



POCONO TOWNSHIP COMMISSIONERS
SEWER COMMITTEE AGENDA
November 5, 2018 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 November 5, 2018 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**
2. **Appeals**
 - a. Gateway equities – 2185 Route 611 – denial of reduction in EDU's

(Action Item*)

*A matter listed as an "Action Item" on the Agenda is a matter that the Board of Commissioners will discuss and may deliberate or take official action on. A matter listed on the Agenda as an "Action Item" does not require the Board of Commissioners to deliberate or take official action on that matter.

** Change to agenda versus draft posted on website

REPORTS

1. Administration
 - a. Tobyhanna update
 - b. Verizon and Weis Market
2. Engineer/Sewer Consultant
 - a. Update Status Report on Sewer Redesign
 - b. Update on Route 611 Sewer Line Relocation Work Update
 - c. Update on Sanofi Sanitary Sewer Easement
 - d. Update – Pump Station #5 Enclosure – was ordered awaiting delivery
 - e. Update – Sewer EAP
 - f. Update – BCRA committee to develop Valve Station #2 action plan – on hold pending BCRA decision to continue
 - g. Update – BCRA access to SCADA system – on hold pending BCRA decision to move forward
 - h. Update - Act 537
3. Solicitor
 - a. Update on Fencing at Valve Station #1 – approved by Stroud Planning Commission on 11-28-18
 - b. Update on request from MHC Outdoor to reserve additional EDU's

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

(Action Item*)

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** Change to agenda versus draft posted on website

POCONO TOWNSHIP BOARD OF COMMISSIONERS
SEWER MEETING MINUTES
NOVEMBER 5th, 2018 6:00 P.M.

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The Sewer meeting of the Pocono Township Commissioners was held on Monday 11/05/2018 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; Harold Werkheiser, absent; Richard Wielebinski, present; and Jerrod Belvin, present.

IN ATTENDANCE:

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Donna Asure, Township Manager; and Pamela Tripus, Township Secretary, Patrick Briegel, Sewer Consultant, and Paolo Razzaq, Bookkeeper, were present.

PUBLIC COMMENT:

Ellen Gndt, Twp. Resident, thanked the Board for paying down a portion of the debt and commented on the finance charges for the sewer revenue note.

ANNOUNCEMENTS:

Sewer Committee Meetings will be held prior to the first regular Board of Commissioners meeting each month.

HEARING:

Ordinance 2018-17 - Guaranteed Sewer Revenue Note

Donna Kenderdine, Court reporter, was present. Zach Willard, PFM, and Jens Damgaard, Eckert Seamans, Cherin, & Mellott, LLC, attended by conference call. G. Lastowski opened the hearing to public comment. Ellen Gndt, Twp. Resident, questioned if the finance fees could be paid in cash. J. Damgaard, noted the finance fees were part of the 2,000,000 in cash used to pay down the loan. Discussion followed. J. Damgaard explained the process of closing out the note. Hearing no other public comments. G. Lastowski made a motion, seconded by R. Wielebinski, to close the hearing of Ordinance 2018-17. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

G. Lastowski made a motion, seconded by R. Wielebinski, to adopt Ordinance 2018-17, authorizing and securing a guaranteed sewer revenue note, in the maximum principal amount of \$4,593,000.00 and to authorize the President of the Board of Commissioners to execute the necessary documents. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

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Minutes-

J. Belvin made a motion, seconded by R. Wielebinski, to approve the minutes of the 10/1/2018 sewer committee meeting. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

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.

NEW BUSINESS

Financial Transactions

Keystone Engineering Group -

R. Wielebinski made a motion, seconded by G. Lastowski, to approve the final payment to Keystone Engineering Group in the amount of \$1,000.00 which was retainage held until the completion of the SCADA Project as recommended by Boucher & James and Patrick Briegel. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Milnes Company -

J. Belvin made a motion, seconded by G. Lastowski, to approve the quote from the Milnes Company for \$14,880.00 for new connections and wiring at Pump Station #5 for bypass pumping and pressure transducer as recommended by Boucher & James and Patrick Briegel. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

Keystone Engineering Group - D. Asure, Twp. Manager, explained the Board had previously authorized the review of wiring and diagrams at the pump stations. The proposal is to correct the issues found. J. Tresslar, explained there were no inspections of the original work and the Keystone proposal is to correct the wiring and floats.

G. Lastowski made a motion, seconded by J. Belvin, to approve the work recommended by Keystone following their initial analysis of electrical and control diagrams at all pump stations to address concerns as outlined in executive summary prepared by Boucher & James in the amount of approximately \$85,388.33 for Keystone Engineering Group and \$22,750.00 for Brennan Electric as recommended by Boucher & James and Patrick Briegel. R. Wielebinski questioned the work involved. P. Briegel explained it is a transducer that works with the floats. J. Tresslar noted it is not functioning correctly and needs to

KEYSTONE ENGINEERING GROUP CONT:

be replaced. J. Tresslar will provide a time frame for the work to be completed. Discussion followed. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

APPEALS:

Gateway equities - 2185 Route 611 - denial of reduction in EDU

REPORTS:

Administration

Engineer/Sewer Consultant

Status Report on Sewer Redesign - Waiting on approval from Stroud for the fencing. G. Lastowski questioned what additional repairs that maybe needed for the sewer system. J. Tresslar explained there are oversized pumps which can be replaced as needed and the enclosure for the screw screen. J. Tresslar noted the final payment to Milnes should be within the next few weeks.

Route 611 Sewer Line Relocation Work Update - No report

Sanofi Sanitary Sewer Easement- No report

Pump Station #5 enclosure- P. Briegel noted delivery of the enclosure is expected by next week.

Sewer EAP - J. Tresslar, Twp. Engineer, explained they incorporated the information from Commissioner Belvin into the Emergency Action Plan.

BCRA to develop Valve Station #2 Action Plan and SCADA system access - D. Asure, Twp. Manager, noted they are on hold currently.

ACT 537 - J. Tresslar, Twp. Engineer, explained he contacted DEP and there is no action required at this point. DEP is currently updating their guidelines for updating the ACT. J. Tresslar noted DEP will provide guidance for a new proposed apartment complex.

TOWNSHIP SOLICITOR

L. DeVito, Twp. Solicitor, explained the Stroud Township fencing ordinance should be approved at their 11/20/2018 meeting.

MHC Outdoor reserve of additional EDUs- L. DeVito, Twp. Solicitor, explained without plans for the project, the Township is not able to determine the total amount of EDUs required. Discussion followed on reserving EDUs.

POCONO TOWNSHIP COMMISSIONERS SEWER MEETING, 11/05/2018

PUBLIC COMMENT:

Ellen Gndt, Twp. Resident, questioned if the Keystone Engineering contract for \$100,000.00 will be bid. L. DeVito, Twp. Solicitor, noted it for repair and maintenance of the system and not required to be bid.

ADJOURNMENT:

G. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting into executive session to discuss possible litigation at 6:30 p.m.
Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; and J. Belvin, yes. Motion carried.

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