



**POCONO TOWNSHIP COMMISSIONERS
SEWER COMMITTEE AGENDA
August 5, 2019 6:00 p.m.**

Open Meeting

Pledge of Allegiance

Roll Call

Public Comments

Comments are for any issue. Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

Announcements

Hearings

Presentations

OLD BUSINESS

1. Motion to approve the minutes of the July 1, 2019 sewer committee meeting (action item*)
2. Vasilios Kotretsos - 312 Learn Road - request for reduction in EDU's
3. Jimmy Schlier EDU purchase answer
4. Resolution update committee report – workshop date to discuss

NEW BUSINESS

1. Financial Transactions

- a. Motion to approve Payment Application No. 11 from Milnes Company in the amount of \$ 11,825.25 for the fence enclosure at Valve Station #1 as recommended by Patrick Briegel and Boucher & James (action item*)
- b. Motion to approve payment to Keystone Engineering Group in the amount of \$10,602.80 for float project as recommended by Patrick Briegel and Boucher & James (action item*)
- c. Motion to approve payment to Brennan Electric DBA Wanto Inc for various work on sewer system in the amount of \$4,000.00 as recommended by Patrick Briegel and Boucher & James. (action item*)
- d. Motion to approve payment to Onyx Valve Co. in the amount of \$3,465.90 for Valve Station #2 project as recommended by Patrick Briegel and Boucher & James (action item*)

- e. Motion to approve payment to DEPG Bartonville Route 611 Plaza, LP in the amount of \$12,500.00 for spare parts for force main (action item*)

2. **Appeals**

- a. **Equity Lifestyle Properties – request to pay discounted rate of \$2500 per EDU for 611 property. Board requested recommendation from sewer consultant and engineer (action item*)

REPORTS

- 1. Commissioners
- 2. Sewer Consultant
 - a. Update on Verizon hook up
 - b. Update on Fencing at Valve Station #1
 - c. Update – expanding service area
 - d. Update - Deferred property list review report -
- 3. Administration
 - a. Gateway Equities – letter sent giving 120 days to hook up – deadline August 28th
- 4. Sewer Engineer
 - a. Update - Sanofi Sanitary Sewer Easement
 - b. Update - Act 537
 - c. Request from developer to extend sewer service to 82-acre commercial property off of Warner Road (possible action item*)
- 5. Solicitor
 - a. Update - Baymont Hotel and Suites – hearing rescheduled until October 1, 2019
 - b. Update – Tobyhanna/Kalahari

Public Comment

Please limit individual comments to 5 minutes to allow time for others wishing to speak and direct all questions and comments to the President.

Executive Session – if necessary

Adjournment

**Pocono Township Board of Commissioners
Sewer Committee Meeting Minutes
July 1, 2019**

The Sewer meeting of the Pocono Township Commissioners was held on Monday, 07/01/2019 at the Pocono Township Municipal Building, Tannersville, PA, and was opened by President Gerald Lastowski at 6:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Gerald J. Lastowski, present; Richard Wielebinski, present; Jerrod Belvin, present; Chad Kilby, present; and Harold Werkheiser, absent.

IN ATTENDANCE:

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Mike Gable, Engineer, Boucher & James, Inc.; and Donna M. Asure, Township Manager were present.

PUBLIC COMMENT:

Don Snyder, 371 Scotrun Avenue discussed a lateral being installed so he can hook into the sewer system. M. Gable was instructed to look into installing a lateral and move this project forward. Mr. Snyder requested that he be permitted to pay the discounted rate of \$2500 for an EDU since he has been discussing with the township this hookup for several years and it is due to no lateral to his property.

ANNOUNCEMENTS:

MINUTES:

G. Lastowski made a motion, seconded by R. Wielebinski, to approve the minutes of 06/03/2019 sewer committee meeting. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

OLD BUSINESS:

Vasilios Kotretsos - 312 Learn Road - request for reduction in EDUs. No action taken.

Jimmy Schlier - EDU Purchase answer. No action taken.

Resolution update committee report - workshop date to discuss - no action taken

FINANCIAL TRANSACTIONS

J. Lastowski made a motion, seconded by J. Belvin, to approve invoice from Keystone Engineering Group in the amount of \$4,745.00 as recommended by Patrick Briegel and Boucher & James.

Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby yes; and J. Belvin, yes. Motion carried.

J. Lastowski made a motion, seconded by R. Wielebinski, to approve invoice dated June 1, 2019 from Brennan Electric DBA Wanto Inc., in the amount of \$10,000.00 for work done on the float project (total cost \$22,750.00) as recommended by Patrick Briegel and Boucher & James.

Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby yes; and J. Belvin, yes. Motion carried.

APPEALS:

Equity Lifestyle Properties requested that the Board of Commissioners allow them to pay the discounted rate of \$2500 per EDU instead of \$3,750.00. Issues discussed were the delay in hooking into the system and the amount of EDU's to be purchased. The board requested recommendations from the sewer consultant and the engineer for the next meeting.

REPORTS:

COMMISSIONERS: none

**Pocono Township Board of Commissioners
Sewer Committee Meeting Minutes
July 1, 2019**

SEWER CONSULTANT REPORT:

Verizon Hookup – M. Gable, Engineer, reported that the permit has been issues.

Update on Fencing at Valve Station #1 – M. Gable, Engineer, reported that a small punch list still remains.

Update - expanding service area – no report

Update - Deferred property list review report – No report. Commissioner Wielebinski asked that a report be ready to be presented to the board at the August sewer committee meeting.

ADMINISTRATION

Gateway Equities - 2185 Route 611 - denial of reduction in EDU - D. Asure, Twp. Manager, reported that the deadline is August 28, 2019 and to date the property owner has not yet contacted the township in response to the letter that was sent.

KSD Hospitality – A final CO has been issued for this property. The owner has written a letter requesting forgiveness of nine months of bills (January 2017 through September 2017) when they were not yet hooked into the system.

J. Belvin made a motion, seconded by R. Wielebinski, to deny the request from KSD Hospitality for forgiveness of bills for nine months from January 2017 through September 2017.

Roll Call Vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby, yes; J. Belvin, yes. Motion carried.

SEWER ENGINEER:

Sanofi Sanitary Sewer Easement - no report.

ACT 537 - no report

TOWNSHIP SOLICITOR:

Baymont Hotel and Suites connection – L. DeVito, township solicitor reported that a hearing has been scheduled for August 6, 2019. Discovery is in process to prepare.

Request for Attorney meeting -

L. DeVito, Twp. Solicitor reported to the board that he has been requested to attend a meeting with solicitors from Tobyhanna Twp. And Kalahari. It would be Tuesday, July 2, 2019 in the Broughal & DeVito law offices at 2:30pm. After discussion the Board believed this discussion should take place and it was requested that L. DeVito also have Attorney Tim McManus attend any of the meetings related to the Tobyhanna Sewer District. Solicitor DeVito will keep the board updated as to the discussion.

PUBLIC COMMENT: none

ADJOURNMENT:

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 6:24 p.m. Roll call vote: R. Wielebinski, yes; J. Lastowski, yes; C. Kilby yes; and J. Belvin, yes. Motion carried

**POCONO TOWNSHIP
SEWER PROJECT INVOICES TO BE APPROVED
Monday, August 5, 2019**

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Construction Fund				
08/02/2019	298	KEYSTONE ENGINEERING	ENGINEERING SERVICES PROJECT 2018-00333	\$ 10,602.80
08/02/2019	299	THE MILNES COMPANY	FORCE MAIN CONTROL VALVE REPLACEMENT	\$ 11,825.25
08/02/2019	300	ONYX VALVE CO	VALVE REPLACEMENT PROJECT PARTS	\$ 3,465.90
			TOTAL Sewer Construction Fund	\$ 25,893.95
Sewer Operating Fund				
8/1/2019	1335	Want To Inc.	ELECTRICAL CONTRACTED SERVICES	\$ 4,000.00
8/2/2019	1336	DEPG Bartonsville Rt. 611 Plaza LT	DI REPAIR PARTS FORCE MAIN	\$ 12,500.00
			TOTAL Sewer Construction Fund	\$ 16,500.00

ESSA Transfer \$ 42,393.95 Transferred by: _____

Authorized by: _____



Boucher & James, Inc.
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AN EMPLOYEE OWNED COMPANY
INNOVATIVE ENGINEERING

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Bartonsville, PA 18321

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July 18, 2019

Ms. DonnaASURE, Manager
Pocono Township
112 Township Drive
Tannersville, PA 18372

**SUBJECT: THE MILNES COMPANY - PAYMENT APPLICATION NO. 11
CONTROL VALVE REPLACEMENT PROJECT
POCONO TOWNSHIP
PROJECT NO. 1631006C**

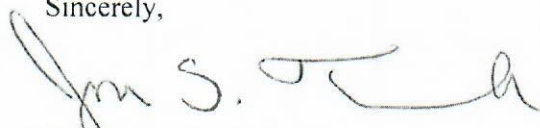
Dear Ms.ASURE:

Enclosed is Payment Application No. 11, submitted by The Milnes Company for the pay period through June 20, 2019. The application is for work performed in conjunction with the above referenced contract. Based on our review of this information we offer the following comments.

The work performed during this period included installation of security fencing.

Based on our review of this request, we find the Contractor has completed work and materials having a value of Eleven Thousand, Eight Hundred Twenty-Five Dollars and Twenty-Five Cents (\$11,825.25). With the release of all retainage, which has now been reduced from 5 % to 0 %, we recommend the Contractor receive payment of **Eleven Thousand, Eight Hundred Twenty-Five Dollars and Twenty-Five Cents (\$11,825.25).**

Sincerely,



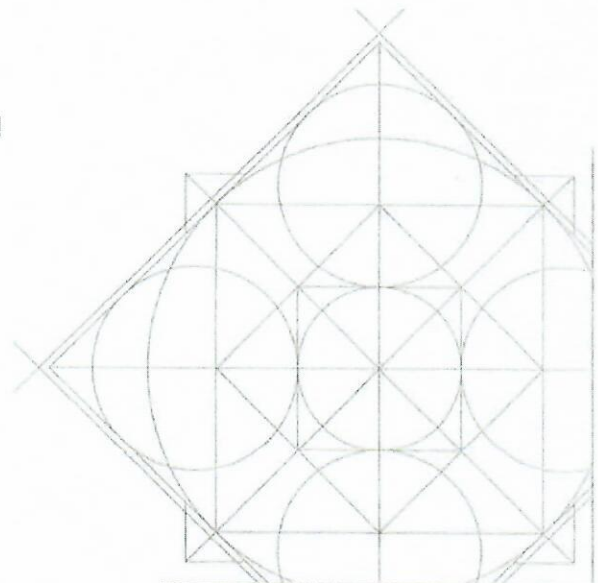
Jon S. Tresslar, P.E., P.L.S.
Township Engineer

JST/MG/cg

Enclosure: The Milnes Company Payment Application No. 11

cc: Pat Briegel, Pocono Township

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MEMORANDUM

Date: 8/1/2019
To: Manager Asure; Pocono Township Board of Commissioners
From: P. Briegel
Re: Collection System Update

Please see below summary update on collections system and related matters;

1. Valve Station #1 - Acquired and installed condensate drain pump for VS1. Completed punch list items for fence at Vs1. Installed locks at gates.
2. PS #3 - Installed and programmed new modem for pump station 3
3. Rte. 611 work - Ongoing inspection of Rte. 611 work revealed manhole rim elevation conflict with paving. Addressing with Contractor.
4. Camera inspection system to inspect main line near Verizon, and MH on lower Scotrun Drive for lateral connection.
5. Troubleshoot, tested, and pulled pump B from PS5. The pump is currently being repaired.
6. Connections Update - We continue to move forward with sewer connections. Several properties were connected in past 60 days, and more are scheduled/underway. Working with Manager Asure, we developed plans to continue addressing outstanding deferrals. Concurrently, we are identifying properties which were previously deferred but now may be able to be connected. We will be working with Solicitor to prepare form letter with deadlines alerting those customers of their need to connect.
7. Workshop for budget review – met with Planning Commission members Scott Gilliland and Bruce Kilby to discuss and review budget needs.
9. Attended meeting requested by Kalahari engineer to review Tobyhanna pump station for purposes of possible EQ tank installation. Also inspected purported “solution” to the building I and I at Kalahari. Waiting for more information from engineers on their proposed solutions.
10. Continuation of inspections – Will continue to use EEMA to continue to manhole inspections as preventative maintenance program. We have previously completed inspections of manholes between VS 1 and VS2.
11. Deferred List – we have identified approximately 27 properties on the deferred list that should be have a field survey and/or camera work to determine lateral location and be able to estimate the township cost (if any as lateral may be there) of installing lateral to properties. Estimated cost, by Boucher & James for this work is \$5,000.00.