

**MILLCREEK TOWNSHIP WATER AUTHORITY
WATERLINE EXTENSION PROCEDURES**

ARTICLE I – PRELIMINARY ENGINEERING CONFERENCE

1-1 Purpose. A preliminary conference with the Water Authority Manager or Technical Manager is required prior to the start of design for an extension of the water 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 water system, the Developer will be advised whether such a connection will be permitted. Also, the Developer will be advised whether sufficient water capacity exists or if Developer must provide greater capacity.

1-3 Millcreek Township Official Plan. The Authority will examine the proposed project in relationship to the availability of waterlines to surrounding properties. Every effort will be made to insure that public water 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 Waterlines, the Developer will:
 - obtain necessary subdivision and zoning approvals from Millcreek Township;
 - obtain approvals and permits required by PA, DEP and County Health Dept.
 - complete a Developer Agreement with the Authority.

- b. Waterlines shall generally be extended across the full frontage of any property to be served. Exemptions may be granted if such extension is impractical or if adjoining properties already have water service.
- c. Easements & Rights-of-Way – Waterlines 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 will determine the location and size of any easements.
- d. Waterline Sizing & Oversizing – All waterlines shall be a minimum of 8-inch D.I.P. except for dead-end mains which can be 6-inch for the last 500 feet. In order to meet the future water demands of areas outside of lands of a developer, the Authority may require that waterlines 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 waterlines. The Developer may be responsible for upsizing waterlines upstream from the Development. This will be determined by the Authority's Engineer.
- e. The Authority may require Developer to loop the water mains to eliminate any dead ends.
- f. Air/Vacuum Release Valves – shall be required on all high points in the water mains to ensure that air pockets in the water mains are eliminated and/or do not occur.
- g. No extension permitted – if the Authority determines that there is not sufficient water capacity upstream from the proposed development or for other reason in the Authority's discretion, the Authority may deny a waterline extension until the Authority determines that the waterline extension may proceed.

- h. Pumping Stations – all pumping stations which are to be connected to the Authority’s water system will be designed in accordance with the authority’s requirements. 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.
- i. The Developer shall be responsible for the payment of any Tapping Fees that may be due for Developer’s property.
- j. Developer Tapping Fees – When requested, the Authority will collect and refund to the Developer, tapping fees for waterlines 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 waterline extension divided by the benefited property frontage as determined by the authority. The Authority will collect and retain \$200 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 Water extension.

ARTICLE II WATERLINE PROJECT DESIGN

2-1 Purpose. Waterlines in Millcreek Township shall be designed in accordance with the requirements of the Authority's 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. The Developer will prepare permits for PA, DEP 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 Waterline extensions 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. The plan shall also contain waterlines, valve locations, fire hydrants, and blow-offs.
 - (1) Waterlines shall maintain a distance of 10 feet parallel from sanitary and storm sewer lines.
 - (2) Fire Hydrants shall be placed at each intersection. Each building and/or lot shall be a minimum distance of 300 feet from a fire hydrant.
- b. Plan/Profile – plans and profiles of all proposed waterlines, sanitary sewers, and storm 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, waterlines, storm sewers, sanitary

sewers, service connections, ground surface elevation, pipe material, grade of waterlines and details of all stream crossings.

- c. Water Pumping Stations – plans of all pumping stations shall conform to the Authority’s “Requirements For Water Pumping Stations”. The Authority shall have the right to determine the size and pump capacity of all pumping stations.

2-4 Design Approval. The Authority and/or its Consulting Engineer shall review and approve all waterline design plans prior to the start of construction. Waterlines 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.

2-5 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 the costs of construction inspection services are as follows:

- a. Waterlines - \$3.50 per lineal foot of waterlines to be installed;
- b. Service Connections - \$150.00 per service connection;

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

ARTICLE III WATERLINE PROJECT CONSTRUCTION

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

3-2 Specifications. All construction of public waterlines in Millcreek Township shall be accomplished according to the approved design plans and the latest revision of the General Specifications for Waterline Construction 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 Specifications for waterline materials and General Specifications for waterline installation, testing, sterilization, and restoration. In addition, the Authority has specific requirements regarding various construction details and the electric and general specifications for all water pumping stations. Copies of all Authority specifications are available upon request. It is assumed that any person constructing public waterlines or pumping stations in Millcreek Township has closely reviewed the Authority's specifications, prior to the start of construction. The Authority's Consulting 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.

3-4 Inspection. The Authority will provide full time, on-site inspection for all waterline 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 waterline 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 waterlines 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 waterlines. No waterline trenches shall be backfilled except as authorized by the Authority's inspector.

3-6 Sterilization. All pipe and fittings connected to and forming a part of a potable water supply shall be sterilized in a manner acceptable to the Authority. Generally, sampling taps shall be provided on the water main every five hundred (500) feet, in order to afford representative water testing and sample collection. When long transmission mains are constructed, without side connections, the distance between each tap may, at the discretion of the Authority, be increased. In all instances, however, sampling taps shall be provided to collect a source sample and enough representative water samples for laboratory examination. All sterilization of public waterlines in Millcreek Township shall be accomplished according to latest revision of the specifications for Waterline Construction

3-6 Testing and Acceptance. All waterlines in Millcreek Township will be tested under a minimum hydrostatic pressure of one hundred fifty (150) pounds per square inch or fifty per cent (50%) above normal operating pressure, which ever is greater in accordance with the specifications of the Authority. Once all waterlines have been sterilized and pressure tested satisfactorily, the waterlines may be placed into operation, if in the Authority's judgment the remaining waterline work will not adversely affect use of the water system. The date of acceptance of the Waters by the Authority will be the date of successful completion of these waterline tests. The Developer is required to complete all waterlines.

3-7 Water Connections. Upon completion of waterline construction and acceptance of the waterlines by the Authority, the Developer may make application to the Millcreek Township Water Authority for a permit to connect a building to the water system. All water service connections must be of approved materials and the installation must be

according to the requirements of the Millcreek Township Water Authority. No service connections are to be covered prior to inspection by the Township's Water Inspector. No connections may be made to the Millcreek water system until a Water Connection Permit is issued by Millcreek Township water Authority.

3-8 Construction Records. Upon completion of the project, the Authority's inspectors will modify the Developer's waterline design plans to actual field measurements. The Authority's inspectors will turn over all preliminary asbuilt records and measurements to Developer. It will be the responsibility for Developer to prepare an asbuilt design plan on a reproducible drawing. If any waterlines or service connection 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 will be on "D" size (36" x 24") media at no more than 1" = 50' scale. The Water Authority will maintain all asbuilt records of all waterlines and service connections installed at the time of initial sewer construction.

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