

**POCONO TOWNSHIP SUPERVISORS
MINUTES OF THE SPECIAL MEETING
JUNE 18th, 2013, 6:00 P.M.**

The Special Sewer Meeting of the Pocono Township Supervisors was held on June 18th, 2013 at the Pocono Township Municipal Building, Tannersville, Pa., and was opened by Chairman Frank Hess at 6:00 p.m. followed by the Pledge of Allegiance.

ACKNOWLEDGEMENT OF COMMENTS FROM RESIDENTS: Chairman Frank Hess noted that each visitor has the right to comment at this time or before any action is taken on a matter.

ROLL CALL: Frank Hess, present; and Henry Bengel, present. Harold Werkheiser, absent.

Tim McManus, Twp. Sewage Solicitor; Sam D'Alessandro and Russ Scott, RKR Hess Associates; and Frank Froio, Twp. Administrator, were present.

MINUTES

H. Bengel made a motion, seconded by F. Hess, to approve the 05/21/2013 Sewer Meeting Minutes. Roll call vote: F. Hess, yes; and H. Bengel, yes. Motion carried.

APPROVAL OF BILLS: H. Bengel made a motion, seconded by F. Hess to approve payment of the following invoices:

Blue Ridge Communications	(PS# 1 Digital Phone Service) - \$40.92
	(PS# 2 Digital Phone Service) - \$40.92
	(PS# 5 Digital Phone Service) - \$36.16
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Subtotal BRC	= \$118.00

PPL - Acct. No. 93463-23009 (PS#5) - \$532.35	
Acct. No. 90522-93007 (PS#3) - \$249.72	
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Subtotal PPL	\$782.07

PennTeleData - Internet Service at Pump Stations - **\$512.72**

Grim, Biehn & Thatcher Law Offices - Sewer Legal - **\$3,819.00**

Venzie, Philips & Warshawer-Mediation Deposit - Contract No. 6 - **\$1,685.50**

RKR Hess

Invoices from 04/27/2013 to 05/31/2013 - **\$33,533.11**

Cramer, Swetz & McManus (Dated 06/14/2013)

Invoice 33741 - Phase II - \$1,701.00
Invoice 33740 - Phase I - \$273.00
Invoice 33736 - Sewer Project - \$2,652.63
Invoice 33739 - Phase III - \$63.00
Invoice 33738 - BCRA - \$168.00
Invoice 33737 - Pocono Manor (Escrow) - \$7,560.69
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Subtotal CSM (June) = \$12,418.32

Roll call vote: F. Hess, yes; and H. Bengel, yes. Motion carried.

PENNONI PROPOSAL - HDD REPAIR

John Rice, Grim, Beihn, & Thatcher, discussed the proposal from Pennoni Engineering, dated 06/11/2013 for the design engineering to repair for the HDD flow for \$233,000.00. H. Bengel made a motion, seconded by F. Hess, to accept the proposal of Pennoni Engineering, Inc. and authorize Pennoni Engineering to proceed with the design of the repair prior to mediation. Roll call vote: F. Hess, yes; and H. Bengel, yes. Motion carried.

UPDATE ON TOBYHANNA TOWNSHIP SEWER AGREEMENTS

Reservation Fees and Schedule - T. McManus is working with Tobyhanna and BCRA to finalize the intergovernmental agreement. The Board considered a 5 year reservation option that Pocono will review each year. The Reservation Fee for the first year would be set at 15% of the annual User Fee per EDU. Estimated rate increase 15%.

CONNECTION NOTICES TO CUSTOMERS

The Sewer Service Inquiry is available for the Township to hand out to customers, who question their EDU determination.

Draft Connection Procedures for Initial Customers - S. D'Alessandro reviewed the items for the Board to consider. 1) Permit fees 2) Penalties for illegal connections. 3) Insurance requirements.

PHASE I SEWER COLLECTION SYSTEM ISSUES

Contract No.2 - The Contractor, Leeward Construction, had performed an investigative test dig of the section of pipe near Manhole MH#C-01-06 (near Scotrun on-ramp) and concluded that there was a floatation issue with the sewerline within the steel casing. The Contractor had been asked for an estimate to verify the situation and to pump grout into the casing to prevent floatation of the sewerline. As the Contractor has indicated that he is not interested in performing this remedial work, other Contractors have been asked for a cost estimate.

PHASE II SEWER COLLECTION SYSTEM ISSUES

Contract No. 3 - In accordance with the June 7th letter from RKR Hess to Leeward Construction, the Contractor has been put on notice of three (3) segments of sewer pipeline in the area of Citizens Bank, Switzerland Old World Gifts and Billy's Pocono Diner where there is a deficiency in slope.

PHASE III FORCEMAIN AND PUMP STATION CONSTRUCTION

Contract No. 14 - PACT Construction, Inc. - The engineer for Stroud Township has responded to the Contractor's request for verification for some of the billing rates charged on inspection invoices for work in Stroud Township roads. The letter will be forwarded to the Contractor.

Contract No. 11 - PACT Two, LLC - The June 18th letter from RKR Hess recommends approval of Payment Request No. 17 in the amount of \$42,142.50, to PACT Two, LLC for work completed through April 26th, 2013. The work is eligible under the H2O PA Grant. This Payment Request relates to Pump Station No. 3 (near American Candle Shop), Pump Station NO. 4 (near Comfort Inn), Pump Station No. 5 (near Bartonsville Ave.) and the two valve stations along the forcemain to Stroudsburg. H. Bengel made a motion, seconded by F. Hess, to approve Contract No. 11, PACT Two, LLC, Payment Request No. 17 in the amount of \$42,142.50. Roll call vote: F. Hess, yes; and H. Bengel, yes. Motion carried.

H2O PA Grant Reimbursement Application No. 12 - H. Bengel made a motion, seconded by F. Hess, to authorize the engineer to submit H2O PA Grant Reimbursement Application No. 12 on behalf of the Township. Roll call vote: F. Hess, yes; and H. Bengel, yes. Motion carried.

RECORD PLANS

RKR Hess submitted two CDs with Record Drawings in PDF Format for Contract Nos. 1, 14 and 15. The general consensus of the Board is for RKR Hess to work with the Township GIS Consultant to determine the best was of importing the sewerline locations into the Township's GIS mapping system. Russ Scott recommended that the Township register with the PA One Call System, in order to begin receiving notifications for proposed excavation work around the sewerlines and forcemains in Pocono Twp., Hamilton Twp., Stroud Twp., and Stroudsburg Borough.

CROSSINGS PREMIUM OUTLETS SEWER CONNECTIONS

The Township is in receipt of PADOT Highway Occupancy Plans and applications for the sewer service connection for Crossings Premium Outlets. The Crossings has requested that the Township serve as the applicant for the HOP. It has been recommended that the plans be reviewed and that an agreement be drawn up requiring the Crossings to pay the cost of all application fees, review fees, bonding costs and inspection fees (Township and PADOT) for this service connection. H. Bengel made a motion, seconded by F. Hess, to authorize the engineer to review the plans and to authorize T. McManus to draft an agreement for Pocono Township and apply for the HOP for the Crossings Outlet. Roll call vote: F. Hess, yes; and H. Bengel, yes. Motion carried.

PUBLIC COMMENT

Frank Hess announced that Pocono Twp. received a request today from a consultant for Mt Airy Lodge, expressing their interest in connecting to the Pocono Twp. Sewer for reservation of up to 300,000 Gallons per Day. Township Resident John Bramley raised concerns about Kalahari Resort (in Tobyhanna Twp.) and Mt. Airy Lodge (in Paradise Twp.) using up sewer capacity that would otherwise be available to Pocono Township property owners.

PUBLIC COMMENT CONT:

Frank Hess indicated that flows from existing developed properties are anticipated to be lower than estimated in the original Act 537 Plan. By collecting Reservation Fees and ultimately User Fees from Tobyhanna Twp. (Kalahari Resort), Pocono Twp. Hopes to be in the position to lower the User Fees for all customers on the sewer system.

ADJOURNMENT: H. Bengel made a motion, seconded by F. Hess, to adjourn the meeting into Executive Session at 7:00 p.m. Roll call vote: F. Hess, yes; and H. Bengel, yes. Motion carried.