cost to restore the property to its original condition.

ARTICLE III SEWER PROJECT CONSTRUCTION

3-1 Purpose. Public sanitary sewers in Millcreek Township will be constructed according to the specifications of the Millcreek Township Sewer Authority, including construction staking, excavation, backfill, installation and restoration. The Authority is responsible for full time inspection, acceptance of the sewers, and as-built preparation

3-2 Specifications. All construction of public sanitary sewers in Millcreek Township shall be accomplished according to the approved design plans and the latest revision of the specifications for Sanitary Sewer Construction, Section I-IV, as prepared by the Authority's Engineer. These Specifications are occasionally revised and the most current revised specifications are applicable. The Authority's specifications include: General Construction Materials, Excavation and Backfill, Installation and Restoration. In addition, the Authority has specific requirements regarding various construction details and the electric and general specifications for all sewage lift stations. Copies of all Authority specifications are available upon request. It is assumed that any person constructing public sewers or pumping stations in Millcreek Township has closely reviewed the Authority's specifications, prior to the start of construction. The Authority's Engineer's decision will be final regarding any questions of construction specifications.

3-3 Construction Staking. Construction stakes shall be provided by the Developer at one hundred foot (100') intervals and at a ten (10') foot offset, unless otherwise requested. All cut sheets are to meet the requirements of the Authority and are to be delivered to the Millcreek Township Sewer Authority office for review prior to distribution to the contractor. A laser beam shall be used for construction line and grade. Sewer line and grade is to be verified at least at 100-foot intervals. It is the Developer's responsibility to verify the invert elevation of any existing sewers prior to the start of construction. Cut sheets shall include cut or fill requirements for finished grade at the top of manholes.

3-4 Setting Alignment and Grade. The contractor must use the laser beam method to determine alignment and grade for the sewer. No other method is acceptable. The contractor must verify both alignment and grade of the sewer when requested to do so by the Authority's inspector.

3-5 Inspection. The Authority will provide full time, on-site inspection for all sanitary sewer construction. The Developer is to provide adequate advance notice to the Authority of the starting date of construction so that the Authority may make arrangements for an inspector. The inspector is to observe sewer construction and will not be responsible for the contractor's construction methods or techniques. The inspector will not approve, nor will the Authority accept any sewers not installed according to its inspection and specifications. The contractor may be required to remove any defective or uninspected work and may be required to re-construct these defective sewers. No sewer trenches shall be backfilled except as authorized by the Authority's inspector.

3-6 Testing and Acceptance. All sanitary sewers in Millcreek Township will be tested for leakage and alignment in accordance with the specifications of the Authority. These tests will include air testing or infiltration/exfiltration testing, "lamp" test, and a mandrill test. Testing may include the manholes. The fillets of new manholes will also be inspected for proper flow characteristics and integrity. In the event new sewers are connected to existing sewers, the Developer is responsible for testing of the existing sewers. However, the Authority will make any necessary repairs to the existing sewers. Once all sewers have been tested satisfactorily, the sewers may be placed into operation, if in the Authority's judgment the remaining sewer work will not adversely affect use of the sewers. The date of acceptance of the sewers by the Authority will be the date of successful completion of these sewer tests. The Developer is required to complete all sewers, including sealing from surface leaks, and manhole adjustments to finished grade, as may be required by the Authority.

3-7 Sewer Connections. (Building Sewers) Upon completion of sewer construction and acceptance of the sewers by the Authority, the Developer may make application to the Supervisors of Millcreek Township for a permit to connect a building to the sewer system. All building sewers (i.e. sewers on private property to serve buildings) must be of approved materials and the installation must be according to the requirements of the Millcreek Township Supervisors. No building sewers are to be covered prior to inspection by the Township's Sewer Inspector. No connections may be made to the Millcreek sewer system until a Sewer Connection Permit is issued by Millcreek Township.

3-8 Construction Records. Upon completion of the project, the Authority's inspectors will indicate on the Developer's original sewer design plans and engineer's cut sheets the actual field measurements. The Authority's inspectors will turn over all asbuilt records and measurements to Developer. It will be the responsibility for Developer to prepare an asbuilt design plan on a reproducible drawing. All inverts and manhole rim elevations shall be verified by the Developer and indicated on the plans. If any sewer lines, laterals, or manhole locations deviate from the original plans, it will be the responsibility of the Developer to have the changes accurately shown on the asbuilt reproducible drawings. All drawings shall show stationing of all manhole and lateral connections. All drawings will be on "D" size (36" x 24") media and at 1" = 50' scale. The Sewer Authority will maintain all asbuilt records of all sewers and sewer connections installed at the time of initial sewer construction.

3-9 Annual Re-Inspection. All public sanitary sewers installed in Millcreek Township are guaranteed as to workmanship and materials by the Developer for a period of eighteen months following acceptance of the sewers by the Authority. The Authority will conduct a re-inspection of the prior year's sewer work and Developer maybe required to make corrections to the sewers. Longer warranty periods may be required, depending on the circumstances.