

Mount Pocono Municipal Authority
Monthly Meeting
August 17, 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 7:15 pm. The following persons were in attendance: Matt Hensel, Board members Jeff Woehrle, Christine Farrugia, and Alicia Hensel, and Executive Director Jon Klotz. Board member Karl Davis, Ed Overberger from Arro Engineering, Solicitor Scott Lipson, and Accountant Dean Cable of Lawrence Cable and Company are in attendance via Zoom. Chairman Hensel led the Pledge of Allegiance.

NEW MEMBER WELCOME/CHAIRMAN DISCLAIMER:

Chairman Hensel welcomed new Board members Christine Farrugia and Alicia Hensel. He explained for the record that Ms. Farrugia is his landlord and Ms. Hensel is his former wife, as well as the former Authority Office Accountant.

MINUTES:

Minutes of the July 14, 2022 regular monthly Authority Meeting were presented.

A Motion was made by Mr. Davis, seconded by Mr. Woehrle, to approve the Minutes of the July 14, 2022 meeting as presented. Motion passed unanimously, with Ms. Farrugia abstaining from the vote.

TREASURER'S REPORT:

The Treasurer's Report was presented by Executive Director Jon Klotz.

Bills to be Paid.

A Motion was made by Mr. Woehrle to pay the July 2022 bills in the total amount of \$43,425.19 as listed in the Treasurer's Report. The Motion was seconded by Mr. Davis and carried unanimously.

Transfer to Payroll:

A Motion was made by Mr. Woehrle to approve the transfer to Payroll of \$33,580.21. Motion was seconded by Mr. Davis and carried unanimously.

Mid-Month Bills:

A Motion was made by Mr. Davis to pay the mid-month bills in the amount of \$39,389.98 as listed in the Treasurer's Report. Motion was seconded by Mr. Woehrle and carried unanimously.

Write-offs:

The Authority received notice of proceeds from Judicial sales held for 211 Nittany Court and 107 Snowshoe Court. The Authority will need to Write off the remaining balances as follows:

211 Nittany Court Account S06072: \$1,608.76
107 Snowshoe Court Account S09120: \$4,562.26

A Motion was made by Ms. Hensel, seconded by Ms. Farrugia, to write off a total of \$6,171.02. Motion passed unanimously.

COLLECTIONS:

Jon reported several liens have been satisfied. Some customers have been removed from payment agreements for non-payment, and a new batch of liens will be processed in the next month or two.

EXECUTIVE DIRECTOR'S REPORT:

COBRA Coverage.

Jon stated the Authority has been providing COBRA coverage to an employee, and the previously agreed upon coverage period is about to expire. Jon asked the Board to consider whether to extend the coverage or let it lapse. The Board then retired into Executive Session from 6:22 to 6:36 pm to discuss a Personnel matter.

A Motion was made by Mr. Woehrle to extend COBRA coverage to the injured MPMA employee through the month on September, 2022. Motion was seconded by Mr. Davis and passed unanimously.

October Meeting Date.

Jon commented that he would like to reschedule the October, 2022 meeting. He will be away for the 2nd week of the month, and will be unable to complete monthly accounting on time. After some discussion, the Board decided on a tentative date of October 20, 2022 for the monthly meeting in October.

Laborer Position.

Jon noted he had received many applications in consideration of the open Laborer position at the WWTP. He commented that there are several quality candidates.

A Motion was made by Mr. Woehrle to allow Jon Klotz to make a hiring decision for the WWTP laborer position at a starting rate of \$17-17.50/hr. Motion was seconded by Ms. Farrugia and passed unanimously.

Asian Institute.

Jon presented a request from Asian Institute at 1355 Pocono Blvd. (account 000420) to give up 1 Commercial EDU. The building is being used as an acupuncture/massage clinic with only one full-time practitioner. The customer also provided proof of usage showing minimal use. Dean Cable questioned whether the reduction in EDU is permissible under Authority policy, to which Jon noted he did a walk-through of the building and verified only one practitioner, stating the Authority can always review usage to see if the needs change.

A Motion was made by Mr. Davis to remove one commercial EDU from account 000420 to be effective with October 2022 billing. The Motion was seconded by Ms. Farrugia and carried unanimously.

Pocono Star Properties.

Jon shared a request from Jake Seip of Pocono Star Properties. He would like to move some EDUs from one account amongst a few of his other, contiguous properties, as follows:

Reduce account 006086-0 by 31 Stand by commercial EDU. Reduce 060869-0 by 1 Stand by commercial EDU, and inactivate account.

Add 14 Stand by commercial EDUs to accounts 060866-0 and 060867-0, and 4 Stand by commercial EDUs to account 060869-0.

A Motion was made to approve Mr. Seip's request to move the EDUs as stated above. The Motion was seconded by Mr. Woehrle and passed by majority, with Mr. Davis being the sole "naysayer".

ENGINEER REPORT:

A Motion was made by Mr. Davis to approve the Land Development plan for Popeye's, conditional upon completion of the execution of the developer's agreement. Motion was seconded by Mr. Woehrle and carried unanimously.

ADJOURN:

There being no further business to be discussed, the Meeting was adjourned at 7:02 pm.

Respectfully submitted,

Suzan Hanc
Mount Pocono Municipal Authority