

Mount Pocono Municipal Authority
Regular Meeting
April 14, 2022

The monthly Meeting of the Board of Directors of the Mount Pocono Municipal Authority (the "Authority") was called to order by Chairman Matt Hensel at 7:00 p.m. The following persons were in attendance: Matt Hensel, Adrien Bohdal, Jeff Woehrle, Karl Davis, Executive Director Jon Klotz, Accountant Dean Cable, Ed Overberger from Arro Engineering, and Solicitor Scott Lipson. Absent from the Meeting is Board Member Michael Penn. Chairman Hensel led the Pledge of Allegiance.

MINUTES:

Minutes of the March 10, 2022 regular monthly Authority Meeting were presented.

A Motion was made by Mr. Woehrle, seconded by Mr. Bohdal, to approve the Minutes of the March 10, 2022 meeting as presented. Motion passed unanimously, with Mr. Davis abstaining from the vote due to his absence at the March meeting.

CHAIR REPORT:

New Board Member and Reorganization:

Mr. Hensel welcomed Karl Davis to the Board. Mr. Davis has many years of service in the community, including time on Mount Pocono Borough Council.

A Motion was made by Mr. Woehrle to appoint Karl Davis as Treasurer, and Adrien Bohdal as Secretary. Motion was seconded by Mr. Davis and carried unanimously.

Chairman Hensel stressed the importance of board member attendance and stated that going forward all absences by board members will be considered unexcused. Board members that decide to not attend a scheduled meeting are asked to alert Mr. Hensel and Executive director Klotz via email as soon as the decision is made.

New Committees:

Chairman Hensel restructured the Board Committees as follows:

- **Personnel Committee** Jeff Woehrle and Adrien Bohdal
- **Budget/Finance** Matt Hensel and Karl Davis
- **Legal Committee** Matt Hensel and Jeff Woehrle

TREASURER'S REPORT:

The Treasurer's Report was presented by Chairman Matt Hensel.

Bills to be Paid.

A Motion was made by Mr. Woehrle to pay the bills in the total amount of \$107,537.48 as listed in the Treasurer's Report. The Motion was seconded by Mr. Davis and carried unanimously.

Transfer of Funds:

Loan Payment:

Operating to ESSA (Loan Pmt.): **\$ 72,450.00**

Payroll:

Operating to Payroll

Imprest Balance, Payroll Account: \$ 55,000.00

Less: \$ (17,404.83)

Total Payroll Transfer **\$ 37,595.17**

A Motion was made by Mr. Davis to approve the transfer of funds as listed in the Treasurer's Report in the total amount of \$110,045.17. Motion was seconded by Mr. Woehrle and passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Jon reported he attended many meetings and seminars throughout the month of March. He has also been busy researching Asset Management software, overseeing equipment repairs, and working on the Industrial Park transition.

GIS Asset Management:

Jon presented a proposal from Colliers Engineering and Design for a GIS Asset Management Program at a cost of \$2,400.00.

A Motion was made by Mr. Woehrle, seconded by Mr. Davis to accept the proposal from Colliers Engineering and Design as presented. Motion passed unanimously, with Mr. Bohdal abstaining from the vote.

Extension of Vacation Time:

Jon has been unable to use all of his accrued vacation time, which is due to expire at the end of April. He is requesting the Board grant him an extension so he does not forfeit the vacation hours.

A Motion was made by Mr. Davis, seconded by Mr. Woehrle, to grant Jon Klotz's request for vacation extension. Motion carried unanimously.

Addition Proposal:

Jon presented a proposal from Bergmann Architects for an addition on to the existing WWTP office structure. He is awaiting other proposals for review.

ENGINEER REPORT:

Ed reported there is an estimated delivery date for the replacement generator for the Pine Hill pump station of October, 2022. All executed agreements have been received from D&M Construction. He stated a time extension change order will be needed once a date has been confirmed.

Ed commented work is in progress on the Industrial Park and Water Quality Management permit is ongoing.

Ed stated Arro is preparing bid specifications and exhibits for cleaning and televising. The bid package is expected to be complete by the end of April.

A Motion was made by Mr. Woehrle to advertise and bid I&I work upon review by Authority Engineer. Motion was seconded by Mr. Davis and carried unanimously.

ACCOUNT 009124 - REQUEST FOR ABATEMENT OF PENALTY:

Michael Amico is requesting waiver of \$46.74 in penalty charges. Request denied.

ACCOUNT 000301 - REQUEST TO RELINQUISH EDUS.

Laura Posey is requesting to relinquish 11 stand-by residential EDUs. She recently purchased a parcel on Knob Road with 12 stand-by residential EDUs, and does not plan on building multiple units.

A Motion was made by Mr. Woehrle, seconded by Mr. Davis, to grant Mrs. Posey's request. Upon payment of 1st Quarter 2022 sewer fees, account 000301 will be reduced to 1 residential stand-by EDU. Motion carried unanimously.

ACCOUNT 000312 - REQUEST TO REDUCE EDUS.

Keddy Chen recently purchased a property that is billed as 2 residential EDUs. Mr. Chen reported there is only one residence, and would like his sewer reduced to 1 residential EDU.

Property is listed as 2 units with Monroe County, as well as Borough of Mount Pocono. Property history shows there was a separate apartment in the garage.

Request denied. Mr. Chen will need to contact the county for steps to correct his property from 2 unit to 1 before any EDU change can be granted.

EXECUTIVE SESSION:

At 8:47 pm, the Board retired into Executive Session to discuss Legal matters. They exited with no action being taken at 9:47 pm.

ADJOURN:

There being no further business to be discussed, the Meeting was adjourned at 9:47 pm.

Respectfully submitted,

Suzan Hanc
Mount Pocono Municipal Authority