

**Pocono Township Board of Commissioners
Sewer Committee Meeting Minutes
April 5, 2021**

The Sewer Committee meeting of the Pocono Township Commissioners was held on Monday, April 5, 2021 via remote teleconference and was opened by President Rich Wielebinski at 6:00 p.m., followed by the Pledge of Allegiance.

ROLL CALL: Jerrod Belvin, absent; 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.; Taylor Munoz, Township Manager; and Krisann Wean, Administrative Assistant. Also present: Zach Williard, PFM and Jens Damgaard, Tax Counsel.

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

HEARINGS

R. Wielebinski made a motion, seconded by K. Meeker, to open a public hearing for consideration of Ordinance 2021-04 to authorize and secure a guaranteed sewer revenue note, in the principal amount of \$7,207,000 to refund the outstanding balances of the Township's guaranteed sewer revenue notes, Series B of 2014, series of 2015 and series of 2018, and pay related expenses; and to accept a bank loan proposal for the note. All in favor. Motion carried.

Z. Williard described the competitive RFP proposals received and recommended approval of a 10-year fixed rate proposal of 1.4% provided by Keystone Community Bank. The 10-year proposal will save the Township \$427,000 over the life of the loan, with \$1 million of reserves being used to pay down debt as part of the refinancing. Further discussion was held regarding the total debt on the sewer system and clarification of when principal payments on the loan begin. Jens Damgaard stated this is the only formal action required by the Board of Commissioners to close on the loan.

R. Wielebinski made a motion, seconded by J. Lastowski, to close the public hearing. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to approve Ordinance 2021-04 authorizing and securing a guaranteed sewer revenue note to refund the outstanding balances of the Township's guaranteed sewer revenue notes, Series B of 2014, series of 2015 and series of 2018, and pay related expenses; and authorizing the issuance of "Guaranteed Sewer Revenue Note, Series of 2021," in the principal amount of \$7,207,000 to Keystone Community Bank to undertake the Refunding Projects. All in favor. Motion carried.

R. Wielebinski made a motion, seconded by J. Lastowski, to authorize the payment of \$1 million from the Township's Sewer Fund to be applied to the outstanding loan balance for the Township's sewer debt for use in the refinancing process. All in favor. Motion carried.

PRESENTATIONS: None

OLD BUSINESS

R. Wielebinski made a motion, seconded by E. Gndt, to approve the minutes of the March 1, 2021 sewer committee meeting. All in favor. Motion carried.

- Sewer Resolution Update. No update.

NEW BUSINESS

FINANCIAL TRANSACTIONS: None

APPEALS: None

REPORTS

COMMISSIONERS

- E. Gndt stated she believes that expansion of the Township's sewer service area should be include voluntary hookup, not mandatory.

SEWER CONSULTANT

- Pump Station 5 jockey pump project – Designing electrical and controls for the project.
- Deferred Properties List – P. Briegel obtained cost figures and EDU numbers associated with providing laterals to deferred properties. Ten areas require additional work to connect individuals in the existing service area for a total of 23 EDUs connected. Cost is estimated at \$137,950 to hook in those areas. The Commissioners should consider that revenue from the tap-in fees will not cover the cost and will need to determine whether to work on areas one-by-one or all combined. P. Briegel clarified that individuals would be given the original \$2,500 tap-in fee for a period of time. Additional discussion regarding utilizing economies of scale by bidding all properties at once.

E. Gndt made a motion, seconded by R. Wielebinski, to put out for bid all the deferred property laterals that need to be installed. E. Gndt, yes; J. Lastowski, no; K. Meeker, yes; R. Wielebinski, yes. Motion carried.

- Delinquent Accounts Update – Had meeting with BCRA and reviewed information the Township is being provided on delinquency reports. Expecting some modifications from their accounts receivable department. Liens have been updated for the large entities that have not been paying.
- Installation of security cameras at pump station locations

R. Wielebinski made a motion, seconded by J. Lastowski, to accept a proposal from ARGS Technology for the installation of security cameras at all pump stations and valve station for total cost not to exceed \$14,500. Under discussion, P. Briegel indicated that the cameras were provided for in the sewer budget and that the cameras will not be actively monitored but will store footage for reference as needed. Clarified that ARGS was the lowest quote received. All in favor. Motion carried.

- Received a letter from the BCRA regarding Sanofi's IPP industrial discharge permit renewal. Pocono has also been involved in these negotiations. It was identified that Sanofi's pH discharge parameters are different from everyone else on the line and they have requested the same pH range as other users. BCRA supports applying the same pH range of 6.0 to 9.0 to Sanofi. P. Briegel clarified this only applies to what is discharged into the BCRA collection system, not the creek off their property.

J. Lastowski made a motion, seconded by K. Meeker, to support applying the 6.0 – 9.0 pH range to Sanofi's discharge into the BCRA collection system. All in favor. Motion carried.

ADMINISTRATION: No update

SEWER ENGINEER

- Update - Act 537 – A pre-application meeting was held with DEP last week to discuss expansion of Pocono Township’s sewer service area, including the Monroe County Conservation District and BCRA. MCCD and BCRA. DEP was supportive of the Township’s position and the plan that was presented. Two more pre-application meetings are required with individual DEP departments. E. Gmandt asked if these meetings include discussion of mandatory connections. J. Tresslar stated that is a policy decision for the Township.

TOWNSHIP SOLICITOR

- Discussion regarding Tobyhanna Equalization (EQ) Tank – L. DeVito will circulate drafts of the amendment adding the EQ tank language. E. Gmandt asked for status of the EQ tank construction and installation. Kalahari will own the tank located next to the Tobyhanna pump station, with the same operator as the Tobyhanna pump station facility. A letter of credit will cover the EQ tank installation.
- Update – KSD Hospitality & Gateway Equities – Municipal liens were updated. J. Lastowski asked for clarification as to the location of these properties.

PUBLIC COMMENT: None

ADJOURNMENT

R, Wielebinski made a motion, seconded by E. Gmandt, to adjourn the meeting at 6:58 p.m. All in favor. Motion carried.