

**Pocono Township Board of Commissioners  
Sewer Committee Meeting Minutes  
May 4, 2020**

The Sewer Committee meeting of the Pocono Township Commissioners was held remotely on Monday, May 4, 2020 via teleconference and was opened by President Rich Wielebinski at 6:00 p.m., followed by the Pledge of Allegiance.

**ROLL CALL:** Jerrod Belvin, present; Ellen Gnandt, present; Gerald J. Lastowski, present; Keith Meeker, present; Rich Wielebinski, present.

**IN ATTENDANCE:** Leo DeVito, Twp. Solicitor, Broughal & Devito; Jon Tresslar, Twp. Engineer, Boucher & James, Inc.; Michael Gable, Sewer Engineer, Boucher & James, Inc.; Patrick Briegel, Sewer Consultant; Taylor Munoz, Township Manager and Dee Ackerman, Administrative Assistant were present.

**PUBLIC COMMENT:** None

**ANNOUNCEMENTS:** None

**OLD BUSINESS**

R. Wielebinski made a motion, seconded by E. Gnandt, to approve the minutes of the April 6, 2020 sewer committee meeting. Roll call vote: Jerrod Belvin, yes; Ellen Gnandt, yes; Gerald J. Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Sewer Resolution Update – P. Briegel sent out a redlined copy with suggested updates to the Township’s Sewer Resolution. Stated the draft redlined copy could be discussed in detail at next month’s meeting.

**NEW BUSINESS**

**FINANCIAL TRANSACTIONS:** None

**APPEALS:** None

**REPORTS**

**COMMISSIONERS:** None

**SEWER CONSULTANT:**

- Application for Pump Station 5 jockey project permitting has been submitted. No response back on the permit application. Pump station design is nearly complete.
- Mixer pump was received on schedule. Installation to occur within two weeks.
- Installation of the new singer valve was completed last Wednesday in one day. Valve was received and delivered. Everything went according to schedule.
- Suggested extending the deadline for allowing residents on the deferred property list to connect to the sewer system, due to difficulty of residents acquiring contractors to complete work due to COVID-19. Further discussion indicated at least one sewer customer came to Township office to pay their fee and they disclosed they tried calling engineering firms to complete hookup work, but were unable to receive a response. J. Tresslar indicated some engineers may not be able to support these activities until COVID restrictions are lifted. E. Gnandt asked when notices were sent out and asked for clarity as to the timeline for residents to respond and complete work. P.

Briegel indicated notices were mailed December 27, 2019, customers were given three months to respond and make application, with an additional three months to complete the connection. Tap-in fees, application and design plans are all submitted at the same time.

J. Lastowski made a motion, seconded by J. Belvin, to extend the deadline for sewer connection to August 31. Under discussion, P. Briegel clarified he will send additional notification to individuals detailing revised timeline. Roll call vote: Jerrod Belvin, yes; Ellen Gndt, yes; Gerald J. Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

**ADMINISTRATION:** None

**SEWER ENGINEER:** No update

**TOWNSHIP SOLICITOR:**

- Discussion regarding Kalahari letter of credit (LOC) for pre-treatment facility. L. Devito stated he had a productive conversation with Ralph Gundrum of Kalahari last week. A letter from Steve Pine of Kalahari requests that Pocono Township waive the LOC for the installation of a pretreatment facility and/or equalization tank. L. Devito will prepare a minor amendment to extend the timelines of the existing LOC, per Board's decision to keep LOC in place.
- Discussion regarding possible relief measures for sewer customers affected by COVID-19 closures and/or loss of revenue. Will defer to the Commissioners to determine whether action should be taken on this issue. J. Lastowski asked whether there have been any problems with payments to this point or increased delinquencies. P. Briegel stated the Township will know soon based off most recent billings, but do not enough information yet to determine whether there are a higher number of delinquencies. J. Lastowski stated the Township should wait until that information is available before making any decisions.
- Update regarding DCNR sewer line. T. Munoz recapped a conversation with Senator Mario Scavello and the Secretary of DCNR, stating that the Agency will be preparing the necessary paperwork to convey their sewer line to the Township, with the understanding that the Township will assume any future liability and maintenance of the line.
- Update regarding Turtle Walk in Hamilton Township. L. Devito stated that T. Munoz coordinated a productive teleconference with the Turtle Walk developer and the Township to address outstanding issues with the project. The conversation laid out a clear path forward and avoid the potential of litigation. The Township acknowledged its sewer easement is larger than needed. Since Turtle Walk is required to install a riparian buffer for their NPDES permit, the Township agreed to adjust the easement to both still allow room for future Township projects and also allow Turtle Walk to install their riparian buffer and meet their requirements from the Conservation District. Discussion also addressed concerns stemming from a "grease trap" in the plan.

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

R. Wielebinski made a motion, seconded by J. Belvin, to adjourn the meeting at 6:30 p.m. Roll call vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.