

**Pocono Township Board of Commissioners**  
**Sewer Committee Meeting Minutes**  
**June 1, 2020**

The Sewer Committee meeting of the Pocono Township Commissioners was held remotely on Monday, June 1, 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 Gndt, 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.; 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 J. Belvin, to approve the minutes of the May 4, 2020 sewer committee meeting. Roll call vote: Jerrod Belvin, yes; Ellen Gndt, yes; Gerald J. Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

- Sewer Resolution Update. P. Briegel stated he feels the Sewer Resolution would be more appropriate to review in person. He will send a new redlined copy to the Board.

**NEW BUSINESS**

**FINANCIAL TRANSACTIONS:** None

**APPEALS:** None

**REPORTS**

**COMMISSIONERS:** None

**SEWER CONSULTANT:**

- Response comments were received from DEP following the permit application for the Pump Station 5 jockey pump project.
- Reported last month that installation of the mixer pump was moving forward. Given low-flow conditions with the COVID-related closure of larger businesses, decision was made to do routine maintenance along with the installation of mixer pumps. A thorough cleaning of the wet well will occur at the same time the pumps are installed. Project is scheduled for June 10.
- Based on Board of Commissioners' recommendation last meeting, notices were sent to deferred users notifying them of connection extension.
- Year-to-date revenue report for the sewer fund shows the Township is over budget on the revenue side and expenses are under budget.
- Discussion regarding properties with no lateral would be appropriate discussion for a work session.

- E. Gnandt asked for a copy of BCRA's receivables. Stated it looks like \$153,000 has not been collected by the Township as of the end of April. Asked how old the receivables are and what the Township is doing to recoup those funds. R. Wielebinski stated the Township may need to have a meeting with BCRA to discuss how these outstanding payments are being pursued. E. Gnandt stated the Township policy for uncollected funds should be reviewed, or something should be created. J. Lastowski stated the first step is to see whether Township has a policy in place to pursue delinquent sewer fee payers and, if no policy exists, one should be developed. Suggestion that the township manager investigate. L. DeVito stated he had no recollection of whether a policy has ever been discussed. R. Wielebinski confirmed the manager should investigate and report back to the Board.

**ADMINISTRATION:** None

**SEWER ENGINEER:** No update

**TOWNSHIP SOLICITOR:**

- Discussion regarding Kalahari letter of credit (LOC) for pre-treatment facility. L. DeVito remarked on intermunicipal agreement between Tobyhanna and Pocono as it relates to Kalahari and provided historical context. Original intermunicipal agreement provides for installation of a pretreatment facility that was supposed to be installed within four years of the date they received certificate of occupancy. Empirical data from Tobyhanna Township identified some issues with Kalahari exceeding their allocation of gallons per day and pool dumps causing issues in the system and higher levels of ammonia/total dissolved solids in the line. Kalahari engaged engineers to see what could be done to address these general issues. At meetings involving the professionals from both Kalahari and Pocono Township, it looked like an EQ tank would be preferable to the original plan for a pretreatment facility. Throughout course of conversation, there was always discussion. Kalahari's letter of credit (LOC) for a pretreatment facility installation has a provision to renew automatically on June 10, 2020 unless bank notifies they will not extend. If LOC renews for a year, it takes some of the pressure off the Township. A virtual meeting was held last week with representatives of Kalahari and Tobyhanna Township at the request of Steve Pine, representative for Kalahari. The net result was that installation of a pretreatment facility would be extended for six months until November 30, 2020. Tobyhanna and Kalahari have given agreement to extension under these circumstances.

J. Belvin made a motion, seconded by R. Wielebinski, to approve the third amendment to the intermunicipal agreement between Pocono and Tobyhanna Townships, subject to confirmation that the current letter of credit issued by Kalahari to Pocono Township is not set to expire on June 10, 2020, and if the letter of credit is set to expire on June 10, 2020, than the Township Solicitor is authorized to draw on that letter of credit pursuant to the intermunicipal agreement. The purpose of the funds received would be to construct the required pretreatment facility. Discussion: E. Gnandt asked whether we should be making an agreement for what we need versus agreement for what we anticipate happening. L. DeVito stated the answer is yes and that proposed amendments are in the work to provide for the EQ tank. Milestones will be set for when certain steps will be identified. The plan is that Kalahari has six months for proposed amendments and plans to be submitted to the Township. P. Briegel stated the EQ tank discussed is a form of pretreatment, not the form initially discussed, but does show consistency with the original agreement. E. Gnandt stated if November 30 comes and the Township draws on the LOC and nothing happens, we would be building the pretreatment facility, not the EQ tank. She stated

that is why having the right agreement in place is so important. Roll call vote: Jerrod Belvin, yes; Ellen Gndt, no; Gerald J. Lastowski, yes; Keith Meeker, yes; Rich Wielebinski, yes. Motion carried.

E. Gndt made a motion to forgive any late sewer fees through the end of December 2020. No second was received. Motion failed.

- Turtle Walk – Hamilton Township. No legal update was provided. P. Briegel stated we are very close to finalizing the process and providing a will-serve letter.
- J. Lastowski questioned whether the Township has had any oversight over the monitoring of the Exxon Mobile well on SR 611. L. DeVito stated a remediation plan was put forth by the owner of the Exxon and reviewed by the Township engineer. It was determined the scope of work did not impede on the Township’s sewer line easement. P. Briegel also stated he has visited the site to ensure they were aware of where the Township’s facilities are located.

**PUBLIC COMMENT:** None

**ADJOURNMENT:**

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 6:32 p.m. Roll call vote: J. Belvin, yes; E. Gndt, yes; J. Lastowski, yes; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

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