




# *Borough of Chambersburg*

*A full service municipality in Franklin County  
celebrating over 65 years of consumer owned natural gas service  
over 100 years of community electric and a  
regional wastewater, water, and municipal solid waste utility*

**TO:** Street Excavation Contractors

**FROM:** Phil Wolgemuth, Deputy Borough Manager 

**DATE:** June 29, 2020

**SUBJECT:** Street Excavation and Restoration

The Borough of Chambersburg Town Council recently approved new rules and fees for street excavation and restoration work, to be implemented on April 1, 2014.

An Excavation Permit must be secured before you begin excavation work on a Borough Street or State Route. A permit fee of \$15 will be collected at the time of permit application for Borough Streets and a \$45 fee will be collected for State Routes.

A \$1,000 bond is no longer required; however, a certificate or other evidence from an insurance company certifying that the permittee has comprehensive general liability and automobile insurance must be provided.

A plan – on a form to be provided by the Borough – depicting the location and dimensions of the excavated area is required along with the application for permit.

Permittees will no longer be offered the option to restore the excavated area of a Borough Street or State Route; however, they will remain responsible for backfill with 2A aggregate compacted in not more than eight inch (8”) layers to within four inches (4”) of the roadway surface.

The Borough will now conduct all temporary and permanent restoration. A fee will be collected at the time of application for permit from permittees to cover Borough costs associated with temporary and permanent restoration. A fee will not be collected for permanent restoration if the street where the excavation takes place is scheduled for reconstruction or overlay within 12 months of the date of the excavation permit.

The Borough will conduct inspections for permittee excavation work on Borough Streets and State Routes. A fee will be collected at the time of permit application to cover Borough costs associated with inspection.

If the Borough inspector discovers an excavated area with dimensions larger than the permitted area, the permittee will be notified to amend the permit and pay a fee to cover Borough costs associated with temporary and permanent restoration for the amended area.

Please see below an example of permit, temporary/permanent restoration and inspection fees for a 4 foot by 6 foot excavated area on a Borough Street and State Route.

Permittees must contact the Pennsylvania One Call System, Inc. at 811 or 1-800-242-1776 no less than 3 nor more than 10 business days before digging anywhere in the Commonwealth, including excavation on a Borough Street or State Route.

Permittees must provide traffic control as required under PennDOT Publication 203, entitled "Work Zone Traffic Control."

For all work that involves saw cutting, a storm water filter sock must be placed around all storm sewer inlets that could potentially be affected by run-off from the saw cutting operation or precipitation runoff.

Applications for Excavation Permits can be obtained at Borough Hall, 100 South Second Street, Second Floor in Chambersburg, Monday through Friday, 8:00 a.m. until 5:00 p.m. or by visiting the Borough website at [www.chambersburgpa.gov](http://www.chambersburgpa.gov) and clicking on the Documents link on the front page.

Applications, associated fees and proof of insurance must be returned to the Borough Engineering Office Secretary at Borough Hall, 100 South Second Street, Second Floor in Chambersburg, Monday through Friday, 8:00 a.m. until 5:00 p.m. Permits for Borough Streets are generally issued within one hour from the time of application receipt; however, permits for State Routes can take a week or longer to process according to PennDOT Highway Occupancy Permit regulations.

Questions can be addressed by calling the Engineering Office Secretary at 717-251-2417.

<b>BOROUGH STREET</b>	<b>STATE ROUTE</b>
<b>Permit Fee</b> \$15.00	<b>Permit Fee</b> \$45.00
<b>Temporary Restoration (4 feet X 6 feet)</b> Material square foot unit cost X 2 X size (sf) of street opening + Highway Department Operator hourly rate X 2 + restoration truck hourly rate + roller hourly rate.  $\$5.96 \times 24 + \$44.78 + \$13.00 + \$20.00 = \$220.82$	<b>Temporary Restoration (4 feet X 6 feet)</b> Material square foot unit cost X 2 X size (sf) of street opening + Highway Department Operator hourly rate X 2 + restoration truck hourly rate + roller hourly rate.  $\$5.96 \times 24 + \$44.78 + \$13.00 + \$20.00 = \$220.82$
<b>Permanent Restoration (6 feet X 8 feet)</b> Material square foot unit cost X size (sf) of street opening.  $\$8.44 \times 48 = \$405.12$	<b>Permanent Restoration (6 feet X 8 feet)</b> Material square foot unit cost X size (sf) of street opening.  $\$10.56 \times 48 = \$506.88$
<b>Inspection</b> Engineering Technician hourly rate + vehicle hourly rate X 0.5.  $\$29.45 + \$4.55 \times 0.5 = \$17.00$	<b>Inspection</b> Engineering Technician hourly rate + vehicle hourly rate X 0.5.  $\$29.45 + \$4.55 \times 0.5 = \$17.00$
<b>TOTAL: \$657.94</b>	<b>TOTAL: \$789.70</b>

Formulas will be adjusted annually after Contracts for the Purchase of Emulsion Products, Permanent Restoration of Surface Openings on Borough Streets and Permanent Restoration of Surface Openings on State Routes are awarded. Staff and equipment hourly rates will be adjusted at that time as well.

# Water and Sewer Connections & Demolition of Existing Structures

*Specification Adopted April 29, 2019*

*Specification Updated February 21, 2020*

This policy, herein promulgated by the Borough of Chambersburg Water & Sewer Departments, is addendum to the rules associated with the Borough of Chambersburg Demolition Permit Process.

1. In all cases, the goal of these specifications is for a located and proper disconnection of water and sewer services from existing buildings in advance of demolition. Failure to follow these procedures may result in the Water & Sewer Departments locating, stabilizing, and properly disconnecting previously poorly identified or disconnected lines at the property owner's financial expense. In all cases, the Borough of Chambersburg ultimately has the final say on all water and sewer connections, their location, manner, and condition.
2. When a demolition permit is issued for any structure where existing water or sewer service currently exists, the service must be properly disconnected as a part of the demolition process. This specification details options for proper disconnection.
3. A sanitary sewer line shall be disconnected during demolition:
  - a. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on Borough sanitary sewer systems may **remove the entire point of connection between the service lateral from the site of the existing structure at the Borough's sanitary sewer main**, whether this connection is at the Borough's pipe or designated manhole. Further, this disconnection shall be complete and all areas restored sufficiently. This can include abandonment of the lateral in place; OR
  - b. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on Borough sanitary sewer systems may **disconnect the existing service lateral to a pre-designated point of demarcation where a cleanout or curb stop will be inserted to allow a future project to reconnect to the service lateral at that location**. In some cases, where the balance of the service lateral is in poor condition, the Borough may require the contractor to install a new service lateral from its termination at the Borough's sewer main or designated manhole returning to the agreed upon cleanout or curb stop location. In this scenario, the contractor must complete the stub of the lateral at the agreed upon location in order to obtain successful completion of the demolition project.
  - c. These are the only two options during demolition.
4. A water line shall be disconnected during demolition:
  - a. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on the Borough water system may **remove the entire point of connection between the existing water line from the site of the existing structure at the Borough's water main**, whether this connection is at the Borough's pipe or shared water line. Further, this disconnection shall be complete and all areas restored sufficiently. This can include abandonment of the service line in place; OR

## Water and Sewer Connections & Demolition of Existing Structures Continued

- b. At the discretion of the current property owner, and with the permission of the Borough of Chambersburg, and under the supervision of the Borough of Chambersburg, a contractor, under the direction of the property owner, certified to work on the Borough water system may **disconnect the existing water line to a pre-designated point of demarcation where a meter pit and meter will be inserted to allow a future project to reconnect to the water service at that location.** In some cases, where the balance of the water line is in poor condition, the Borough may require the contractor to install a new water line from its termination at the Borough's water main or shared water line returning to the agreed upon meter pit and meter location. In this scenario, the contractor must complete the installation of the meter pit and water meter at the agreed upon location in order to obtain successful completion of the demolition project.
  - c. These are the only two options during demolition.
5. With respect to water and sewer capacity credit, any water line or sewer line completely removed shall, unless replaced in an agreed upon alternate location on the property within one calendar year lose all previous capacity credit for that water or sanitary sewer capacity.
6. With respect to water and sewer charges, any water line or sewer line left with an existing connection to an agreed upon point of demarcation (i.e. a cleanout, curb stop, or water meter) shall continue to be maintained as an active utility account, with all rules and conditions required, and charges assessed against said utility account for any consumption; and no less than the monthly service charge or ready-to-serve fee applicable.
7. In those cases where the Chambersburg Water & Sewer Departments believe the disconnection to be complex or dangerous to the integrity of the Borough's water and sanitary sewer system, the Borough reserves the right to request public works security to cover the cost of locating, stabilizing, and properly disconnecting previously poorly identified or disconnected lines or in order to repair damage that may be caused to Borough pipes and valves by the private contractor.
8. In addition to demolition, the above policy also applies to vacant properties with unused water and sewer service lines or properties with planned or completed construction where existing water and sewer service lines will remain unused.



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## **EXCAVATION PERMIT APPLICATION**

This application was developed to administer the street excavation permit as defined in the Code of the Borough of Chambersburg, Chapter 254, Article I. Please complete the application – along with a plan on the form provided by the Borough depicting the location and dimensions of the excavated area – and return it to Borough Hall, Second Floor, 100 South Second Street or fax or email it to Cindy Harr at 717-264-0224 or [charr@chambersburgpa.gov](mailto:charr@chambersburgpa.gov).

Contractor name: \_\_\_\_\_

Contact person's name: \_\_\_\_\_

Contact person's telephone number: \_\_\_\_\_

Address of work location: \_\_\_\_\_

Property owner's name: \_\_\_\_\_

Reason for excavation: \_\_\_\_\_

PA One Call Serial Number: \_\_\_\_\_

A permit fee of \$15 will be collected for Borough Streets and a \$45 fee will be collected for State Routes. Also, a fee will be collected to cover Borough costs associated with temporary and permanent restoration. A fee will not be collected for permanent restoration if the street where the excavation takes place is scheduled for reconstruction or overlay within 12 months of the date of the excavation permit.

A certificate or other evidence from an insurance company certifying that the permittee has comprehensive general liability and automobile insurance must be provided along with the application for permit.

The Borough will conduct inspections for excavation work on Borough Streets and State Routes. If the Borough inspector discovers an excavated area with dimensions larger than the permitted area, the permittee will be notified to amend the permit and pay a fee to cover Borough costs associated with temporary and permanent restoration for the amended area.

Contractors must contact the Pennsylvania One Call System, Inc. at 811 or 1-800-242-1776 no less than 3 nor more than 10 business days before digging anywhere in the Commonwealth, including excavation on a Borough Street or State Route.

Contractors must provide traffic control as required under PennDOT Publication 203, entitled "Work Zone Traffic Control."

Permits for Borough Streets are generally issued within one hour from the time of application receipt; however, permits for State Routes can take a week or longer to process according to PennDOT Highway Occupancy Permit regulations.

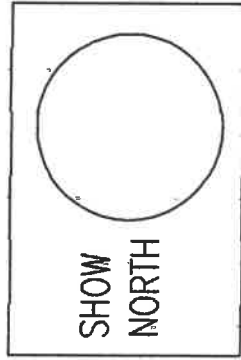
APPLICANT \_\_\_\_\_ PERMIT NO. \_\_\_\_\_ DATE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

STREET NAME \_\_\_\_\_ HOUSE NO. \_\_\_\_\_ UTILITY \_\_\_\_\_

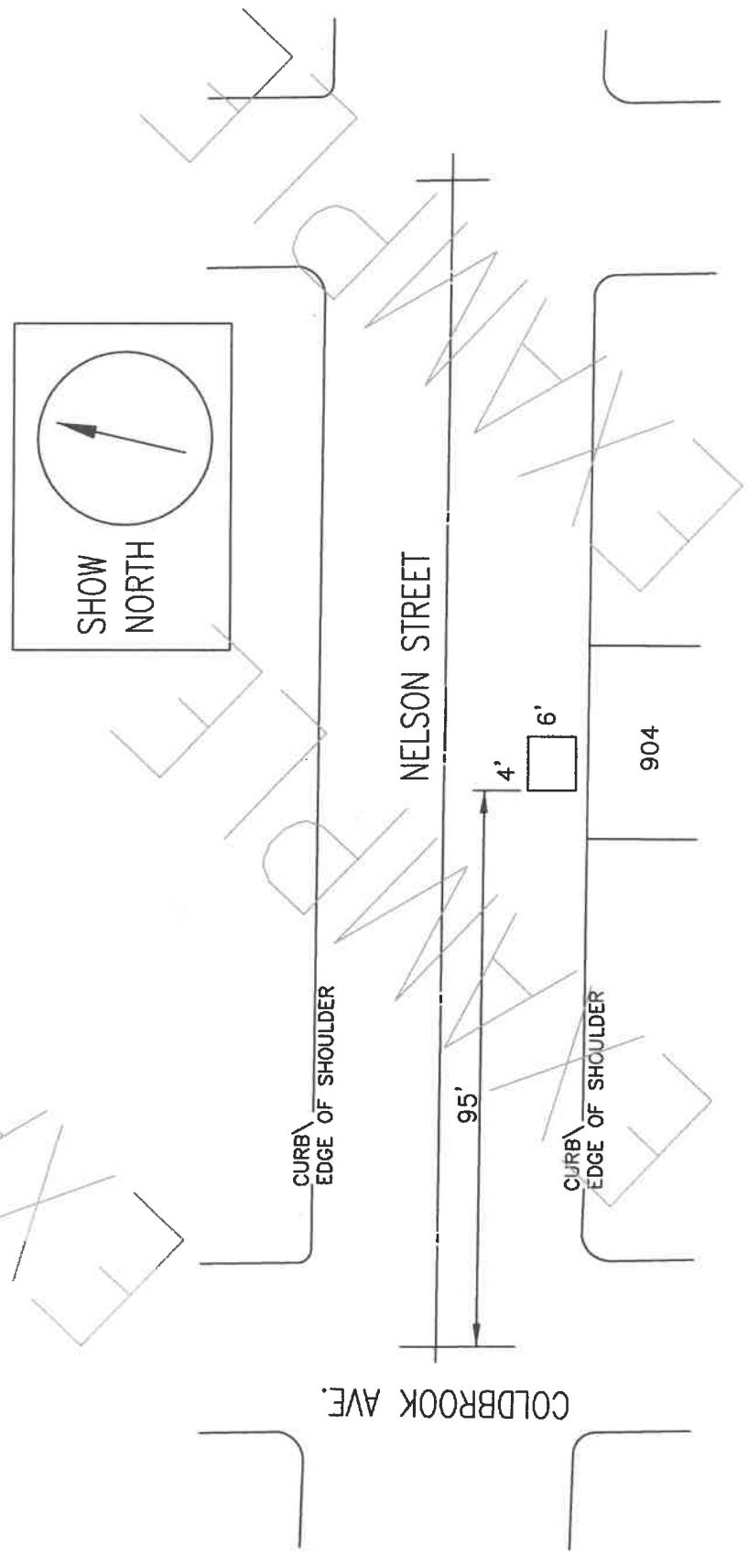
NUMBER OF OPENINGS \_\_\_\_\_ SIZE OF OPENINGS \_\_\_\_\_

INDICATE DISTANCE AND DIRECTION TO NEAREST INTERSECTION \_\_\_\_\_ NORTH, SOUTH, EAST, WEST



\* INCLUDE WITH EXCAVATION APPLICATION

APPLICANT BOB'S PLUMBING PERMIT NO. 12345678  
 CONTACT PERSON BOB SMITH TELEPHONE NO. 717-555-1212  
 STREET NAME NELSON STREET HOUSE NO. 904 UTILITY WATER  
 NUMBER OF OPENINGS ONE SIZE OF OPENINGS 4' X 6'  
 INDICATE DISTANCE AND DIRECTION TO NEAREST INTERSECTION 95' NORTH; SOUTH; EAST; WEST



**\* INCLUDE WITH EXCAVATION APPLICATION**



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## **Standard Operating Procedures/Guidelines: Safe Procedures for Cutting or Breaking Up Asphalt**

### **Introduction:**

From time to time the paved streets, alleys and parking lots of the Borough of Chambersburg must be cut either for utility repairs or for bituminous patching or reconstruction. This will frequently require that the asphalt surfaces be dug into, either with saw cutting or other methods. One of the challenges in doing this safely is that this can produce dust, some of which may contain contaminants. There is no danger to the public or workers if the following procedures are followed.

### **Applicability:**

This policy applies to all employees of the Borough of Chambersburg, as well as all contractors, subcontractors, and/or consultants that operate in the streets, alleys and parking lots owned by the Borough of Chambersburg, except where noted otherwise. State owned highways are regulated by the Pennsylvania Department of Transportation through the highway occupancy permit process and other applicable laws and regulations.

### **I. Cutting a Bituminous Street Surface**

Regardless of whether the crews cutting the pavement are Borough employees or not, they shall remove the existing bituminous pavement as part of a utility ditch, excavation, base repair and/or milling process using the methods described herein. Use copious amounts of amended water (water to which a PennDOT approved surfactant has been added) according to the manufacturer's specifications during any operations involving saw cutting, drilling, milling, mechanical disturbance, and/or excavation/loading of pavement material. Dry operations involving disturbance to asphalt are strictly prohibited. Use amended water as directed by the Engineering Department. Examples of source water component in the amended water include a hose connected to an external water source, tank water, or water that may be supplied from a Borough Fire Hydrant, vacuum truck, or other water source; some rules and fees may apply.

#### **I.A. Cold Weather Procedure**

Any cut made during a cold weather event (temperatures less than 32°F) shall require that the crew add propylene glycol antifreeze (RV antifreeze only; use of any other antifreeze is prohibited) to their amended water in sufficient quantity to prevent the accumulation of ice on streets, sidewalks, and other surfaces. In addition, all amended water, ice, and slush must be carefully and deliberately removed from the job site regardless of whether it is a part of the slurry (as defined herein) and/or ancillary to the cutting process. Ice accumulation during cold weather cuts is unacceptable.

### **II. Slurry**

Dust that is trapped in this manner will become a mud-like substance known as "slurry". The necessary care and caution shall be taken in order that the slurry is not allowed to run into storm sewers, but is trapped in silt socks or other devices designed to collect this material. Collected slurry and absorbent devices must be properly disposed in accordance with applicable laws, regulations and standards for such disposal. Any contamination of the storm water system by slurry requires immediate spill response actions must be undertaken.

**Processes I, IA, and II are not optional regardless of whether the quantity or type of contaminants are known and whether the Engineering Department considers the pavement clean.**



### **III. Disposal**

It is unknown what contaminants may or may not exist in old pavement. Further, it is best to use an abundance of caution when hauling and disposing of pavement. The Borough Engineering Department may, or may not, certify that the pavement is free of contaminants. For small cuts, it is likely not cost effective to pre-test or certify the pavement. Therefore, when in doubt, follow best management practices for the hauling and disposal of old bituminous waste and slurry-filled absorbent devices.

Do not reuse or recycle any excavated or milled bituminous material unless you first test for the presence of contamination.

Based on your knowledge of the contamination in the old bituminous material waste and slurry-filled absorbent devices, secure an approved and permitted disposal facility for bituminous waste noting that the bituminous pavement may be contaminated. This arrangement must be made prior to the initiation of work. Transport the material while adequately wet in tarped trucks to the disposal facility in accordance with all federal, state, and local laws, regulations, and ordinances. Use appropriate placards. Provide documentation to verify the proper transportation and disposal of the removed pavement to the Borough Engineering Department. Contact the PA DEP South Central Regional Office for a complete list of landfills permitted to receive this type of waste.

Borough utility departments shall handle waste in accordance with our internal hauling process. Borough waste will be separated by whether we know contamination exists or not and disposed of by qualified Borough employees if required by local, state, or federal law.

External entities are responsible for their own determinations and hauling process.

### **IV. Certification**

Contemporaneous with the application for any excavation or street opening permit, other than those being done by Borough employees, a pre-approved "No Exposure Assessment" form must be executed by a "competent person" who certifies that they have received this policy, understand the requirements, that the work area has been evaluated, that the projected work practices and engineering controls are adequate to reduce direct and indirect employee (and public) exposure to any contaminants that may or may not be present, and that their proposed excavation methods meet the requirements of these standards. The executed "No Exposure Assessment" shall be in compliance with 29CFR 1926.1101(g)(8)(vi)(b). The executed "No Exposure Assessment" is to be provided to the Borough Engineering Department representative prior to the scheduled start of CONSTRUCTION for review and acceptance. CONSTRUCTION is not to commence until the "No Exposure Assessment" is accepted by the Borough Engineering Department.

The Engineering Department can waive this condition if the pavement is pre-tested and no contamination is found.

### **V. Monitoring**

As may be required at the sole and absolute discretion of the Borough Engineering Department, and if so instructed as a condition of the excavation permit, the Borough reserves the right to require, at contractors' expense, that a minimum of two employees, at any job site where the asphalt is being opened, must carry asbestos monitoring devices. (Although the Borough is exempt from OSHA regulation, OSHA's air monitoring standard identifies what they consider to be the mandatory protocol for conducting air monitoring.)

If so directed, the Borough of Chambersburg will be responsible for establishing air monitoring meters, testing air samples, and collating data. This may be done by Borough employees or a third party environmental consultant(s) as determined by the Borough.