

Mount Pocono Municipal Authority  
Regular Meeting  
January 13, 2022

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

**REORGANIZATION:**

A Motion was made by Jeff Woehrle, seconded by Adrien Bohdal, to appoint Matt Hensel as Chairman. Motion carried unanimously.

A Motion was made by Matt Hensel, seconded by Adrien Bohdal, to appoint Jeff Woehrle as Vice Chair. Motion carried unanimously.

A Motion was made by Jeff Woehrle, seconded by Matt Hensel, to appoint Adrien Bohdal as Treasurer. Motion carried unanimously.

A Motion was made by Matt Hensel, seconded by Adrien Bohdal to appoint Jeff Woehrle as Secretary. Motion carried unanimously.

A Motion was made by Jeff Woehrle, seconded by Adrien Bohdal to retain Arro Consulting as Authority Engineer for the year 2022. Motion carried unanimously.

A Motion was made by Adrien Bohdal, seconded by Jeff Woehrle, to retain Lawrence Cable & Company as Authority Accountant for the year 2022. Motion carried unanimously.

A Motion was made by Adrien Bohdal, seconded by Jeff Woehrle to retain Norris McLaughlin as Authority Solicitor for the year 2022. Motion carried unanimously.

A Motion was made by Jeff Woehrle, seconded by Adrien Bohdal to retain ESSA as Authority Depository for the year 2022. Motion carried unanimously.

Appointment of Committees was tabled until February's meeting.

A Motion was made by Jeff Woehrle, seconded by Adrien Bohdal to assign Matt Hensel and Adrien Bohdal as Bank signatories, with Jeff Woehrle as back-up. Motion was seconded by Adrien and carried unanimously. Mr. Bohdal and Mr. Woehrle will be bonded as per Authority guidelines.

A Motion was made by Adrien Bohdal, seconded by Jeff Woehrle to appoint Jonathan Klotz, Matt Hensel, and Adrien Bohdal as Authority Credit Card signatories. Motion carried unanimously.

Chairman Matt Hensel adjourned the Reorganization meeting at 7:12 pm, and called the regular Authority Meeting to Order.

**FINANCE COMMITTEE:**

Jon Klotz proposed the creation of a committee to assist Office Accountant Alicia Hensel with research into a new banking services provider. Jon explained that the Authority has outgrown People's Security, and noted some negative experiences he and other staff has had with them. He also commented that as the Authority grows, it requires services PSBT can not provide. Mr. Hensel stated he would like to be on the Finance committee.

**MINUTES:**

Minutes of the December 9, 2021 regular monthly Authority Meeting were presented. The vote on acceptance of the Minutes was tabled until the next meeting where Michael Penn is available to vote, as Mr. Woehrle was not present for December's meeting.

**MIKE OSER:**

Matt Hensel wanted to outwardly thank previous Chairman Mike Oser for all of his time and efforts for the Authority. Mr. Hensel credited Mike with much of the progress in the past few years, commenting he learned much from watching Mike during his time as Chairman.

**CHAIRMAN'S REPORT:**

**REQUISITION 52:**

A Motion was made by Mr. Bohdal, seconded by Mr. Woehrle, to approve Requisition 52 in the amount of \$20,484.59 as presented. Motion passed. It was noted this is the last requisition to USDA for the WWTP construction project.

**TREASURER'S REPORT:**

The Treasurer's Report was presented by Treasurer Matt Hensel. He requested that in the future, a running total of legal fees incurred for Hess litigation and account collections be included in the report.

**Bills to be Paid.**

A Motion was made by Mr. Woehrle to pay the bills in the amount of \$97,424.25 as listed in the Treasurer's Report dated 1.13.22. The Motion was seconded by Mr. Bohdal and carried unanimously.

**Bills Paid Prior to Meeting.**

A Motion was made by Mr. Bohdal, seconded by Mr. Woehrle, to approve the bills in the amount of \$30,024.00 paid prior to tonight's meeting. Motion carried unanimously.

**Transfer of Funds:**

Total funds to be transferred:	\$	44,373.58
Operating to Payroll	\$	44,373.58

A Motion was made by Mr. Bohdal to approve the transfer of funds in the amount of \$44,373.58. The Motion was seconded by Mr. Woehrle and carried unanimously.

**EXECUTIVE DIRECTOR'S REPORT:**

Jon acknowledged his appreciation of Mike Oser's contributions to the Authority, saying he learned a lot from Mike, particularly when first starting at the Authority. He also welcomed new board member Jeff Woehrle.

Jon reported that he had spent much of the month of December trying to find a suitable office solution.

Jon stated there has been movement on the Water Quality Management Permit. He has been working with Alex and Kelly from Arro, as well as an environmentalist, to rectify the current violations. Lines have been televised, and the reports are being completed.

Jon noted he has been working with Ed Overberger and John Lushis on the Industrial Park Agreement of Sale. A meeting is scheduled for January 25<sup>th</sup> at 10:00 am.

Jon reported some communication problems with the chiller, which led to some temperature violations.

Jon advised the Authority is now a registered provider with LIHWAP, a program that helps low-income homeowners pay their utilities. Customers will need to contact the County offices for more information.

**BELMONT PLAZA:**

Jon reported Belmont Plaza, a metered account, has gone over their usage allotment. The plaza has gone over twice before, and both times were required to increase their number of EDUs (as per Authority policy). The plaza is under new ownership as of October, 2021. Jon stated it is his opinion the overage is due to higher-than-average usage by tenants in the plaza. He stated the Board may opt to give the new owner an opportunity to remedy the over usage before requiring them to purchase an additional EDU.

A Motion was made by Mr. Woehrle to postpone the enforcement of MPMA policy requiring the purchase of additional EDU until March 10, 2022, if no repairs/remedies are in place by the new owner. The Motion was seconded by Mr. Bohdal and carried unanimously.

Mr. Overberger mentioned the Authority may want to look into establishing a surcharge policy for metered accounts in lieu of requiring the purchase on additional EDU.

**FLOW DATA INDUSTRIES:**

Jon presented past-due invoices from Flow-Data Industries, who were sub-contracted by Enaqua to repair capacitors. The invoices in question are for equipment damaged by Flow Data when they were on site to repair the capacitors. Jon refused to pay the invoices, and had believed the issue to be resolved between Enaqua, and a representative from Flow Data named "Chris". Jon had been advised by the owner of Flow Data months later that the representative he had spoken with was no longer employed, and the issue had not been resolved.

A Motion was made by Mr. Woehrle to pay the invoices totaling \$2,760.00 to Flow Data Industries for labor performed on 4/9/2020 and 5/12/2020. The Motion was seconded by Mr. Bohdal and carried unanimously.

Jon reported PMEDC will be needing daily lab testing in addition to the weekly tests done by Allstate. Jon stated MPMA could perform the daily tests, as the Authority lab does not need to be accredited for daily reporting.

**ENGINEER REPORT:**

Ed reports the proposed generator for the Pine Hill pump station now has a 29-34-week lead-time, which would be a July/August timeframe. Specs have been reviewed and approved, and Ed is waiting on final numbers from the manufacturer.

Ed noted the Industrial Discharge Program needs to be revisited, and put in place prior to the acquisition of the PMIPA facilities. Ed will work with Joh Lushis to get that completed.

A Motion was made by Mr. Woehrle, seconded by Mr. Bohdal, to approve Arro to move forward on preparation of the annual DRBC and Chapter 94 reports. Motion carried unanimously.

Ed stated the WWTP construction project is complete, with all payment applications and closeout documents have been submitted to USDA. Ed reported he will be working with Jon on the required inspection and maintenance of BMPs.

Ed reported he and Jon met with an architect from Acela to discuss options for a permanent office and meeting facility on WWTP property. Jon added a new design could potentially lead to the elimination of the TRE requirement, as well as alleviate parking issues at the WWTP.

A Motion was made by Mr. Bohdal to approve Acela to produce a conceptual plan with cost opinion, not to exceed \$5,000.00. The Motion was seconded by Mr. Woehrle and carried unanimously.

**EXECUTIVE SESSION:**

The Board retired into Executive Session from 8:53 pm to 9:48 pm, with no votes or actions being taken.

**ADJOURN:**

There being no further business to be discussed, the Meeting was adjourned at 9:53 pm.

Respectfully submitted,

Suzan Hanc  
Mount Pocono Municipal Authority