



POCONO TOWNSHIP COMMISSIONERS
SEWER COMMITTEE AGENDA
February 4, 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 January 7, 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 Invoice No 2 from Keystone Engineering in the amount of \$11,785.48 as recommended by Boucher & James (action item*)
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. Commissioners
2. Sewer Consultant
 - a. Update – BCRA committee to develop Valve Station #2 action plan – on hold pending BCRA decision to continue
 - b. Discussion on location and marking agreements for PA One Call. (possible action item*)
 - c. Update on Verizon hook up
 - d. Update on Fencing at Valve Station #1 – approved by Stroud Planning Commission on 11-28-18
 - e. Update on Kalahari meeting of January 28, 2019
 - f. Pump Station #3 Flow Meter – letter from Boucher & James - purchase from IVES, Siemens meter - \$4,510.40 plus additional expenses – recommendation to be made (action item*)
 - g. Impact of Brookdale Road realignment on sewer system – quote from Boucher and James – recommendation to be made (action item*)
 - h. Valve Station #2 Drive System Repair – letter from Boucher & James – recommendation to be made (action item*)
3. Sewer Engineer
 - a. Update on Sanofi Sanitary Sewer Easement
 - b. Update - Act 537
4. Solicitor
 - a. Update on request from MHC Outdoor to reserve additional EDU's – meeting of January 30, 2019

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
JANUARY 7th, 2019 6:00 P.M.

DRAFT

The Sewer meeting of the Pocono Township Commissioners was held on Monday, 01/07/2019 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; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; DonnaASURE, Township Manager; and Pamela Tripus, Township Secretary, and Patrick Briegel, Sewer Consultant, were present.

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

MINUTES:

J. Lastowski made a motion, seconded by J. Belvin, to approve the minutes of 12/03/2018 sewer committee meeting. Roll call vote: R. Wielebinski, yes; G. 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.

NEW BUSINESS

Financial Transactions- None

APPEALS:

Gateway equities - 2185 Route 611 - denial of reduction in EDU - No action taken

REPORTS:

Commissioners:

Jerrod Belvin, Commissioner -

Pocono Township Sewer Emergency Operation Manual- J. Belvin explained the EAP was ready for posting and thanked Mike Gable, Twp. Engineer and Patrick Briegel for their excellent work. J. Belvin made a motion, seconded by C. Kilby, to approve and post on Previstar, Pocono Township's Sewer Emergency Operation Manual.

G. Lastowski opened the meeting to public comment. Ellen Gndt, Twp. Resident, questioned what was Previstar and if it would be available to the public. J. Belvin explained Previstar is the PEMA emergency management database and is available to users. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Pocono Township Continuity of Operations Plan for sewer system - J. Belvin noted the Township does not have a Continuity of Operation Plan for the sewer system.

J. Belvin made a motion, seconded by G. Lastowski, to authorize Patrick Briegel, Boucher & James, Inc., and Commissioner J. Belvin to develop Pocono Township's Continuity of Operations Plan for the waste water treatment system. Ellen Gndt, Twp. Resident, questioned if a former manager had worked on this. J. Belvin noted they were working on the EAP. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

ADMINISTRATION:

Tobyhanna Update - D.ASURE, Twp. Manager noted a work session is scheduled for Wednesday, 01/09/2019 at 5:00 p.m., with Tobyhanna Township.

Verizon and Weis Market Update - L. DeVito, Twp. Solicitor, explained Verizon is requesting to hookup to the Township's sewer line in the Township easement in the Weis Market parking lot. Discussion followed. L. DeVito, Twp. Solicitor, noted he is waiting for Verizon's attorney to contact him.

345 Scotrun Avenue - request for reimbursement of tapping fee and permit fees - Steve Pojedinec represented the Donahues. He explained they originally purchased 345 Scotrun Avenue but the deed was not recorded and they did not know at the time that the property was required to connect to the sewer system. S. Pojedinec (Pocono Prime Rentals) agreed to pay the tapping fees for the Donahue, but Mr. Donahue recently passed away. He is requesting the fees be returned to him. Discussion followed on tracking properties are mandated to connect but have not. P. Tripus noted Permit Manager is used to track current and future sewer users.

C. Kilby made a motion, seconded by J. Lastowski, to grant the request to return the tapping and permit fees for sewer connection to Pocono Prime Rentals for 345 Scotrun Avenue in the amount of \$2,689.00. R. Wielebinski noted the property is past the discount rate and the future hookup will be at the full rate for connection. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

Meeting Dates and Times

J. Lastowski made a motion, seconded by R. Wielebinski, to set the meeting date and time for the Sewer Committee as the first Monday of each month at 6:00 p.m., prior to the regular Commissioner's meeting unless an advertised holiday, which will move the meeting to Tuesday. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.

ENGINEER/SEWER CONSULTANT:

Status Report on Sewer Redesign - J. Tresslar, Twp. Engineer, noted it is complete except for the fencing at Valve Station #1.

Route 611 Sewer Line Relocation Work Update - J. Tresslar, Twp. Engineer, explained due to differences in the original RKR Hess plans, a survey is required. He noted with an accurate survey, the bypass may not be required. Discussion followed on the PennDot reimbursement to the Township for costs incurred.

Sanofi Sanitary Sewer Easement- No report

Pump Station #5 enclosure - was installed 01/04/2019 and is working.

BCRA to develop Valve Station #2 Action Plan - J. Tresslar, Twp. Engineer, noted it is in the EAP. P. Briegel explained they will meet with BCRA to discuss additional information.

BCRA access to SCADA System - P. Briegel, Sewer Consultant, noted BCRA will not tie into the SCADA System.

ACT 537 - J. Tresslar, Twp. Engineer, explained he is waiting for guidance from DEP.

USIC Locating Services, LLC - J. Tresslar, Twp. Engineer, explained after review by P. Briegel and Mike Gable, USIC Locating Services, LLC was recommended. Discussion followed. R. Wielebinski requested additional time to review. No action taken.

Leeward Construction - bypass work at Brookdale - Part of the bypass project.

TOWNSHIP SOLICITOR:

Fencing - L. DeVito, Twp. Solicitor explained the Stroud Township fencing Ordinance was recommended for approval by Stroud Township's Planning Commission on 11/28/2018.

DRAFT

MHC Outdoor reserve of additional EDUs- L. DeVito, Twp. Solicitor, explained the EDUs requested are for the existing sites at the property and not for an expansion. Currently some sites are served by on-lot and a community service. Discussion followed on the requirements to connect. L. DeVito, Twp. Solicitor, explained additional information is required.

PUBLIC COMMENT: None

ADJOURNMENT:

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 6:30 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby, yes; and J. Belvin, yes. Motion carried.



Boucher & James, Inc.
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY

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January 14, 2019

Ms. Donna Asure, Manager
Pocono Township
112 Township Drive
Tannersville, PA 18372

**SUBJECT: KEYSTONE ENGINEERING GROUP-INVOICE NO. 2, NO. 1900012
CONTROL AND FLOAT SYSTEM IMPROVEMENTS
POCONO TOWNSHIP
PROJECT NO. 1831019**

Dear Ms. Asure:

Enclosed is Invoice 190012 dated January 8, 2019, in the amount of \$11,785.48 submitted by Keystone Engineering Group for the period December 4, 2018 through December 21, 2018. The invoice is for work performed in conjunction with the above referenced contract. The work included programming and purchase of supplies.

Based on our review of this information, we offer the following comments.

We have reviewed the above referenced invoice against the contract and find that the work performed is consistent with the contract.

We recommend partial payment in the amount of \$11,785.48 leaving a total of \$ 68,810.87 in the contract budget to be paid.

Sincerely,

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

JST/MG/clg

Enclosure

cc: Pat Briegel, Pocono Township
S:\2018\1831019\Documents\Keystone Invoices\Keystone Invoice 1900012.docx

