



Pocono Township
PENNSYLVANIA

POCONO TOWNSHIP COMMISSIONERS
SEWER COMMITTEE AGENDA
September 4, 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

Sewer Committee meetings will be held the first Monday of each month at 6pm prior to the regular Board of Commissioners' meeting

Presentations

OLD BUSINESS

1. Motion to approve the minutes of the August 6, 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

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. BCRA request for committee to review action plan for issues with Valve Station #2 (possible action item*)
 - b. Motion to reimburse general fund from sewer operating fund for payments of property and pollution insurance for the Pocono Township waste water system back to January 2014 (action item*)
 - c. Request for a work session with Tim McManus to discuss history of sewer system and discussion of future areas
 - d. Update - Sewer EAP plan
 - e. 2019 Sewage Utilization Projections for Pocono Township sewer system submitted to BCRA as required by September 1st deadline
 - f. Request from BCRA to have access to SCADA system as read only

2. Engineer
 - 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 on enclosure for Valve Station #5

3. Solicitor
 - a. Update on Fencing at Valve Station #1 – Stroud updating their ordinance
 - b. Resolution 2018-XX – Motion to adopt Resolution 2018-XX amending Resolution 2013-10 to provide for low use fees (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

(Action Item*)

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** Change to agenda versus draft posted on website

POCONO TOWNSHIP BOARD OF COMMISSIONERS

SEWER MEETING MINUTES

AUGUST 6th, 2018 6:00 P.M.

DRAFT

The sewer meeting of the Pocono Township Commissioners was held on Monday, 08/06/2018 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 Lastowski, present; Bob M. DeYoung, absent; Harold Werkheiser, absent; Richard Wielebinski; present; and Jerrod Belvin, present.

IN ATTENDANCE:

Leo DeVito, Twp. Solicitor, Broughal & DeVito; Jon Tresslar, and Michael Gable, Twp. Engineers, Boucher & James, Inc.; Patrick Briegel, Sewer Consultant; DonnaASURE, Township Manager; and Pamela Tripus, Township Secretary, were present.

PUBLIC COMMENT:

Dean Hartshorn, Twp. resident/public works employee, commented on spraying at Mt. View Park.

Ellen Gndt, Twp. resident, spoke concerning a letter she sent to the Commissioners, the PFM study and why the Township would refinance the note instead of paying down the debt. G. Lastowski noted the Board is looking at all possibilities and PFM will be discussed under presentations.

ANNOUNCEMENTS:

Sewer Committee meetings will be held the first Monday of each month at 6:00 p.m. prior to the regular Board of Commissioners' meeting.

PRESENTATION:

Zack Willard, PFM Financial Advisors, LLC, spoke concerning the history of financing of the sewer system and the options for consideration for refinancing the 2014A Note. Z. Willard reviewed the PFM Financial Analysis Report dated 08/06/2018 and explained to pursue a fix rate bond the Township will be required to obtain a credit rating. Discussion followed. Frank Cefali, Twp. Treasurer, spoke in favor of recommendation. Discussion followed on various options, bank loans and rates, and bond rates. Z. Willard requested the Board's authorization to proceed.

PFM - Refinancing of Bonds

R. Wielebinski made a motion, to authorize the Township Manager and Solicitor to work with PFM Financial Advisors, as financial advisor and Eckert Seamans Cherin & Mellott, LLC, as Bond Counsel in conjunction with the issuance of the General Obligation bonds, Series of 2018 for the purpose of current refunding of all or a portion of the Series A of 2014 Note, with a minimum net set savings to the budget of 2 %. Z. Willard spoke concerning the net saving. Motion seconded by J. Belvin, G. Lastowski opened the presentation to public comment. Ellen Gndt, Twp. resident, asked for the clarification of the savings. Z. Willard explained. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

DRAFT

OLD BUSINESS:

Minutes -

J. Belvin made a motion, seconded by R. Wielebinski, to approve the revised minutes of the 07/02/2018 sewer committee meeting with the change of Tuesday to Monday in the second sentence of the minutes. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

EDU Requests-

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

Jimmy Schlier EDU purchase answer. No action taken.

SEWER COMMITTEE:

Resolution Update - D. Asure explained the committee is comparing the resolutions and reviewing all the usages in an attempt to make it fair for all users. Michael Gable, Twp. Engineer, explained a red line copy with suggested changes will be presented for the Board's review within two weeks. Discussion followed. G. Lastowski thanked them for their work.

NEW BUSINESS:

Financial Transactions

J. Lastowski made a motion, seconded by R. Wielebinski, to approve payment to Keystone Engineering in the amount of \$1,559.78 for operation issues as recommended by Patrick Briegel and Boucher & James. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

DeMinimus Policy

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the Twp. Solicitor to draft a Resolution using PFM's summary of events - Option 3 - with the new sewer rates set at \$88.54 for greater than 124 gallons per day and \$44.27 for less than 124 gallons per day. G. Lastowski opened the motion to Public comment. Ellen Gndt, Twp. resident, requested the PFM data to review. R. Wielebinski suggested Ellen Gndt to submit a RTK request. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.

Appeals

Gateway equities - 2185 Route 611 - denial of reduction of EDU's. No action taken.

REPORTS

Solicitor

Fencing at Valve Station #1 - Stroud ZHB - L. DeVito, Twp. Solicitor, explained Stroud Twp. Is still in the process of revising their ordinance.

DRAFT

Administration

Letter to Tobyhanna Township requesting payment for overages since January 2018 in the amount of \$62,389.34- D. Asure, Twp. Manager noted a letter was sent but a response has not been received.

Township Engineer

Update Status Report on Sewer Redesign - J. Tresslar, Twp. Engineer, noted it is substantially completed.

Update on Route 611 Sewer Line Relocation Work Update - J. Tresslar, Twp. Engineer, noted they have started night work with an expectation of the majority of work occurring in October.

Update on Sanofi Sanitary Sewer Easement - J. Tresslar, Twp. Engineer, explained Sanofi is working with PennDOT.

Update on enclosure for Valve Station #5 - J. Tresslar, Twp. Engineer, noted since the Board rejected the bids. Patrick Briegel, Sewer Consultant, was looking into alternate options.

PUBLIC COMMENT:

ADJOURNMENT:

J. Lastowski made a motion, seconded by R. Wielebinski, to adjourn the meeting at 6:45 p.m. Roll call vote: R. Wielebinski, yes; G. Lastowski, yes; R. DeYoung, yes; and J. Belvin, yes. Motion carried.



Boucher & James, Inc.
CONSULTING ENGINEERS

AN EMPLOYEE OWNED COMPANY
INNOVATIVE ENGINEERING

Fountainville Professional Building
1456 Ferry Road, Building 500
Doylestown, PA 18901
215-345-9400
Fax 215-345-9401

2756 Rimrock Drive
Stroudsburg, PA 18360
570-629-0300
Fax 570-629-0306

Mailing:
P.O. Box 699
Bartonsville, PA 18321

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

www.bjengineers.com

August 28, 2018

Mr. David Horton, P.E.
Brodhead Creek Regional Authority
410 Mill Creek Road
East Stroudsburg, PA 18301

**SUBJECT: 2019 SEWAGE UTILIZATION PROJECTIONS
POCONO TOWNSHIP SEWER SYSTEM
PROJECT NO. 1631000C**

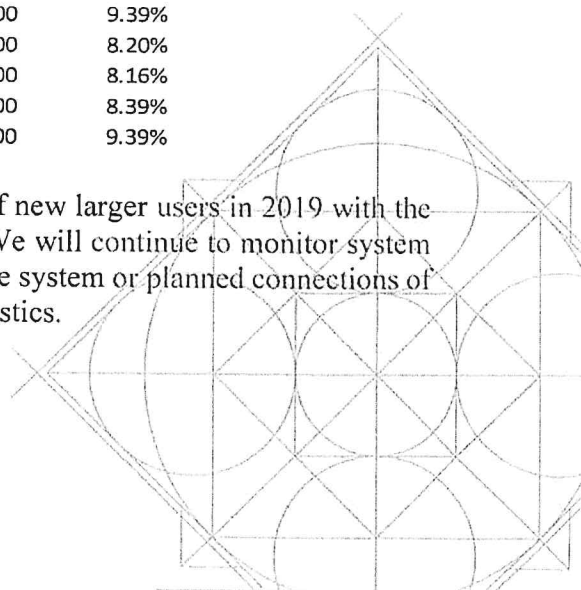
Dear Mr. Horton:

We have been requested to provide projected sewage flows being conveyed to the Authority's sewage treatment plant for 2019. We have reviewed flow data and considered projected growth patterns in the system. We anticipate that starting in 2019 the weekly peak flows will stabilize at approximately 0.92 MGD with a peak rate, which has been typically on Mondays, of 1.29 MGD. The monthly average rate will vary from weekly and peak day rates considerably due to the resort nature of the service area. We would anticipate the following monthly distribution of the flows for 2019.

2019 Estimated Flows

Month	Gallons Per Month	Ave GPD	% of yearly flow
Jan-19	23,250,000	750,000	7.65%
Feb-19	20,300,000	725,000	6.68%
Mar-19	21,700,000	700,000	7.14%
Apr-19	24,750,000	825,000	8.15%
May-19	26,350,000	850,000	8.67%
Jun-19	27,000,000	900,000	8.89%
Jul-19	28,210,000	910,000	9.29%
Aug-19	28,520,000	920,000	9.39%
Sep-19	24,900,000	830,000	8.20%
Oct-19	24,800,000	800,000	8.16%
Nov-19	25,500,000	850,000	8.39%
Dec-19	28,520,000	920,000	9.39%

It is noted that the above chart does not include connections of new larger users in 2019 with the exception of the Pocono Mt. School District South Campus. We will continue to monitor system flows and inform the Authority of any noticeable changes to the system or planned connections of new major system users that impact the system flow characteristics.



Mr. David Horton
Pocono Township 2019 Flow Projections
August 28, 2018
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Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Gable", with a long horizontal flourish extending to the right.

Michael E. Gable, P.E.
Municipal Engineer

MG/clg

cc: Donna Assure, Pocono Township
Pat Briegel, Pocono Township

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**TOWNSHIP OF POCONO, MONROE COUNTY, PENNSYLVANIA
RESOLUTION NO. 2018- 52**

**A RESOLUTION OF THE POCONO TOWNSHIP
BOARD OF COMMISSIONERS AMENDING
RESOLUTION NO. 2013-10 AND NO. 2017-29
AND AMENDING SUBSECTION 2.2.C.5 TO
SECTION 2 – CONDITIONS OF SERVICE**

WHEREAS, the Board of Supervisors of Pocono Township adopted Resolution 2013-10 on May 21, 2013, which Resolution established certain user charges associated with the Township sewer system; and

WHEREAS, Resolution No. 2013-10 was amended by Resolution No. 2017-23, adopted on September 17, 2013; and

WHEREAS, the Board of Commissioners of Pocono Township amended Resolution 2013-10 establishing a procedure for qualified property owners to request a user rate reduction for sewer usage by passing Resolution No. 2017-29; and

WHEREAS, the Board of Commissioners, upon consideration of the results of the Sewer Rate Study prepared by PFM, Pocono Township's financial advisor and consultant, desire to amend Resolution 2017-29 concerning Low Use Sewage Flow, as set forth herein.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Commissioners of the Township of Pocono, County of Monroe and Commonwealth of Pennsylvania:

1. Subsection 2.2.C.5 previously added to Section 2 – Conditions of Sewer, is hereby amended and shall read as follows:

“5. Low Use Sewage Flow.

All users whose flows are less than 124 gallons per day (“gpd”) (which is one-half of 1 EDU [1 EDU = 247 gpd]) shall pay a user rate of \$44.27 per month which is currently one-half of the charge for 1 EDU (\$88.54).

To qualify for consideration under the Low Use sewage usage policy, proof of flow must be presented to the Pocono Township Manager and approved by the Board of Commissioners. Proof of flow requires, at a minimum, one quarterly report of water usage as verified by a meter reading demonstrating actual consumption. Proof of flow, via meter usage may be implemented one of three ways:

- a) Meter readings obtained from an existing water meter, currently being read by BCRA.

- b) A user, who is not currently connected to the BCRA system, may connect and obtain metered reading going forward.
- c) If a user wishes to remain on a private water supply, said user may have installed, at the user's expense, a water meter of type and kind specified by BCRA. Said meter will be read by BCRA, or its agent.

At any time, if the average gpd of water use for a calendar quarter exceeds a user's previously documented Low Use flows, Pocono Township reserves the right to reassess the user at the higher flow rate and require monthly payment of user charges at the rate in effect at that time."

- 2. This provision of this Resolution regarding Low Use shall be effective as of October 1, 2018.
- 3. If any sentence, clause, section or part of this Resolution is for any reason determined by a court of competent jurisdiction to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any remaining provisions, sentences, clauses, section, or parts of this Resolution, and this Resolution shall be construed and enforced as if such unconstitutional, illegal or invalid provision had not been contained herein, as it is hereby declared as the intent of the Board of Commissioners that such remainder shall be and shall remain in full force and effect.
- 4. Except as amended herein, all remaining provisions of Resolution No. 2013-10, as amended by Resolution No. 2013-23, shall remain in full force and effect.
- 5. This Resolution 2018- 52 repeals and replaces Resolution 2017-29.

ADOPTED AND APPROVED this ___ day of _____, 2018 at a public meeting.

ATTEST:

**Township of Pocono
Board of Commissioners**

By: _____
Print Name: Pamela Tripus
Title: Secretary

By: _____
Print Name: Gerald J. Lastowski
Title: President