

Mount Pocono Municipal Authority
Regular Meeting
August 17th, 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 7:02 p.m. The following people were in attendance: Matt Hensel, Jeff Woehrle, Christine Farrugia, Executive Director Jon Klotz, and Accountant Dean Cable (via Zoom). Also in attendance Accountant Stephanie Rodgers and Administrative Assistant Alexandria Patrick. Chairman Hensel led the Pledge of Allegiance.

MINUTES:

Regular Meeting Minutes:

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

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

Special Meeting Minutes:

Minutes of the July 31st, 2023 special Authority Meeting were presented.

A motion was made by Mr. Woehrle, seconded by Ms. Farrugia, to approve the Minutes of July 31st, 2023 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 Ms. Farrugia to pay the bills in the total amount of \$131,113.57 as listed in the Treasurer's Report. The Motion was seconded by Mr. Woehrle and carried unanimously.

Transfer from Operating to ESSA Checking:

A motion was made by Mr. Woehrle to transfer from operating to ESSA Checking in the amount of \$144,881.00 as listed in the Treasurer's Report. The motion was seconded by Ms. Farrugia and carried unanimously.

Transfer from People's Credit Card to Investment:

A motion was made by Ms. Farrugia to transfer from People's Credit Card to Investment in the amount of \$75,000.00 as listed in the Treasurer's Report. The motion was seconded by Mr. Woehrle and carried unanimously.

Investment to Operating:

A motion was made by Mr. Woehrle to transfer from Investment to Operating in the amount of \$150,000.00 as listed in the Treasurer's

Report. The motion was seconded by Ms. Farrugia and carried unanimously.

Operating to payroll:

A motion was made by Ms. Farrugia to transfer from Operating to Payroll in the amount of \$20,816.12 as listed in the Treasurer's Report. The motion was seconded by Mr. Woehrle and carried unanimously.

COLLECTIONS:

The lien list and customer payment plans were discussed. Moving forward, the Borough will be provided the list of customers that have active liens once a month.

The shut off list was also discussed. Moving forward, the Borough will be provided a list of customers to be shut off prior to the shut off processing date in case of receiving calls of questions or concern.

Collection efforts will continue at the end of August for 37-day shut off notices.

Solicitor

Executive Director Jon Klotz spoke on behalf of Solicitor Scott Lipson in his absence for the information presented.

The status of the list of accounts to collections are still in process.

Mr. Klotz explained the claim for the Sheriff's Sale on August 31st, 2023 for 21 Sterling Road showed the accurate amount for collection.

The status of the bankruptcy for account 008201-0 is currently still in process.

The status of the bankruptcy for account 006313-0 is pending and the Authority is waiting upon payment from the Trustee.

The status of the bankruptcy for account 006343-0 has been dismissed. Suspended collection has been moved to active status and is in post filing collection payment plan

EXECUTIVE DIRECTOR'S REPORT:

The solids report for June 2023 and July 2023 were presented.

SARS Co-V2 report discussed viruses in wastewater having a slight increase.

Mr. Klotz discussed the potential for a sewer connection for a park for the Parks and Recreation Committee. Further discussion with the board and solicitor Scott Lipson will take place if the Parks and Recreation Committee continues with the project.

The Coolbaugh Township request for proposal operation of the waste water treatment plant was reviewed and briefly discussed. Review from Engineer Ed Overberger and Solicitor Scott Lipson was discussed in order to further understand and explore the Coolbaugh Township proposal.

MPMA Industrial Park Testing Proposal:

Mr. Klotz discussed a proposal for Mount Pocono Municipal Authority to test samples from the Industrial Park. The proposal does not interrupt current procedures, but must be revised.

A motion to authorize the revision of the previous proposal for the Industrial Park for testing was made by Mr. Woehrle. The motion was seconded by Ms. Farrugia and carried unanimously.

Pine Hill Pump Payment Application 2:

Pine Hill Pump payment application 2 had been discussed. The application included an incorrect retainage amount and corrections are to be made by Project Engineer Dave Kee.

A motion to approve payment application 2 upon the correction of retainage by Dave Kee was made by Mr. Woehrle. The motion was seconded by Ms. Farrugia and carried unanimously.

Pine Hill Pump Payment Application 3:

Pine Hill Pump payment application 3 had been discussed. The application included an incorrect retainage amount and corrections are to be made by Project Engineer Dave Kee.

A motion to approve payment application 3 upon the correction of retainage by Dave Kee was made by Ms. Farrugia. The motion was seconded by Mr. Woehrle and carried unanimously.

Mr. Klotz presented an update for current grants for the Authority for Board review. He stated that there is a "Go Green" grant package that was released that may be favorable to the Authority.

There has been no change for the PMIPA Purchase.

ENGINEER REPORT:

Executive Director Jon Klotz spoke on behalf of Engineer Ed Overberger in his absence for the information presented.

The Pine Hill Pump Station required action to approve progress payment. The Board has approved payment for applications 2 and 3 upon the revision of retainage by Project Engineer Dave Kee.

Summit Pointe Lot 57 was discussed briefly by Executive Director Jon Klotz. Information needed is as followed: topography and direction of flow.

Mr. Klotz briefly discussed Knob Road Lot 68. The information that was provided is insufficient, therefore ARRO engineers and the Executive Director are waiting for sufficient information regarding Lot 68.

Mr. Klotz explained, in reference to Water Quality Management permit renewal, that the Authority is waiting for paperwork.

New Business:
Data Breach Policy

The Executive Director presented a Data Breach Policy in respect to the new law passed by the state regarding protecting personal information. The new law now links email and passwords to personal identifiers. The Data Breach Policy presented would be added to our current policy to further protect personal information.

A motion to enact the Breach of Personal Information Notification Policy was made by Mr. Woehrle. The motion was seconded by Ms. Farrugia and carried unanimously.

Request for surcharge Abatement Account# 000362-0

Mr. Klotz presented two emails from the owner of 302 Park Avenue. The office had included a picture of her account balance. The owner stated that she has not been receiving her forwarded mail and had made a claim with USPS. The office has been returned the owners 2023 second quarter bill and has been recorded on the owner's account. The owner paid her bill on August 3rd, 2023 in the amount of \$270.00

A motion was made to waive the interest and penalties of \$27.63 by Mr. Woehrle. The motion was seconded by Ms. Farrugia and carried unanimously to approve the surcharge abatement of \$27.63.

Request for surcharge Abatement Account# 000102-0

Mr. Klotz presented a letter and copy of the sent envelope from the owner of 98 Center Avenue. The owner stated that he had not receive his bill until August 7th, 2023 and has asked for the abatement of late fees.

A motion was made to approve waiving late fee of \$27.63 by Mr. Woehrle. The motion was seconded by Ms. Farrugia. The Board voted 2-1, Chairman Matthew Hensel and Board Member Christine Farrugia voted in favor of waiving the late fees of \$27.63, and Board Member Jeff Woehrle voted against the waiving of late fees. The request has been approved to abate the amount of \$27.63.

Request for Surcharge Abatement Account# 000561-0

Mr. Klotz presented the letter from PA American water and the summary for account number 000561-0 provided by the current owner. The original owner had passed in July 2021 and the account had been in his name until July 2023. The original owner's daughter had called the office and placed the name for the account under her name. The current owner asked for the abatement of all penalties and interest since the father's passing in the amount of \$978.18.

A motion was made to waive penalties and interest in the amount of \$978.18 by Mr. Woehrle. The motion was seconded by Ms. Farrugia. All were apposed and the request was denied.

Request for Standby and Surcharge Abatement Account# 000604-0, 000435-0, 000456-0

Mr. Klotz presented a letter, bills from 6/30/2023 for all accounts, current aerial pictures of the demolished properties 1406 and 1408 Pocono Boulevard, history of past billings from 2013 to 2023, and demolition permits and invoices provided by the owner of all three accounts. All three properties

are uninhabitable due to demolition of the buildings as of July 2018. The owner had three requests. The first request was to approve a standby rate for all three properties. The second request was to make all three accounts retroactive from July 2018 to present if standby was granted. The third request was to make all three accounts retroactive for a shorter timeline if request two was denied.

A brief executive session was called by Matthew Hensel to discuss a legal matter at 8:18pm and concluded at 8:21pm.

A motion was made to switch accounts 000604-0, 000435-0, and 000456-0 to standby due to the inhabitable status by Mr. Woehrle. The motion was seconded by Ms. Farrugia. The board voted 1-2, Chairman Matthew Hensel voted in favor to switch all three accounts to standby status, and Board Members Christine Farrugia and Jeff Woehrle voted against the motion. Because the first request did not pass, all other requests were dismissed.

Suggestion was made to produce a mass e-mailing system to update customers on vital information about their sewer bill and to improve communication between the Authority and customers.

Old Business:

Mr. Klotz presented information regarding solar renewable energy, a data spreadsheet similar to what the Authority is exploring, and a proposed service agreement. Solar renewable energy allows for improvement within the Authority, but needs further review to finalize an agreement and find partnerships regarding the maintenance of the solar field.

Regarding the property purchase, Mr. Woehrle stated that the Authority was still waiting for the appraisal.

ADJOURN:

There being no further business to be discussed, the Meeting was adjourned at 9:10 pm. The Board then retired into Executive Session to discuss contracts with no Motions made afterwards. Executive session concluded at 9:37pm.

Respectfully submitted,

Alexandria Patrick
Mount Pocono Municipal Authority