

Mount Pocono Municipal Authority
Regular Meeting
May 12, 2023

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 3:00 p.m. The following people were in attendance: Matt Hensel, Jeff Woehrle, Christine Farrugia, and Executive Director Jon Klotz. Ed Overberger from Arro, Solicitor Scott Lipson, Accountant Dean Cable, and Treasurer Karl Davis (arriving at about 7:30 pm) are present via zoom. Chairman Hensel led the Pledge of Allegiance.

MINUTES:

Minutes of the April 13, 2023 regular monthly Authority Meeting were presented.

A Motion was made by Mr. Woehrle, seconded by Ms. Farrugia, to approve the Minutes of the April 13, 2023 meeting as presented. Motion passed unanimously.

TREASURER'S REPORT:

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

Bills to be Paid.

A Motion was made by Mrs. Farrugia to pay the bills in the total amount of \$101,484.08 as listed in the Treasurer's Report. The Motion was seconded by Mr. Woehrle and carried unanimously.

Payroll Transfer:

Operating to Payroll

Total Payroll Transfer	\$ 42,778.18
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A Motion was made by Mr. Woehrle to approve the transfer of funds for Payroll in the amount of \$42,778.18. Motion was seconded by Mrs. Farrugia and carried unanimously.

COLLECTIONS:

Jon noted several liens have been released due to customer payments, and a new batch of liens will be processed in the coming weeks. No changes to the payment plan customers at this time, however, several need to be evaluated. Solicitor Lipson stated that the property at 404 Manorview Ave is being served a writ of execution by the sheriff within the next 60 days.

EXECUTIVE DIRECTOR'S REPORT:

Jon stated some challenges in the potential office relocation to 1355 Pocono Blvd. He noted several security measures would need to be installed, as well as increased monthly expenses due to additional costs such as insurance and maintenance of the building. He also noted that due to the size of the property, there is the potential to rent space to help with overhead costs. The Board was provided with preliminary architectural drawings of how the space could be modified. It was then decided to continue the discussion later in the meeting, after some other matters were tended to.

Change Order 5:

Jon presented CO 5 from D&M Construction to fill in intake louvers at a cost of \$1,054.17. He stated this small modification will save on energy costs.

A Motion was made by Mr. Woehrle to approve Change Order 5 as presented. The Motion was seconded by Mrs. Farrugia and passed unanimously.

Extension of Vacation Time - Richard Gannon:

WWTP employee Richard Gannon is requesting to carry over his few remaining vacation days, as he will need them for upcoming family obligations.

A Motion was made by Mr. Woehrle, seconded by Mrs. Farrugia, to grant Mr. Gannon's request, with time carried over to be used by June 30, 2024. Motion passed unanimously.

Request for Surcharge Abatement Account 000713-0:

Jon presented an email from the owner of 30 Summit Drive. She states there was a leak due to a hot water heater break over April and May 2022. The customer was issued a credit from PA American Water equal to 33,057 gallons, and the MPMA account has been issued a credit per policy. She is asking for an additional abatement in the amount of \$2,554.80, the remainder of the billed surcharge. A receipt for the new water was requested from the customer, but not received yet.

A Motion was made by Mr. Woehrle, seconded by Mrs. Farrugia, to approve the request for abatement. Motion then went to discussion. The Board decided to table a decision on the request until next Meeting.

MPMA BUDGET FOR FY 2023/2024:

Dean Cable presented the Operating budget for fiscal year 2023/2024. He explained that factors such as increased fuel and electricity costs necessitate an increase to Quarterly Residential rates of \$40.00/year. He added that the budget does not include any potential additions to staff.

A Motion was made by Mr. Davis to approve the budget as presented. The Motion was seconded by Mr. Woehrle and passed unanimously.

ENGINEER REPORT:

Ed stated construction has begun on the Pine Hill pump station generator. There is a minor delay due to some PPL conduit damage.

Ed reported no updates are available regarding when Grant funds will be awarded. Applications were submitted several months ago.

1355 POCONO BLVD.:

The Board reviewed the architectural drawings and discussed the potential of purchasing and relocating the MPMA office facility to 1355 Pocono Blvd. Jon commented that if purchased at full asking price, costs would be around \$470,000. That estimate includes required improvements and security features. Ed Overberger added that renting out some of the excess space would help to offset those costs.

A Motion was made by Mr. Woehrle to create a Real Estate Committee to research and explore potential properties for purchase. The committee members will have authorization to discuss pricing on behalf of MPMA, however any

agreements must be codified by Board majority. The Motion was seconded by Mrs. Farrugia and passed unanimously.

Chairman Hensel appointed Mrs. Farrugia and Mr. Woehrle as committee members.

ADJOURN:

There being no further business to be discussed, the Meeting was adjourned at 8:45 pm. The Board then retired into Executive Session with no Motions made afterwards.

Respectfully submitted,

Suzan Hanc
Mount Pocono Municipal Authority