



POCONO TOWNSHIP COMMISSIONERS
SEWER COMMITTEE AGENDA

June 3, 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 May 6, 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. 5, 1900693 from Keystone Engineering Group in the amount of \$ 9,328.76, Project 1831019, leaving a balance of \$22,818.44 as recommended by Patrick Briegel and Boucher & James (action item*)
2. **Appeals**

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
 - b. KSD Hospitality –
 - 14 days to connect for final CO – June 1, 2019
 - June 30, 2019 to pay arrears
4. Sewer Engineer
- a. Update on Sanofi Sanitary Sewer Easement
 - b. Update - Act 537
5. Solicitor
- a. Update - Baymont Hotel and Suites
 - b. Motion to authorize the execution of the Non-disclosure agreement with Tobyhanna Township (action item*)
 - c. Discussion on amendment to the Tobyhanna agreement concerning the pre-treatment facility (possible action item*)

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 MEETING MINUTES

MAY 6, 2019 6:00 P.M.

The Sewer meeting of the Pocono Township Commissioners was held on Monday, 05/06/2019 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.; Donna Asure, Township Manager; and Patrick Briegel, Sewer Consultant, were present.

PUBLIC COMMENT: Ellen Gndt, Township resident commented on the paydown of the sewer note and questioned agenda item "Sewer Consult (f)". Donna Asure explained that was an error.

ANNOUNCEMENTS:

MINUTES:

G. Lastowski made a motion, seconded by C. Kilby, to approve the minutes of 04/01/2019 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 - D. Asure, Twp. Manager requested a work session on June 12, 2019 at 6:30pm to discuss.

FINANCIAL TRANSACTIONS

C. Kilby made a motion, seconded by R. Wielebinski, to approve the following actions for the two - one million dollar CD's currently maturing at Wayne Bank - roll \$1 million dollar CD over into a 12-month CD at Wayne Bank at an interest rate of 3.28%/2.40 APY and place \$1 million into the sewer operating fund and pay down \$1 million dollars of the loan at People's Bank currently at an interest rate of 3.40%.
Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby yes; and J. Belvin, yes. Motion carried.

Keystone Engineering Invoice -

G. Lastowski made a motion, seconded by J. Belvin, to approve invoice No. 1900535 from Keystone Engineering Group, in the amount of \$16,678.60 for control and float system improvements, project No. 1831019, as recommended by Patrick Briegel. Roll call vote: R. Wielebinski, yes; G.

Lastowski, yes; C. Kilby yes; and J. Belvin, yes.

Motion carried.

APPEALS :

355 Learn Road - Donna Asure explained that the new owner of 355 Learn Road, a financial company, has requested that they be permitted to purchase the EDU assigned to this property at the reduced price of \$2500.00.

R. Wielebinski, made a motion, seconded by J. Belvin, to deny the appeal for reduction of tapping fee to the discounted price of \$2500.00. J. Lastowski stated that the \$3,750 is the regular price of an EDU and that for a short period of time there was a discounted rate of \$2500.00. The township manager will contact the property owner and explain the decision of the board. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby yes; and J. Belvin, yes.
Motion carried.

REPORTS:

COMMISSIONERS: none

SEWER CONSULTANT REPORT:

Verizon Hookup - P. Briegel, Sewer Consultant, noted he spoke to the contractor and they are moving forward with their plans to connect.

Update on Fencing at Valve Station #1 - P. Briegel, Sewer Consultant, noted the posts are in and they are waiting on the gate installation which should be within one week.

Update - expanding service area - Discussion took place on the expansion of sewer service onto Route 715 and Sullivan Trails for current and proposed projects in that area.

Update - Deferred property list review report - A request was made of the board to have a work session on Wednesday June 12, 2019 starting at 6:30pm to discuss the deferral list as well as the draft resolution.

Spare sewer parts from DEPG - P. Briegel explained that as instructed he offered a counter proposal to DEPG which they in turn countered with \$12,500.00 (original quote was \$14,737.57). Discussion followed on emergency repairs and costs of the parts and having the sewer consultant create an inventory list of the spare parts.

J. Belvin, made a motion, seconded by R. Wielebinski, to purchase spare parts for the Pocono Waste Water system from DEPG in the amount of

\$12,500.00 as requested by Patrick Briegel and Boucher & James.
Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; C. Kilby yes;
and J. Belvin, yes. Motion carried.

ADMINISTRATION

Gateway Equities - 2185 Route 611 - denial of reduction in EDU - D. Asure, Twp. Manager, explained the owners were sent a certified letter after the last sewer meeting, giving them 120 days to hook up their property to the sewer system. No response to date.

SEWER ENGINEER:

Sanofi Sanitary Sewer Easement - J. Tresslar, Twp. Engineer, no report.

ACT 537 - J. Tresslar, Twp. Engineer, no report

TOWNSHIP SOLICITOR:

Baymont Hotel and Suites connection - P. Briegel informed the board that he had been contacted by a contractor about the possibility of hooking this property to the sewer system. Discussed followed.

Kalahari Letter of Credit and Non-disclosure agreement- Discussion took place on the pre-treatment letter of credit the township currently holds for the installation of a pre-treatment facility at Kalahari. The letter of credit does not expire until June 2020 and there has been no action by Kalahari to cancel. It was reported to the board that the non-disclosure agreement required by Kalahari to provide needed information for sewer calculations is close to being finalized.

PUBLIC COMMENT:

Commissioner Kilby asked Patrick Briegel about two pipes projecting from the ground at the former Penney Gulf Station. P. Briegel reported that these are the clean outs for the system which does not yet have a final certificate of occupancy. The township is working with the property owner to have this completed.

ADJOURNMENT:

G. Lastowski made a motion, seconded by C. Kilby, 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

**POCONO TOWNSHIP
SEWER PROJECT INVOICES TO BE APPROVED
Monday, June 3, 2019**

<u>Date</u>	<u>Check</u>	<u>Vendor</u>	<u>Memo</u>	<u>Amount</u>
Sewer Construction Fund				
05/29/2019	294	KEYSTONE ENGINEERING	Professional services Project 2018.00333	\$ 9,328.76
TOTAL Sewer Construction Fund				\$ 9,328.76

Sewer Operating Fund

TOTAL Sewer Construction Fund	\$ -
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ESSA Transfer \$ 9,328.76 Transferred by: _____
Authorized by: _____



Boucher & James, Inc.

CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY

INNOVATIVE ENGINEERING

Fountainville Professional Building
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Mailing:
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Barlonsville, PA 18321

559 Main Street, Suite 230
Bethlehem, PA 18018
610-419-9407
Fax 610-419-9408

www.bjengineers.com

May 10, 2019

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

**SUBJECT: KEYSTONE ENGINEERING GROUP-INVOICE NO. 5, NO. 1900693
CONTROL AND FLOAT SYSTEM IMPROVEMENTS
POCONO TOWNSHIP
PROJECT NO. 1831019**

Dear Ms. Asure:

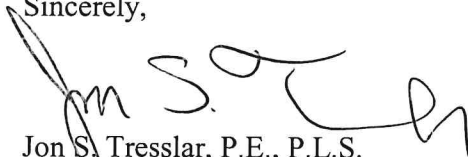
Enclosed is Invoice 1900693 dated May 9, 2019, in the amount of \$9,328.76 submitted by Keystone Engineering Group for the period April 1, 2019 through April 18, 2019. The work included programming and field installation of systems.

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 \$9,328.76 leaving a total of \$22,818.44 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

