

**Pocono Township Board of Commissioners
Sewer Committee Meeting Minutes
November 2, 2020**

The Sewer Committee meeting of the Pocono Township Commissioners was held on Monday, November 2, 2020 at the Pocono Township Municipal Building (112 Township Drive, Tannersville, PA) 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; and Taylor Munoz, Township Manager were present.

PUBLIC COMMENT: None

ANNOUNCEMENTS: None

HEARINGS: None

PRESENTATIONS

J. Lastowski made a motion, seconded by K. Meeker, to move presentations to the end of the meeting, for the purpose of discussing the FY 2021 Sewer Fund Budget. All in favor. Motion carried.

OLD BUSINESS

R. Wielebinski made a motion, seconded by K. Meeker, to approve the minutes of the October 5, 2020 sewer committee meeting. All in favor. Motion carried.

- Sewer Resolution Update. P. Briegel stated there is no update at this time.

NEW BUSINESS

FINANCIAL TRANSACTIONS: None

APPEALS: None

REPORTS

COMMISSIONERS: No report

SEWER CONSULTANT

- The Pump Station 5 jockey pump project continues to experience delays due to DEP permitting. Moving forward with the permitting process.
- Deferred Properties List. The Township has been successful in getting most accounts connected and only a handful remain.
- Deferred properties with no lateral. Proposed FY 2021 Sewer Budget includes a line item to provide sewer access to properties with mains, manholes and/or laterals.
- Delinquent accounts update. P. Briegel reviewed a list of delinquent accounts, categorized by 1) those who are connected and delinquent and 2) those who have not connected and owe a balance. KSD Hospitality and Gateway Equities comprise the largest portion of the outstanding delinquent

balance. P. Briegel will work with township manager to send collection letters notifying delinquent customers that they must pay or be subject to additional action from the Township. Proposed sending two types of letters including a friendly reminder to please pay balance within 30 days and a second letter to those that remain requiring that payment be made within ten days. E. Gndt asked whether letters should include a provision allowing for payment plans. J. Lastowski stated he would rather not give delinquent customers an easy way out. J. Belvin asked questions about a specific user and echoed concerns about customers with large outstanding balances. T. Munoz suggested language be added to the effect of "please call the Township if you have any questions about your outstanding balance." Further discussion indicated the Township will pursue municipal liens as final means of enforcement for unresponsive delinquent accounts.

ADMINISTRATION: No update

SEWER ENGINEER: No update

TOWNSHIP SOLICITOR:

- Discussion regarding Kalahari pre-treatment facility.
- L. DeVito stated conversations are ongoing with Kalahari regarding design and installation of their equalization (EQ) tank. P. Briegel said, following the last meeting, the Township received notice from Kalahari's engineer who provided a schedule for installation of the EQ tank, as requested by the Township. An initial sketch plan was reviewed showing the location of the proposed EQ tank and a revised plan was received following the Township's review. P. Briegel stated there has been positive movement on the EQ tank progress. E. Gndt asked some clarification questions regarding schedule timelines. P. Briegel suggested having a conversation with Kalahari to further compress their construction schedule. J. Tresslar stated Kalahari's proposed timelines appear reasonable, but suggested they could go out for bids sooner than indicated on the schedule.

R. Wielebinski made a motion, seconded by J. Belvin, to authorize the solicitor to draw on Kalahari's letter of credit as it currently exists unless Kalahari and Tobyhanna Township agree to extend agreement for period of three months until February 28, 2021. Under discussion, Ralph Gundrum, Kalahari legal counsel, stated the letter of credit does not expire on November 30 and an extension was granted at the beginning of the summer. R. Wielebinski and J. Belvin agreed to withdraw the motion, subject to confirmation from the bank that Kalahari's letter of credit was extended.

- KSD Hospitality & Gateway Equities. Municipal liens were updated for both properties.

FY 2021 PROPOSED SEWER BUDGET DISCUSSION

- P. Briegel reviewed various aspects of the proposed Sewer Operating budget for FY 2021. Stated most items are standard comparatively. One bigger budget item is the changing out of the carbon filter at Pump Station 5. Proposed capital projects were also discussed.

PUBLIC COMMENT: None

ADJOURNMENT

R. Wielebinski made a motion, seconded by E. Gndt, to adjourn the meeting at 6:55 p.m. All in favor. Motion carried.