

**POCONO TOWNSHIP SUPERVISORS  
MINUTES OF THE SPECIAL MEETING  
MARCH 1<sup>st</sup>, 2011 10:00 A.M.**

A Special Sewage meeting of Pocono Township Supervisors was held on March 1<sup>st</sup>, 2011, at 10:00 a.m. in the Pocono Twp. Municipal Building, Tannersville, Pa. Jane Cilurso, Chairwoman, opened the meeting, 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.

**ROLL CALL:** J. 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.

**BUSINESS OF THE MEETING**

**PHASE II SEWER LINE CONSTRUCTION**

- Contract No. 3 - Leeward Construction has completed all pipeline installation. RKR Hess has requested a schedule for testing.
- Contract No. 4 - Pioneer Construction has performed Ground Penetrating Radar (GPR) Investigation within the sewer easement on the New York Pizza Property, and reportedly did not encounter any USTs in the proposed trench area. RKR Hess is awaiting the laboratory results on the soil excavated from the site. RKR Hess did contact the owner for additional GPR but the owner refused.
- Tony Fuentes - PDQ Quik Lube, Tannersville, addressed the board concerning the sewer construction on his property. Several areas have settled in front of his business and he questioned when the areas will be restored. R. Scott will contact the inspectors to monitor the situation.
- Contract No. 6 - Linde Construction continues to encounter difficulties with the Horizontal Directional Bore parallel to Rt. 611. The Contractor is hoping to finish up before the opening of Pocono Farmstand.
- Contract No. 10 - Doli Construction Corporation has installed the casing by open cut at Tokyo Spa and has nearly completed the first of two borings to Colonial Auto. RKR Hess has met with the owner of Colonial Auto and has revised the Boring #35 under Golden Slipper Road at the owner's request. R. Scott noted they were able to move the boring location 15 feet.

- Contract No. 8 - RKR Hess recommended conditional approval of Payment Request No. 1 in the amount of \$15,792.30, contingent upon the receipt of revised Payment Application forms. The work in February includes mobilization, bonding and E&S Control measures and is eligible under the PennVEST \$11.7 Million Grant for Phase II. H. Werkheiser made a motion, seconded by F. Hess, to approve Pioneer Construction - Contract No. 8 - Payment Request No. 1 in the amount of \$15,792.30, contingent upon receipt of revised Payment Application forms. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.
- Contract No. 9 RKR Hess recommends conditional approval of Payment Request No. 1 in the amount of \$5,489.10, contingent upon the receipt of revised Payment Application forms. The work in February includes mobilization and E&S control measure and is eligible under the EPA STAK Grant and the PennVEST \$11.7 Million Grant for Phase II. H. Werkheiser made a motion, seconded by F. Hess, to approve Pioneer Construction - Contract No. 9 - Payment Request No. 1 in the amount of \$5,489.10, contingent upon the receipt of revised Payment Application forms. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

#### FINANCING OPTIONS

- The PennVEST Phase III loan in an amount of \$8.3 million will be applied to Pocono Township's share of Capital Contribution to the Regional WWTP. The Closing Date on this loan has been rescheduled for May 4<sup>th</sup>, 2011, to follow BCRA's closing on the PennVEST Loan for the Joint WWTP.
- RKR Hess anticipates submitting the revised Environmental Impact Report and the application forms to the USDA in support of a \$10 Million RUS Loan.

#### PHASE III SEWER FORCEMAIN ROUTE TO STROUDSBURG

- The Township has advertised for bids for Sewer Forcemain Contracts Nos. 14 & 15, which represent the majority of the forcemain construction, and has a bid opening date of March 15<sup>th</sup>, 2011.
- Bids for Contract No. 12, which is a small contract focused on the open cut of two PennDOT Roads, were opened on February 8<sup>th</sup>, 2011. The Notice of Intent to Award was issued to Ankiewicz Enterprises, Inc. in the amount of \$92,101.00. RKR Hess has forwarded the Agreements, Bonds, and Insurance Certificates to the Solicitor for review.

**SEWER FORCEMAIN CONT:**

- RKR Hess has submitted a Change of Scope for Construction Observation services on Contract No. 12, in a letter dated 02/23/2011, for \$9,500.00. H. Werkheiser made a motion, seconded by F. Hess, to approve the Change of Scope for RKR Hess Construction Observation services on Contract No. 12 for \$9,500. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.
- RKR Hess anticipates advertising for bids for Contract No 11, which entails Pump Station Nos. 3-5 and the Control Valve Stations on the forcemain, next week. This contract will require DBE Solicitation by the Township.

H. Werkheiser requested R. Scott to inspect the manhole on Alger Ave.

**OTHER TOWNSHIP MATTERS****ASSISTANT POLICE CHIEF:**

H. Werkheiser abstained from the vote due to the fact that Kent Werkheiser is his brother. He will only vote if needed to break a tie. H. Werkheiser submitted a Memorandum, dated 03/01/2011, in accordance with the requirements of 65 Pa. C.S.A. § 1103 (j), disclosing his conflict of interest in relation to any action, and requested the same be attached to and made part of these minutes.

- J. Cilurso made a motion, seconded by F. Hess, to ratify and confirm the appointment of Kent Werkheiser as Assistant Pocono Township Police Chief, as per Pocono Township's Police Chief, Rick Staples' recommendation. Roll call vote: J. Cilurso, yes; F. Hess, no. Since there was a tie vote, Harold Werkheiser participated and voted yes to break the tie. Motion carried.

**INSURANCE AGENT:**

- Appointment of Insurance Broker - J. Cilurso made a motion, seconded by F. Hess, to appoint EHD as sole retail agent and Broker of Record for various Insurance Companies. Roll call vote: J. Cilurso, yes; H. Werkheiser, yes; and F. Hess, yes. Motion carried.

**ADJOURNMENT**

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

Respectfully submitted  
Pamela Finkbeiner  
Recording Secretary

MEMORANDUM

To: Pocono Township Board of Supervisors

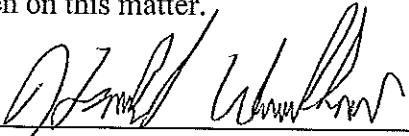
Date: March 1, 2011

From: Harold Werkheiser, Supervisor

Re: Conflict of Interest – Appointment of Pocono Township Assistant Chief of Police.

In accordance with the requirements of 65 Pa.C.S.A. §1103(j), I, Harold Werkheiser, hereby announce and disclose that I have a conflict of interest in relation to any action being considered by the Pocono Township Board of Supervisors in relation to the appointment of an Assistant Chief of Police for Pocono Township, due to the fact that I am the brother of Kent Werkheiser, whose appointment to the position of Pocono Township Assistant Chief of Police is being considered by the Board of Supervisors.

Please make this Memorandum a part of the Minutes of any Pocono Township Board of Supervisors meeting at which a vote is taken on this matter.

  
\_\_\_\_\_  
Harold Werkheiser