

**POCONO TOWNSHIP SUPERVISORS
MINUTES OF THE SPECIAL MEETING
DECEMBER 20th, 2011 10:00 a.m.**

The Special Meeting of the Pocono Township Supervisors was held on December 20th, 2011, at 10:00 a.m., at the Pocono Township Municipal Building, Tannersville, Pa., and was opened by Chairwoman, Jane Cilurso, followed by the Pledge of Allegiance.

ACKNOWLEDGEMENT OF COMMENTS RE RESIDENTS: Chairwoman J. Cilurso noted that each visitor has the right to comment at this time or before any action is taken on the matter.

NOTICE OF MEETING TIMES: J. Cilurso noted the Special meetings are held every other Tuesday at 10:00 a.m. to discuss sewage matters and other Twp. Business.

ROLL CALL: Jane Cilurso, present; Harold Werkheiser, present and Frank Hess, present. Tim McManus, Twp. Solicitor; Sam D'Alessandro and Russ Scott, RKR Hess Associates, Inc.; and Pamela Finkbeiner, Recording Secretary were present.

BUSINESS OF MEETING:

- 1) Bid re Propane Tanks - RKR Hess recommended the Township reject the bids received due to the concerns raised by both bidders regarding the size of the propane tank required to operate Pump Station No. 1. RKR Hess recommends the tanks be rebid with the change from one (1) 500 gallon tank to two (2) 500 gallon tanks or 1000 total gallons at Pump Station No. 1. Pump Station No. 2 will remain at one (1) 500 gallon tank. F. Hess made a motion, seconded by H. Werkheiser, to reject the previous bids for the Propane Tanks at Pump Station No. 1 and No. 2; authorize the Twp. Engineer to return the securities; and authorize the Twp. Engineer to rebid for the Propane Tanks for opening and reading aloud at the 01/17/2011 Special meeting. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.
- 2) Contract No. 15 - JOAO & Bradley, Payment Request #4 - in the amount of \$384,162.23, is in order and ready for action by the Township. F. Hess made a motion, seconded by H. Werkheiser, to approve Contract No. 15 - JOAO & Bradley, Payment Request #4 in the amount of \$384,162.23. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.
- 3) Contract No. 7 - PACT Construction, Inc., Payment Request #5 - in the amount of \$68,334.07, is in order and ready for action by the Township. F. Hess made a motion, seconded by H. Werkheiser, to approve Contract No. 7 - Pact Construction, Inc., Payment Request #5, in the amount of \$68,334.07. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

PHASE II SEWER LINE CONSTRUCTION

- Contract No. 4 - Pioneer Construction has completed paving of all areas with the exception of the cuts across Rt. 611 in Tannersville, which will need to be milled and overlain in the spring.
- Contract No. 5 - PACT Construction has completed the installation of the 8" sewermain along RT. 611 and across the Peddlers Village property.
- Contract No. 6 - Linde Corporation - On December 14th, 2011, RKR Hess issued a letter to the Contractor asking for their proposed course of action to address the deficiencies with the Horizontal Directional Drill installation. RKR Hess has recommended denial of the Contractor's most recent Payment Application NO. 11.
- Contract No. 7 - PACT Construction is Substantially Complete and has completed all paving. RKR Hess has requested PennDOT to release the Highway Occupancy Permit.
- Contract No. 8 & 9 - Pioneer Construction, Inc., is currently installing the chain link fence and expects to be largely complete with both stations by the end of this month. In order to accommodate installation of the propane tanks and to delay startup of the pumps until spring, RKR Hess is recommending a 90 - day time extension for both Contract No. 8 & 9, bringing Substantial Completion to March 22nd, 2012. F. Hess made a motion, seconded by H. Werkheiser, to accept the 90 - day Time Extension request for Pioneer Construction, Inc., Contract No. 8 & 9, bringing Substantial Completion to March 22nd, 2012. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.
- Contract No. 8 & 9 - Pioneer Construction, Inc. - Extended manufacturer's warranty on the pumps. The Contractor has provided a quote to extend the warranty on the pumps for five (5) years after testing for an increased cost of \$3,339.60 for Pump Station Nos. 1 and 2. Open discussion followed. F. Hess requested a copy of the warranty. No action taken.
Bruce Kilby, Scotrun, commented on the care of the pumps until they are put into use.
- Contract No. 10 - Doli Construction Corporation, has completed Stream Encroachment No. 36 and the low pressure sewer lines in the area of Cruver Ave. and Larch Street in Hamilton Township.

PHASE III Sewer Forcemain to Stroudsburg

- Contract No. 11 - PACT TWO, LLC has placed the wet well for Pump Station No. 4 (Near Comfort INN)
- Contract No. 15 - JOAO & Bradley Construction is currently working in the area of Ehler Street in Stroud Township. The Contractor has agreed to the Township's terms with regard to the alignment change in this area.

SEWER CONNECTION REGULATIONS

- Based upon the meeting of September 16th, 2011 with representatives of the PA Department of Environmental Protection and the Delaware River Basin Commission to clarify conditions for connection of properties to the sewer system, RKR Hess suggests the Supervisors may wish to consider an amendment to Act 537 Plan for Pocono and Hamilton Townships.
- If an amendment is prepared, Hamilton Township may also be interested in making some revisions to its Immediate Sewer Service in the area of Larch Street and Cruver Alley.
- RKR Hess will require authorization, if Pocono Township wishes to move forward, for the preparation of a Task Activity Report for submittal to PADEP.

Sam D'Alessandro noted that he had been contacted by the owners of the former Roadway property to do a feasibility study for connection to the sewer line. The present Act 537 assigns flows to individual properties. To include a new property into the service area, assigned flows from an existing property would have to be reassigned to service the new property. Discussion followed as to the procedures necessary to change the requirements of the Act 537 plan.

PHASE I DRY SEWER - MANHOLE INSPECTIONS

- On December 19th, 2011, a meeting was held with Leeward to discuss the failed Manhole Clamps as well as deficiencies with some of the Manholes. Leeward has agreed to address the deficiencies with the manholes and to inspect the clamps in these areas when the work is done. Their manhole supplier, Monarch Precast, is also offering an extended warranty on the manhole clamps. RKR Hess has requested that Leeward provide the terms and details of this warranty.
- RKR Hess has received an updated proposal for Matco Services for metallurgical testing of both the failed clamps and brand new clamps. The total cost of this testing is expected to be approximately \$4,800.00. F. Hess made a motion, seconded by H. Werkheiser, to authorize the Twp. Engineer to submit the clamps for testing with Matco Services for a total cost of \$4,800.00. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

- Contract No. 2 - Leeward Construction Guaranty & Maintenance Bond -H. Werkheiser made a motion, seconded by F. Hess, to authorize the Township Solicitor to prepare and circulate a letter to Leeward Construction, Inc., and their bonding company to set the beginning of the Guaranty period at the date the Township approved the final payment, i.e. April 1, 2010. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

FINANCING

- RKR Hess is preparing PennVEST Payment Application #6 and is requesting approval to submit it by the end of the month. It is expected to be in the range of \$325,000.00 and \$375,000.00. F. Hess made a motion, seconded by H. Werkheiser, to authorize the Twp. Engineer to submit PennVEST Application #6. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.
- RKR Hess is recommending that the PennVEST Disbursement website be updated to reflect new contact information, as authorized by the Supervisors. This needs to be done for both the grant and the loan and also for other grant and financing programs, including HRSA, EPA, etc. which will need the contact information updated upon reorganization.

NEW BUSINESS:

- BCRA Soft Cost Contribution in the amount of \$154,000.50. - H. Werkheiser made a motion, seconded by F. Hess, to approve payment to BCRA for Soft Cost Contribution for the WWTP. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.
- Ratification of the payment of the Twp. Engineer and Twp. Solicitor's invoices to date. J. Cilurso made a motion, seconded by H. Werkheiser, to ratify the payment of invoices made to the Twp. Engineer and Twp. Solicitor to date. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.
- T. McManus suggested a meeting with the newly elected Supervisor Henry Bengel to brief him on the Sewer System project.

ADJOURNMENT:

F. Hess made a motion, seconded by H. Werkheiser, to adjourn the meeting at 11:20 p.m. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

Respectfully Submitted
Pamela Finkbeiner
Recording Secretary