

**POCONO TOWNSHIP SUPERVISORS  
MINUTES OF THE SPECIAL MEETING  
NOVEMBER 6<sup>th</sup>, 2013, 6:00 P.M.**

The Special Sewer Meeting of the Pocono Township Supervisors was held on November 6<sup>th</sup>, 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; Harold Werkheiser, present; and Henry Bengel, present.

Timothy McManus, Special Sewer 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 10/15/2013 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 semi-monthly invoices on the Bill Payment list dated September 30<sup>th</sup>, 2013 **SEWER CONSTRUCTION ACCOUNT:** \$13834.94; **SEWER OPERATING ACCOUNT:** \$921.83; **GENERAL FUND:**\$47,132.90; **PARK FUND:** \$5,610.72; and **DEBT SERVICE:** \$8,164.24. Roll call vote: F. Hess, yes; and H. Bengel, Motion carried.

H. Bengel made a motion, seconded by H. Werkheiser, to approve payment of **RKR HESS ASSOCIATES:** \$10,519.17; **UTRS:** \$14,909.99; subject to F. Hess's review of the invoices. Roll call vote: F. Hess, yes; H. Werkheiser, yes; and H. Bengel, yes. Motion carried.

**POCONO LOGISTICS** - H. Bengel made a motion, seconded by H. Werkheiser to approve the Professional Services Agreement for Pocono Logistics. Roll call vote: F. Hess, yes; H. Werkheiser, yes; and H. Bengel, yes. Motion carried.

**CONNECTION NOTICES TO CUSTOMERS**

At a recent meeting with the Township's Bond Counsel and Financial Advisors it was discussed that the first round of mandatory connection notices should be sent out February 1<sup>st</sup>, 2014, with a tentative eight month schedule for notices to be sent to all existing developed properties. The Township has requested RKR Hess's assistance with development of the lists and schedule for each round. T. McManus mentioned the ordinance will need to be modified for change to 1<sup>st</sup> Class Township.

**PUMP GRINDERS** - The consensus of the Board was to have customers purchase grinder pumps privately instead of the Township bidding them out.

**RULES AND REGULATIONS OF THE SEWER SYSTEM**

The BCRA has not yet adopted a set of Rules and Regulations for the Wastewater Treatment Plant. The Board of Supervisors decided to hold off with the Township's draft of Rules and Regulations until BCRA regulations are adopted.

**BCRA SERVICE AGREEMENTS**

Two Draft agreements have been drawn up for consideration by the Township and the BCRA. They are: a "Billing and Collection Agreement" and an "Operation and Management Agreement" for the Pocono Township Sewer System. The Board of Supervisors will set up a meeting with BCRA to move forward with the agreements.

**SEWER COLLECTION SYSTEM ITEMS**

Contract No. 3 - A meeting was held with Leeward Construction to discuss the schedule for corrective measures to the sewerline within the steel casing near Manhole MH#C-01-06 (near the Scotrun on-ramp). Leeward has requested release of the retainage, in the amount of \$44,420.00 on Contract No. 3. The Contractor has indicated that the Record Plans and requested sewer video will be submitted to the Township in the near future.

**PHASE 3 SEWER FORCEMAIN COLLECTION SYSTEM ITEMS**

A meeting was held with PACT Construction to address the remaining items for closeout of Contract No. 14:

1. PACT requested compensation for clearing and restoration of unimproved shoulders and grass areas along certain roads in Stroud Township. H. Bengel made a motion, seconded by H. Werkheiser, to accept the negotiated settlement of \$10.00 per L.F. or a net deduct of \$51,614.40, for shoulder restoration along Stroud Township roads for Contract No. 14. Roll call vote: F. Hess, yes; H. Werkheiser, yes; and H. Bengel, yes. Motion carried.
2. PACT has requested final accounting of any inspection fees that they are required to reimburse to Pocono Township. R. Scott will draft a letter to PACT and Stroud Township.
3. PACT will submit the final Contract Closeout paperwork and bonds prior to the release of final payment.

**CROSSING PREMIUM OUTLETS SEWER SERVICE CONNECTION**

The Engineer for the Crossings Premium Outlets has submitted revised plans for their proposed sewer service connection improvements within the PADOT Right-of-Way of Rt. 611. The consensus of the Board was for RKR Hess Associates to review the plans.

**GREAT WOLF LODGE SEWER SERVICE**

The Engineer for Great Wolf Lodge has submitted an application for sewer service and sewer connection plans for the Township's review. The consensus of the Board was for RKR Hess Associates to review the plans and set-up an escrow account.

**PA DCNR/DEP DISTRICT OFFICE SEWER SERVICE CONNECTION**

A meeting was held on October 24<sup>th</sup>, 2013 with representatives of the PA DCNR and PA DEP regarding the options for connecting their office in Swiftwater to the sewer system.

**JOINT MUNICIPAL WWTP CAPITAL CONTRIBUTION**

In accordance with the RKR Hess letter of November 6<sup>th</sup>, 2013, it was recommended that the Township approve payment of the October 17<sup>th</sup>, 2013 invoice from BCRA. H. Bengel made a motion, seconded by H. Werkheiser, to approve payment of the BCRA invoice for Pocono Township's share of the Capital Contribution costs related to the Joint Municipal Wastewater Treatment Plant in the amount of \$1,235,677.00. Roll call vote: F. Hess, yes; H. Werkheiser, yes; and H. Bengel, yes. Motion carried.

**UTRS PROFESSIONAL CONSULTING SERVICES AGREEMENT**

RKR Hess Associates, a division of UTRS, Inc. has submitted an agreement for the Township's consideration, to provide Engineering Consulting Services on a Time and Materials basis for services not covered under any existing Agreements.

**EXECUTIVE SESSION**

The Board convened into Executive Session at 7:15 p.m. to discuss a real estate matter and reconvened at 7:30 p.m.

**ADJOURNMENT**

H. Bengel made a motion, seconded by H. Werkheiser to adjourn the meeting at 7:35 p.m. Roll call vote: F. Hess, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.