

Mount Pocono Municipal Authority  
Regular Meeting  
April 11<sup>th</sup>, 2024

The monthly Meeting of the Board of Directors of the Mount Pocono Municipal Authority (the "Authority") was called to order by Chairman Jeff Woehrle at 7:02 PM. The following people were in attendance: Chairman Jeff Woehrle, Vice Charman Matthew Hensel, Treasurer Christine Farrugia, Board Member Karl Davis (7:18 PM), Executive Director Jon Klotz, Engineer David Kee from Arro, Accountant Dean Cable, Office Accountant Stephanie Rodgers, and customer Michael Fersner. Solicitor Scott Lipson attended via Zoom. Chairman Woehrle led the Pledge of Allegiance.

MINUTES:

Regular Meeting Minutes:

Minutes of the March 14<sup>th</sup>, 2024 regular monthly Authority Meeting were presented.

A Motion was made by Vice Chairman Matthew Hensel, seconded by Treasurer Christine Farrugia, to approve the Minutes of the March 14<sup>th</sup>, 2024 meeting as presented. The motion passed unanimously 3-0.

CUSTOMER APPEARANCE:

Request for Customer Payment Plan Account No. 006340-0:

A memo and the formal request from the customer for a customer payment plan was presented to the Board. Mr. Fersner explained that he has been in and out of the hospital due to a medical issue. He explained he was on a previous plan, but he could not remember to make the payment on time due to the multiple trips. Ms. Rodgers explained that Administrative Assistant Alexandria Patrick has been in contact with Mr. Fersner and provided all the information that was required for the Board meeting and a customer payment plan, but the office only received a formal request to the Board. The office has not received a 50% down payment at this time. Ms. Rodgers stated the customer has initiated prior customer payment plans at the time of shut off, and multiple plans ended in default. Office staff recommended a payment arrangement rather than a plan, where an arrangement would require monthly payments excluding the removal of fees charged to an account once successfully completed. Mr. Klotz explained that the arrangement could be more flexible compared to the payment plan, as the Authority is bound by policy. Mr. Hensel explained that a down payment would still be required as he has defaulted on prior payment plans and is on the shut off list. A down payment of \$300.00 was negotiated from the original 50% \$542.00. The payment would have to be received before an agreement can be made and the balance will be broken down per month, not exceeding 12 months. Mr. Klotz explained that after the downpayment is made and including future flat rate billings, the agreement would be about \$185.00 per month.

A motion to approve an installment plan for a 12-month period including future billing with a default date of the last day of the month for

account no. 006340-0 once the Authority receives a \$300.00 down payment was made by vice chairman Matthew Hensel. The motion was seconded by Board Member Karl Davis, and the motion passed 4-0.

**ACCOUNTANT'S REPORT:**

Dean Cable presented the first quarter financial statements, period ending March 31<sup>st</sup>, 2024. Mr. Cable stated that the Authority is operating within budget, and there is no major fluctuation in expenditure or revenue.

**TREASURER'S REPORT:**

The Treasurer's Report was presented by Treasurer Christine Farrugia.

**Bills to be paid:**

A motion was made by Vice Chairman Mr. Hensel to pay the bills in the total amount of \$113,567.41 as listed in the Treasurer's Report. The motion was seconded by Board Member Karl Davis, and the motion passed unanimously 4-0.

**Transfer from Operating to Payroll:**

A motion was made by Mr. Davis to transfer \$41,128.90 from Operating to Payroll. The motion was seconded by Mr. Hensel, and the motion passed unanimously 4-0.

**Cedars/B Safe Invoices:**

Invoices from Cedars Business Services and B Safe were presented to the Board. Nothing to discuss.

**COLLECTIONS:**

Executive Director Jon Klotz presented to the Board a customer payment plan list, lien list, shut off list, and sheriff's sale claim for 146 Foxfire Drive Unit 103.

Mr. Klotz stated the Authority currently has 11 payment plans, and 4 have been added from the previous meeting.

Jon Klotz stated that there are 54 active liens.

**Shut Off List:**

The shut off list was presented to the Board. A total of 63 notices were posted, and 9 properties were sent for a disconnect order. Nine accounts were able to get actively shut off. Ms. Rodgers requested the Board for the approval of the filing of 31 liens for those that are unable to have water service terminated in the amount of \$2,332.75.

A motion to approve the filing of 31 liens in the amount of \$2,332.75 was made by Mr. Hensel and seconded by Mr. Davis. The motion passed unanimously 4-0.

Mr. Klotz stated that the previous Sheriff's sale for 75 Fairview Avenue has been successful, and the Authority is awaiting payment. 146 Foxfire Drive Unit 103 will be up for Sheriff's sale on April 25<sup>th</sup>.

**SOLICITOR:**

Nothing to Discuss.

**EXECUTIVE DIRECTOR'S REPORT:**

Jon Klotz presented the solids report for March 2024. There is a large amount of waste and dewatering.

Mr. Klotz presented the SARS Co-V2 report and stated that it is at a low.

The DEP Inspection Report was presented. Violations were noted for exceeding permit temperatures.

Mr. Klotz stated that the Authority received a response only for Polymer from the chemical bid. The bid was accepted. For other chemicals required, Mr. Klotz stated the Authority will use Costars unless the Board would like to put the Chemical Bid out again.

Three quotes for electric pricing were presented to the Board. Mr. Klotz stated that the Authority has accepted the quote from IGS for a 32-month period at a rate of 0.07650 \$/kWh.

Jon Klotz presented a billing report from 2020 to 2024 to show the progression per year and quarter. The Authority has seen an increase in payment received and amount billed due to the billing increase. Mr. Hensel recommended the Authority to include the volume and values of delinquent balances.

**ENGINEER REPORT:**

Mr. Kee presented the Engineer's report.

Planning and design for the WWTP Pumps has begun. The DCED Small System Grant has been awarded and funding the improvements of the pumps.

Lot 103 Brunswicke has provided new plans and are currently being reviewed by ARRO engineers.

Mr. Kee stated that there are two plans for the Solids Handling System. The system will be funded by the DCED H2O grant that has been awarded to the Authority.

All other items are ongoing.

**New Business:**

**Request for Abatement of Late Fees Account No. 000801-0:**

Mr. Klotz presented a memo, envelope, check, customer note, and a track sheet of the customer's actions to the Board. The customer was in contact with the office from February 2024 in reference to a check the office did not receive on time. The office received the payment on February 9<sup>th</sup> and the postmark date was February 7<sup>th</sup>. The customer has made a complaint to the post office and has a claim number.

A motion to approve the abatement of late fees in the amount of \$28.64 for Account No. 000801-0 was made by Mr. Hensel and seconded by Ms. Farrugia. The motion did not pass 1-3. Mr. Davis voted for the motion, and Mr. Woehrle, Mr. Hensel, and Ms. Farrugia voted against the motion.

**Old Business:**

**Board Member Data Protection Policy:**

Mr. Klotz presented the Board Member Data Protection policy to the Board. Personal information of the Board members including personal phone numbers and email addresses will be protected by this policy.

A motion to approve the Board Member Data Protection Policy was made by Mr. Davis and seconded by Ms. Farrugia. The motion passed unanimously 4-0.

Zero Tolerance Policy:

Mr. Klotz presented the Zero Tolerance Policy to the Board. There have been minor changes to the policy, but the principles of the policy remain the same as presented at the prior Board meeting. The policy aims to protect Authority employees from unacceptable and unreasonable behaviors.

A motion to approve the Zero Tolerance Policy was made by Mr. Davis and seconded by M. Farrugia. The motion passed unanimously 4-0.

Office Location:

Mr. Klotz presented a proposed lease agreement from the Mount Pocono Borough. The lease would entail a one-year lease for 3 terms for \$1,200.00 per month. The cost of sewer services for the Borough building, and maintenance garage are to be waived upon the signing of the lease agreement. Restrooms from the recreational parks will not be included. The restrooms will run every day, at all times of the day and year. The restrooms would total one commercial EDU. Either party may terminate the lease agreement upon 6 months' written notice.

A motion to approve and sign the lease agreement proposed by the Mount Pocono Borough pending legal review was made by Mr. Hensel and seconded by Ms. Farrugia. The motion passed unanimously 4-0.

An Executive Session was called at 8:40 PM to discuss legal issues. The Board retired from Executive Session at 8:50 PM.

ADJOURN:

There being no further business to be discussed, the Meeting was adjourned at 8:50 pm.

Respectfully submitted,

Alexandria Patrick  
Mount Pocono Municipal Authority