

Mount Pocono Municipal Authority
Regular Meeting
May 9th, 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 7:00 PM. The following people were in attendance: Chairman Jeff Woehrle, Treasurer Christine Farrugia, Executive Director Jon Klotz, Engineer David Kee from Arro, Accountant Dean Cable, Administrative Assistant Alexandria Patrick, customer Renee Speaks, and customer Demetrius Velazquez. Vice Chairman Matthew Hensel, Solicitor Scott Lipson (8:20 PM), and Katrina O'Brian attended via Zoom. Chairman Woehrle led the Pledge of Allegiance.

MINUTES:

Regular Meeting Minutes:

Minutes of the April 11th, 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 April 11th, 2024, meeting as presented. The motion passed unanimously 3-0.

CUSTOMER APPEARANCE:

Request for Payment Plan Account No. 000267-0:

A memo, formal request, property title, notarized letter, and proposed installment plan were presented to the Board. Ms. Katrina O'Brian spoke on behalf of her father, Arthur O'Brian. Ms. O'Brian explained that the previous owner gifted the property two years ago to Mr. O'Brian, but at that time her father had a medical issue for which he is still in recovery. Due to this issue, the property title has not been changed into her father's name. Ms. O'Brian explained that her and her father only received notices that were posted on the property because the previous owner had received all notices and bills. Ms. O'Brian stated that she and her father became aware of the arrears due to the property being sent to Sheriff's Sale by the Municipal Authority. Mr. and Ms. O'Brian ask the Board for a payment plan to pay the arrears of the account. Executive Director Jon Klotz explained that the office spoke to Solicitor Scott Lipson on the issue of the sheriff's sale and advised that the Authority postpone the sheriff's sale while the installment plan is in motion. If Mr. O'Brian defaults on the plan, the money would be returned to him, and the property would be sent through collections deemed necessary. The plan would be for a 12-month period for \$500.00 per month after a \$1,000.00 downpayment has been received. The plan would need to be renewed after the 12-month period for the remaining arrears. Mr. Klotz stated that the payments would be paid back more than a quarter a month and is comfortable with the terms.

A motion to approve an installment plan for a 12-month period for \$500.00 per month was made by Vice Chairman Matthew Hensel. The motion was seconded by Treasurer Christine Farrugia, and the motion passed 3-0.

Request for Customer Payment Plan Account No. 009127-0:

A memo, formal request, and proposed payment plan were presented to the Board. Executive Director Jon Klotz explained that the plan is being presented to the Board because the terms would be outside of policy. The customer, before the April installment, has paid on time for the previous payment plan and has been in constant contact with office staff. Mr. Velazquez explained that as of March 25th his family had been displaced due to damage to the property that caused the home to be uninhabitable. Mr. Velazquez and Ms. Speaks asked the Board to have the installments of the payment plan to be \$150.00 per month to ensure that both owners could keep up with the plan. Vice Chairman Matthew Hensel asked if the payment plan could extend past the 12-month period in policy. Mr. Klotz explained that if the plan was Board approved, the plan could be longer. A plan for 18-Months at \$150.00 per month had been suggested.

A motion to put account 009127-0 on a customer payment plan for 18 Months was made by Mr. Hensel. The motion was seconded by Ms. Farrugia, and the motion passed unanimously 3-0.

ACCOUNTANT'S REPORT:

Dean Cable presented the Budget for the year ending June 30th, 2025. Mr. Cable explained that there would not be a rate increase for the fiscal year due to costs being stable. The cost for the chemicals have not yet been determined, but as long as the prices are within reason, the Authority could move forward with the presented budget. Mr. Cable stated that the next fiscal year may have the need for an increase in rates depending on the costs of utilities. The balance for the People's Security Money Market has reached \$2 million, therefore the Authority will need to move a sum to a different account to accumulate interest. Executive Director Jonathan Klotz stated that the Authority recently collected a large amount from receivable accounts, which can assist in the payment of utility bills.

A motion to approve the budget for the year ending June 30th, 2025, was made by Ms. Farrugia. The motion was seconded by Mr. Hensel, and the motion passed unanimously 3-0.

TREASURER'S REPORT:

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

Bills to be paid:

A motion was made by Ms. Farrugia to pay the bills in the total amount of \$66,225.84 as listed in the Treasurer's Report. The motion was seconded by Mr. Hensel, and the motion passed unanimously 3-0.

Transfer from People's to ESSA:

A motion was made by Ms. Farrugia to transfer \$72,450.00 from People's to ESSA as listed in the Treasurer's Report. The motion was seconded by Mr. Hensel, and the motion passed unanimously 3-0.

Transfer from Operating to People's Savings:

A motion was made by Ms. Farrugia to transfer \$229,500.00 from Operating to People's Savings as listed in the Treasurer's Report. The motion was seconded by Mr. Hensel, and the motion passed unanimously 3-0.

Transfer from Operating to People's Savings:

Executive Director Jon Klotz explained that a tap-in fee was applied to the incorrect account.

A motion was made by Ms. Farrugia to transfer \$2,300 from Operating to People's Savings as listed in the Treasurer's Report. The motion was seconded by Mr. Hensel, and the motion passed unanimously 3-0.

Transfer from Operating to Payroll:

A motion was made by Ms. Farrugia to transfer \$40,225.85 from Operating to Payroll. The motion was seconded by Mr. Hensel, and the motion passed unanimously 3-0.

Executive Director Jon Klotz stated that the Authority will need to move a sum from the savings into a CD or other type of account to accumulate interest. Mr. Klotz stated that Mr. Woehrle and Mr. Hensel will need to be present to approve an account and the amount of funds to be transferred.

Mr. Klotz presented a packet from Concord Finance to inform the Board members that the Authority has the ability to have a large project and have a bond with Concord. He explained that the Authority currently does not need a bond or have other projects in mind at the moment, but if anything unexpected arises, the Authority will have this information.

COLLECTIONS:

Executive Director Jon Klotz presented to the Board a customer payment plan list, lien list, and shut off list.

Mr. Klotz stated the Authority currently has 5 payment plans, and 6 have been removed from the previous meeting.

Jon Klotz stated that there are 48 active liens.

The shut off list was presented and only 3 accounts remain shut off for this quarter.

Administrative Assistant Alexandria Patrick stated that the previous Sheriff's sale for 146 Foxfire Drive Unit 103 has been successful, and the Authority is awaiting payment.

SOLICITOR:

Nothing to Discuss.

EXECUTIVE DIRECTOR'S REPORT:

Jon Klotz presented the solids report for April 2024. He stated that the plant has been shorthanded, as well as the office, but overall operation is back to normal.

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

Jon Klotz presented articles for the Small Water Grant and H2O Grant received that state how the funds will be used by the Authority.

MuniciBid:

Mr. Klotz presented a sheet with items and reserve prices to put onto MuniciBid. The items are obsolete and have been depreciated. Mr. Klotz explained that the proceeds would go towards a new mower for the WWTP.

A motion to approve the items and reserve prices to be sold on MuniciBid was made by Ms. Farrugia. The motion was seconded by Mr. Hensel, and the motion passed unanimously 3-0.

Three quotes for mowers were presented to the Board. Mr. Klotz stated that the Authority has accepted the quote from Valley Power Equipment. The quote was the cheapest out of the three and satisfies the needs of the plant.

Jon Klotz stated that the Authority will need to hold a short special meeting to announce the awards for the Chemical Bid 2024. The meeting date and time will be announced on the Pocono Record.

Mr. Klotz stated that the office has been receiving calls from customers regarding roads that are not dedicated. On Megargel Lane, there is a manhole that is exposed about three quarters of an inch, which is a hazard. Because the road is not dedicated, the Authority will need to contact the Mount Pocono Borough of how to proceed with the situation.

ENGINEER REPORT:

Mr. Kee presented the Engineer's report.

The Pine Hill Pump Station is rearing near the end of the correction period (July 17th, 2024). Mr. Kee stated that there are no issues with the station.

ARRO met with Mr. Klotz to review the Waste Water Treatment Pumps and the site conditions, as well as discuss the usage and needs. Currently there is pressure testing on the hydrants.

The plans for 103 Brunswicke have been reviewed and a review letter will be forwarded.

Information for the solids handling system was compiled for two pilot studies. The first study will commence on June 1st, and the second study will happen shortly after. There are two different press systems that are being tested to see which will work better with the sludge collected at the WWTP.

Mr. Kee stated that Sheetz submitted preliminary plans, but the plans do not currently have utility plans. The plans submitted are under review. Mr. Klotz stated that the property currently has 5 EDUs, but the Authority will need to wait for completed plans to determine the number of EDUs required for the project.

Mr. Kee stated that plans for 2 Elm Street were received and will be under review.

Individuals reviewing the DRBC monitoring report reached out to ARRO for clarification regarding the permits of the Authority. The MPMA has two permits, the Water Quality Management (WQM) permit and the National Pollutant Discharge Elimination System (NPDES) permit, which are used for the spray field and the effluent discharge system.

All other items are ongoing.

New Business:

Request for Abatement of Overage Account No. 006320-0:

Mr. Klotz presented a memo, formal request, picture of damage, and an invoice to fix the leak for account number 006320-0. The customer had been in contact with the office about the leak. The customer paid the residential amount of \$280.00 prior to the due date. Ms. Patrick stated that the customer has had prior overages that the customer paid for, and that the customer is only looking to abate the amount for the fourth quarter 2023. The customer was advised to pay either the base amount or half of the total bill prior to the due date. Mr. Hensel inquired why the late fees were the responsibility of the Authority. Mr. Klotz explained that the late fees were due to the remainder of the bill that the overage was.

A motion to approve the abatement of overage and late fees in the amount of \$858.75 for Account No. 006320-0 was made by Ms. Farrugia and seconded by Mr. Hensel. The motion passed unanimously 3-0.

Request for Abatement of Late Fees Account No. 000287-0:

Mr. Klotz presented a memo, email thread, bills for 35 and 37 Knob Road, and the post-marked envelope from the customer's mother to the customer. The bills for 35 and 37 Knob were sent to the customer's mother after there was a change to the bill-to in the system for one account, the other was changed because the accounts were unknowingly linked. The owner in the system was the Customer's mother, and once the bill-to was changed, the system defaulted to the owner name and address for the bill-to. The customer reached out to the office stating that both bills were sent to the wrong address, and the Authority notified the new owner of the bill and due date. Mr. Patrick stated that office staff contacted the Prothonotary to confirm the owner of the property and when the property changed hands. The property changed hands in 2022, but the Authority was not notified of the owner update. The customer stated they were unable to pay on time on January 30th because he did not have his check book at the time. Mr. Klotz explained that the bills of the MPMA come out at the same time, and if a customer does not receive the bill after the first week or two, the office should be contacted rather than on the due date. Mr. Woehrle explained that the Authority cannot be expected to know when a property changes hands. Ms. Farrugia stated that other modes of payment were also available at that time for on-time payment.

A motion to abate late fees for account 000287-0 in the amount of \$31.44 was made by Mr. Hensel. The motion was seconded by Ms. Farrugia, and the motion did not pass 0-3.

Request for Abatement of Late Dees Account Nos. 006116-0, 000290-0, and 000295-0:

Mr. Klotz presented a memo and formal request for account numbers 006116-0, 000290-0, and 000295-0. Mr. Klotz explained that the customer came into the office and paid on May 6th. The customer stated that the payment was meant to be mailed prior to the due date but was unfortunately left behind with other mail. The customer had only one delinquency on one account prior to this incident. Mr. Klotz explained that the customer spoke with Ms. Patrick on May 6th stating that the

motion will likely not pass due to the circumstances, but the customer has the right to bring the request to the Board.

A motion to abate late fees in the amount of \$56.64 for account 006116-0, \$28.64 for account 000290-0, and \$140.64 for account 000295-0 was made by Mr. Hensel. The motion was seconded by Ms. Farrugia, and the motion did not pass 0-3.

Old Business:

Drop Box:

Mr. Klotz stated that the drop box had been removed on the first day of March. The office is currently looking at different options to have for customers to drop off their payment. Ms. Farrugia stated that there should be some sort of timestamp, as video recording may also cause an issue. Mr. Klotz stated that the drop box could be set up at the plant with a video camera and have some sort of timestamp for customers to stamp their payments. Ms. Patrick stated that the box could have a disclaimer on the front of the box stating that if it is not time-stamped, the date that the office retrieves the payment would be the date the payment is received, similar to how the original drop box process was. Mr. Klotz states that the plant employees could check the box, or he may check the box prior to arriving at the office.

Executive Session:

An Executive Session was called at 8:33 PM to discuss the Asset Purchase Agreement. The Board retired from Executive Session at 8:45 PM.

ADJOURN:

There being no further business to be discussed, the Meeting was adjourned at 8:45 pm.

Respectfully submitted,

Alexandria Patrick
Mount Pocono Municipal Authority