

Mount Pocono Municipal Authority
Regular Meeting
June 13th, 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 7:01 PM. The following people were in attendance: Chairman Jeff Woehrle, Vice Chairman Matthew Hensel, Treasurer Christine Farrugia, Executive Director Jon Klotz, Accountant Dean Cable, Solicitor Scott Lipson, Engineer David Kee from Arro, Office Accountant Stephanie Rodgers, and Administrative Assistant Alexandria Patrick. Also in attendance, Board Member Karl Davis via Zoom (8:00 PM). Chairman Woehrle led the Pledge of Allegiance.

MINUTES:

Regular Meeting Minutes:

Minutes of the May 9th, 2024, regular monthly Authority Meeting were presented.

A Motion was made by Vice Chairman Matthew Hensel to approve the meeting minutes upon the correction of the Agenda Item from April 11th to May 9th. The motion was seconded by Treasurer Christine Farrugia, and the motion passed unanimously 3-0.

Special Meeting Minutes:

Minutes of the May 23rd, 2024, special meeting for the announcement of the Chemical Bid 2024 awardees

A motion was made by Mr. Hensel, seconded by Ms. Farrugia, to approve the Minutes of May 23rd, 2024, meeting as presented. The motion passed unanimously 3-0.

ACCOUNTANT' S REPORT:

Dean Cable presented the engagement letter from Lawrence, Cable and Company, L.L.P. to perform the audit for the year ended June 30th, 2024, for the Mount Pocono Municipal Authority.

A motion to approve the engagement letter from Lawrence, Cable and Company, L.L.P. to perform the audit for the year ended June 30th, 2024, 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 \$98,971.86 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 \$44,508.90 from Operating to Payroll. The motion was seconded by Mr. Hensel, and the motion passed unanimously 3-0.

COLLECTIONS:

Executive Director Jon Klotz presented to the Board a memo for the collection efforts May 8th to current, a customer payment plan list, and a lien list.

Mr. Klotz stated the Authority has added one new approved plan and has eliminated a few liens. The Authority will be going through another round of collections and the office will be in contact with legal on June 20th about collection efforts. Mr. Klotz also stated that a sheriff's sale has had the deed transfer, and the Authority will receive funds for the property from the sheriff's office.

Mr. Woehrle inquired about an additional Board approved customer payment plan that is not listed in the reports. Mr. Klotz stated that the customer was approved at the May 9th meeting for a customer payment plan upon receiving downpayment, but the customer has not paid the downpayment. The property has sheriff's sale scheduled for August of 2024.

SOLICITOR:

Mr. Lipson explained that collection efforts have been documented in the collections chart and will be discussed with the MPMA office for further collection efforts. In August, the Authority has the potential to receive large delinquent balances due to two properties being put up for sheriff's sale. Mr. Lipson explained that the Authority may own these two properties, or may be outbid at the sale, but the delinquent amounts will be collected. Chemical contracts for the winning bidders have been sent to the awardees and are awaiting signature.

EXECUTIVE DIRECTOR'S REPORT:

Jon Klotz presented the solids report for May 2024. The pilot for the screw press was run, and there were quality runs and some issues. Mr. Klotz stated that 20,000 gallons of sludge was run through the machine, and the cake solids ran about 18%, compared to the Authority's current process of 2%. The polymer was varied through the multiple runs to test to see what solution works best. Vice Chairman Matt Hensel inquired if the Authority would be able to quantify the change similar to a price per gallon. Mr. Klotz stated that over time that would be achievable, and with the current numbers show that the difference would be one (1) hauling truck for the screw press to ten (10) hauling trucks for the dewatering process. Accountant Dean Cable asked if there is a difference in labor. Mr. Klotz explained that it is negligible, as the plant staff will need to record numbers and press a button to start the machine. The attention time will be less, and the system will be in a building rather than open air.

Mr. Klotz presented the SARS Co-V2 report and stated that the report is normal.

Mr. Klotz presented the invoice and study for the Macroinvertebrate study from April of 2024. Legal matters are to be discussed in executive session.

Mr. Klotz presented to the Board the relisted items and sold items sheets on Municibid. Items that did not sell in the initial round of bidding have been relisted. Mr. Klotz stated that the sales totaled to \$3,324.00 and pick-ups are being scheduled.

Generator Maintenance Quotes:

Mr. Klotz presented quotes for the maintenance of the Authority's generators from Modern Group and Mechanical Service Company. A third quote was acquired, but not presented because the cost was higher than the two quotes presented. Mr. Klotz stated that Mechanical Services Company is who the Authority currently has services with. The quote for Modern Group that was received has the price for planned maintenance for \$6,545.00. Mechanical Services Company has two quotes totaling \$8,685.00.

A motion to approve the quote from Modern Group for \$6,545.00 was made by Mr. Hensel and seconded by Ms. Farrugia. The motion passed unanimously 3-0.

Document Management Proposals:

Mr. Klotz presented two quotes for products from Laserfiche for document management. ScanTek and DocFloGo have limited differences. The quote for DocFloGo is \$1,800.00 annually, with the initial cost of \$1,995.00, and an increase percentage was not disclosed. The quote from ScanTek is \$1,950.00 annually with the initial cost of \$3,950.00 and has a 3% increase on licenses each year. Mr. Klotz recommended the ScanTek quote because the office would have additional assistance if there were an issue and there is more cloud base storage. The office is working diligently to digitize all documents currently and retroactively, so that all documents will be easier to locate, share, and protect.

A motion to approve the proposal from ScanTek was made by Mr. Hensel, and seconded by Ms. Farrugia. The motion passed unanimously 3-0.

ENGINEER REPORT:

Engineer David Kee presented the Engineer's report.

The Pine Hill Pump Station correction period ends on July 17. The generator is running smoothly and there are no corrections needed at this time.

Executive Director Jon Klotz received flow tests for the pumps at the Wastewater Treatment plant.

Mr. Klotz stated that the Walmart Driveway Access has had progression, and the Authority will reach out this month to move forward with the project, and ensure the connection is completed properly.

A letter of recommendation of approval from ARRO engineers was sent June 4th for the project on Lot 68 Knob.

Mr. Kee stated that a review letter was sent June 7th for the Sheetz Land Development and plans will need to be resubmitted.

ARRO Engineers received plans for 2 Elm, Hello Tokyo, and Shah's Halal Food on June 14th and will be under review.

All other items are ongoing.

New Business:

Request for Abatement of Overage Account No. 000718-0:

Administrative Assistant Alexandria Patrick presented a memo, formal request, email thread, and proof of payment for account number 000718-0. The customer called the office on April 30 stating they have tried to make a payment for a few days and received an Error 8 message. Ms. Patrick directed the customer through the website for additional payment methods and received a screenshot of the error message to send to the Muni-Link and NCR teams. The office was aware of this issue on April 29 and reached out to both NCR and Muni-Link for assistance. The error was fixed by an update that launched on May 2. The customer contacted the office again on May 2 stating that the same message occurred, and Ms. Patrick emailed the customer direct links to the online payment systems after executive director Jon Klotz spoke with the customer. Payment was received on May 2.

A motion to approve the abatement of late fees in the amount of \$28.64 for Account No. 000718-0 was made by Mr. Hensel and seconded by Ms. Farrugia. The motion passed unanimously 3-0.

Request for Abatement of Late Fees Account No. 000992-0:

Ms. Patrick presented a memo, formal request, and a screenshot of the rejected attempted payment. The customer paid from a closed account on April 30, realized their mistake and attempted to make a payment from another account. When trying to make an additional payment, NCR rejected the payment. Mr. Klotz stated that we received the payment on April 30, but we did not receive notification that the payment was rejected until May 2. The customer was contacted, and a full payment on the account was made on May 15.

A motion to abate late fees for account 000992-0 in the amount of \$28.64 was made by Mr. Hensel and seconded by Ms. Farrugia. The motion passed unanimously 3-0.

Request for Abatement of Late Fees Account No. 005217-0:

Ms. Patrick presented a memo and formal request for account number 005217-0 for the abatement of late fees. The customer contacted the office on June 7 regarding a late letter he received, as he did not receive the first quarter 2024 bill and was not aware of the services on the property. The property was selling in October of 2023 and a sewer certification was submitted for the property. A check was received from the closing company but did not receive information for the new owner. The previous owner called the office on May 23 stating that the property was sold, and Ms. Patrick updated the account according to county records. The bill for the first quarter 2024 was sent to the previous owner due to this. The current owner paid the amount of \$123.20 on June 11.

A motion to abate late fees in the amount of \$15.47 for account 005217-0 was made by made by Mr. Hensel and seconded by Ms. Farrugia. The motion passed unanimously 3-0.

Return of Residential EDU Account No. 005217-0:

Ms. Patrick presented a formal request to return a residential EDU for account number 005217-0 to the Board. The customer was unaware of the services on the property when he purchased the property and stated that he intends to keep the property vacant. Ms. Patrick stated that the customer paid for the account in full and due to the motion for the abatement of late fees, the account currently stands at \$0.00.

A motion to return the residential EDU for account number 005217-0 was made by Mr. Hensel and seconded by Ms. Farrugia. The motion passed unanimously 3-0.

Issue with SGH Account No. M03236-0:

Mr. Klotz explained that in the past few months, there has been a personnel change in the Zoning office and there has been less communication on projects with tenants or rental properties. In some cases, certain properties are up and running and our office does not have a running record of any changes. The Borough and Zoning offices are aware of this issue. Currently SGH account number M03236-0 has 3 restaurants and a hairdresser that is not recorded. The Authority recently received payment and plans for two of the four businesses. Mr. Hensel reiterated that the four businesses that are currently operating or will soon be operating, do not have approval to discharge into the Authority's system. Due to the non-compliance with the MPMA policy, the Authority has the ability to recourse and remove the customer from metered billing and onto flat rate billing. Mr. Klotz explained that the removal from the metered status would double their current bill. The owner, SGH, is responsible for the situation. The contractor for the businesses has come to represent these businesses and the office staff has had issues regarding the submission of plan sets and payment. The Board agreed that SGH be sent a warning letter from the legal team from Norris McLaughlin to correct the issue by submitting plans and payment for each undocumented business.

Motor Vehicle Manhole Incident J. Jones:

Mr. Klotz presented a timeline for an incident from April 18 involving a motor vehicle and a manhole. On April 18, Mr. Jones drove over a manhole that was uncovered on Fairview Avenue and fled the scene. Mr. Jones called the office an hour after the incident to explain that there was damage to his vehicle, and the office explained to have the vehicle inspected by a reputable mechanic and provide all invoices and paperwork associated with the incident. On May 9, the office received an invoice for a rim from Amazon and an invoice to mount the tire from KOST. A check has been approved and sent to Mr. Jones on May 10 that remains uncashed. On May 13, the office received a phone call from Mr. Jones stating that there is additional damage to the vehicle, and the office stated to provide paperwork related to the incident and our legal team will be contacted regarding the issue. There has been no further contact with Mr. Jones. Mr. Hensel stated that Files relating to this incident is to be kept for two years stated by Solicitor Scott Lipson.

Old Business:

Nothing to discuss.

An Executive Session was called at 8:08 pm to discuss legal issues. The Board retired from Executive Session at 9:29 pm.

ADJOURN:

There being no further business to be discussed, the Meeting was adjourned at 9:29 pm.

Respectfully submitted,

Alexandria Patrick
Mount Pocono Municipal Authority