

Mount Pocono Municipal Authority  
Regular Meeting  
March 10, 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, Michael Penn, Executive Director Jon Klotz, Office Accountant Alicia Hensel, Ed Overberger from Arro Engineering, and Solicitor Scott Lipson. Chairman Hensel led the Pledge of Allegiance.

**MINUTES:**

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

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

**CHAIR REPORT:**

**MACROINVERTEBRATE STUDY PROPOSAL:**

Mr. Hensel commented that although several other competitors were contacted, none were interested in completing this study for the Authority. The only proposal received was from Aquatic Resource Consulting.

A Motion was made by Mr. Woehrle to accept the proposal from Aquatic Resource Consulting to conduct a macroinvertebrate study at Forest Hills run in April and October, 2022 at a cost of \$2,400.00 per seasonal study. Motion was seconded by Mr. Bohdal and carried unanimously.

**TREASURER'S REPORT:**

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

**Bills to be Paid.**

A Motion was made by Mr. Bohdal to pay the bills in the total amount of \$68,019.70 as listed in the Treasurer's Report dated 3.10.22. The Motion was seconded by Mr. Penn and carried unanimously.

A Motion was made by Mr. Penn to pay the bills throughout the month of March as listed in the Treasurer's Report in the amount of \$32,724.54. The Motion was seconded by Mr. Woehrle and carried unanimously.

**Transfer of Funds:**

**Depreciation:**

PLGIT Credit Card Account to Capital	\$ 126,500.00
PSBT Credit Card Account to Capital	\$ 100,000.00
Total Depreciation Transfer	\$ 226,500.00

A Motion was made by Mr. Woehrle, seconded by Mr. Bohdal, to approve the transfer of funds for Depreciation in the total amount of \$226,500.00. Motion passed unanimously.

**Loan Payment:**

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

A Motion was made by Mr. Bohdal, seconded by Mr. Woehrle, to approve the transfer of \$72,450.00 to ESSA for the Authority Loan Payment. Motion passed unanimously.

**Payroll:**

Operating to Payroll  
Imprest Balance, Payroll Account: \$ 55,000.00  
Less: \$ (24,182.65)  
Total Payroll Transfer \$ 30,817.35

A Motion was made by Mr. Bohdal to approve the transfer of funds for Payroll in the amount of \$30,817.35. Motion was seconded by Mr. Penn and passed unanimously.

**NBT BANK:**

Office Accountant Alicia Hensel stated she has been exploring Authority banking options, and had a meeting with Executive Director Jon Klotz and representatives from NBT Bank. Ms. Hensel reported NBT offers government accounts, excellent fraud protection, comparable interest rates, and can accommodate the Authority's growing needs. She has some concerns regarding their fees, however she feels the benefits are worth the small costs. She intends to reach out to NBT again regarding the fees to see if there is any room for negotiation. Ms. Hensel will be checking into several other financial institutions to find the best fit for Authority needs.

**CAROL FITZSIMMONS - ACCOUNT 008201-0.**

Solicitor Scott Lipson reported Ms. Fitzsimmons' property is set to go for Sheriff sale in June, 2022. Mr. Lipson will update the Authority of what happens next.

**EXECUTIVE DIRECTOR'S REPORT:**

Jon reported he attended a webinar regarding solar energy. He believes that it may be a viable option to offset energy costs, as the trend appears to be continuing increases. He stated some customers have taken advantage of the LIHWAP program to help catch up their sewer bill and the office has begun receiving payment vouchers. He also explained a new program available through PennVest to help homeowners replace faulty sewer connections. Jon stated the repayment terms are very favorable, and he is looking for the best way to let customers know the program is available.

**COBRA COVERAGE:**

Jon noted there is an Authority employee currently out on Worker's Comp. Due to his inactive status, he is no longer eligible for the employee health insurance coverage, and must obtain COBRA. Jon stated the employee does intend to return to work once he is physically able to.

A Motion was made by Mr. Woehrle to purchase a mini-COBRA plan for the inactive employee for a coverage term of up to 6 months, with cost maximum at the discretion of the Executive Director. This coverage may be extended past

6 months by later Board determination. The Motion was seconded by Bohdal and carried unanimously.

**POTENTIAL ADDITION ON WWTP FACILITY:**

Ed Overberger reported he and Jonathan agreed to meet with an architect to visit the WWTP property to discuss a 2-story addition to the existing building. There is an area of open land that allows for an addition that would meet the Authority's needs. The drawings prepared by that architect did not meet expectations, so Mr. Overberger will reach out to other architects.

**ENGINEER REPORT:**

Ed stated there is still no delivery date for the replacement generator for the Pine Hill pump station. He will speak to Dave Kee regarding a time extension on the project.

Ed commented the Industrial Discharge Program is still in development. Ideally it will be in place prior to the Authority's potential takeover of operations of the PMIDA's pretreatments systems.

Ed reported final review has been completed for Clarius Park's sanitary sewer plans, and they are acceptable. He added the developer's agreement is on its way. Arro recommends the Board Motion to accept the plans.

A Motion was made by Mr. Woehrle to accept Clarius Park's sanitary sewer plans contingent upon receipt of developer's plans. The Motion was seconded by Mr. Bohdal and carried unanimously.

Arro continues work on the Chapter 94 report and Water Quality Management Permit renewal.

Ed was happy to report that the WWTP project is fully complete, and will be removed from the Engineer's agenda.

**M01420-0 REQUEST FOR ABATEMENT OF PENALTY:**

1420 Pocono Blvd LLC has requested of abatement of penalty charges due to late payment. No reason given.  
Request denied.

**BOROUGH BUILDING OFFICE SPACE:**

Jon presented a lease from the Borough for the office space currently rented by the Authority. The new lease lists monthly rent as \$1,000 beginning April, 2022 through December 31, 2022. Lease will terminate on December 31, 2022 with no option for renewal. Jon voiced his unfavorable view of the lease terms. The Board opted to pay the monthly rent for April, 2022, but not sign and accept the lease at this time to allow for further thought and discussion.

**MAY, 2022 MEETING:**

The date of the meeting for May, 2022 will need to be changed from May 12 to either May 9 or 10. Once the date is finalized, it will be advertised in the Pocono Record newspaper.

**ADJOURN:**

There being no further business to be discussed, the Meeting was adjourned at 8:55 pm.

Respectfully submitted,

Suzan Hanc  
Mount Pocono Municipal Authority