

**MINUTES**

**SEWER ADVISORY BOARD (SAB) MEETING**  
**JULY 27, 2023**

The regular monthly meeting of the Upper Allen Township Sewer Advisory Board was held on July 27, 2023, in the Upper Allen Township Municipal Building, 100 Gettysburg Pike, Mechanicsburg, Cumberland County, Pennsylvania.

**MEMBERS**

Dan Hower (Absent)  
Bob Haines, Vice Chairman  
Karen Overly Smith, Chair  
Kathleen Ferrari

**TOWNSHIP OFFICIALS**

Jim Cochran, Commissioner  
Jeff Walter, Commissioner  
Barry A. Cupp, Sewer Department Director  
Kodi Hockenberry, WWTP Supt./Asst. Sewer Dept.  
Director (Absent)

**GHD ENGINEERING SERVICES**

Melissa Smith, P.E.

Karen Overly Smith, Chair, called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited by all. Roll Call was taken by Sherie Minich, Recording Secretary.

**APPROVAL OF MINUTES**  
**JUNE 22, 2023**

Ms. Overly Smith called for approval of the Minutes of the June 22, 2023. With one correction being made, Ms. Ferrari made a Motion to approve the Minutes; **SECONDED** by Mr. Haines. The Motion carried unanimously.

**ANNOUNCEMENTS**

Ms. Overly Smith stated that she wanted to go on record that Bob Haines and she attended the Council of Government's training for the Roberts Rules of Order on July 26, 2023, which was well attended.

**RECOGNITION OF VISITORS**

There were no visitors.

## OLD BUSINESS

The first item for discussion was the Grantham WWTP sludge dewatering system. Mr. Cupp advised that the progress is slow due to long lead time on certain items. Work completed to date in the Belt Filter Press Building includes demolition of certain masonry walls in the vicinity of the lime silo, demolition of concrete curb adjacent to the belt filter press, patching of the concrete floors in certain areas, pouring of a couple new concrete equipment pads, removal of old unit heaters, demolition/installation of new roof perimeter sills in preparation for new roofing system, and removal and replacement of the PVC roof drain piping in the basement sludge pump room. Mr. Cupp went on to state that on July 25<sup>th</sup> the first job conference was held with staff, GHD and PSI (the general contractor). The two main topics of discussion were the project schedule and a conflict with the size of the new blowers to be installed in the blower room. Mr. Cupp stated they are anticipating a change order from PSI for an extension of time. This will likely move the substantial completion date from August 1, 2023 to November 1, 2023, and final completion then would be from September 15, 2023 to November 15, 2023. Mr. Cupp stated that hasn't been confirmed yet, as we didn't receive the actual change order, but again this is due to lengthy equipment supply delays. Mr. Haines asked which blowers he was referencing. Mr. Cupp said these are the three blowers that aerate the digesters, and it was believed when these were specified that they would fit through the existing doorway and that we would have a certain amount of space around the blowers to work; however, now it appears as though they are much larger. This could lead to cutting open a larger doorway and installing new doors, and there is the issue of clearance servicing the blowers. Ms. Overly Smith asked if they were built to spec, and Mr. Cupp replied that they had not been built yet.

Discussion then turned to Modwash Carwash. Mr. Cupp stated at last month's Sewer Advisory Board meeting, after lengthy discussion regarding how many EDUs to charge for Modwash carwash, a Motion was approved to recommend reducing the number of EDUs from 28, which was approved by Lower Allen Township Authority and DEP down to 9 EDUs as proposed by Modwash's engineer, Morris Knowles, due to a new type of system called PureClean that will be installed, which apparently has a much higher water reclamation rate. As a result, Modwash will be billed for additional EDUs if water use results in a higher number of EDUs, and what we will do is calculate that quarterly for the first year and annually thereafter. In addition to that, Hutton must also agree to pay for costs involved in revising the number of approved EDUs/flows with Lower Allen Township Authority and DEP.

Ms. Overly-Smith had a question about Mr. Cupp's June 23, 2023, monthly report, on page 2, item 4, where it says the week of June 12<sup>th</sup> he met with Ms. Minich and Mr. Hockenberry and discussed revisions to the as-built Straight Line Diagrams for the development projects that were received by C.S. Davidson in unacceptable form, and asked what that was about. Mr. Cupp explained that the contractor and inspector are required to maintain as-built drawings and at the conclusion of that work, they provide a diagram that shows the sewer line manhole numbers, lateral locations, and all the development information at the top of the form. C.S. Davidson's inspector was not filling these out correctly or completely, and these need to be very accurate because this is part of our permanent records in our files. Our staff went through all of these and made the necessary corrections. In addition to that, we talked to C.S. Davidson about it and they are going to make efforts to make sure the forms are filled out more completely and accurately.

## **NEW BUSINESS**

Regarding the interview for a potential new member, Mr. Cupp advised that Commissioner Cochran, Commissioner Walter, Mr. Hockenberry, and Ms. Overly Smith and we will interview Mitchell Webb on July 31<sup>st</sup>, 2023, at 4:00 p.m., at the Township Office. Mr. Webb works for Keystone Pump and Power and has worked there for quite some time. Kodi Hockenberry has delt with him on numerous occasions and feels he is a good candidate for that position.

Ms. Overly Smith brought up the flier in the packets requesting volunteers to test the Township's new website. For the past six months, our Assistant Manager, Kelly Palmer, has been working with a company called Revise to completely overhaul and rebuild the Township's website with the goal of improving user experience and increasing resident service. However, before going live to the public, she is requesting volunteers to beta test the site. This is aimed specifically for Sewer Advisory Board members (or any advisory board members) and the Commissioners. If you have time, it would be greatly appreciated if some board members could volunteer for this. It will give you the opportunity to help shape the Township's outside communications and customer service. The process is expected to take 30 minutes to an hour. If you haven't already, please contact Kelly Palmer on or before August 7th. Ms. Overly Smith asked what the go live date was and Commissioner Walter said it hasn't been established yet.

## **PUBLIC COMMENT**

There was no public comment.

## **ADJOURNMENT**

With no further business to discuss, Ms. Overly Smith asked for a Motion to adjourn, a Motion was made by Mr. Haines; **SECONDED** by Ms. Ferrari. The meeting was adjourned at 6:45 p.m.

**THE NEXT MEETING IS SCHEDULED FOR AUGUST 24, 2023, AT 6:30 P.M.**