

Mount Pocono Municipal Authority
Regular Meeting
September 14th, 2023

The monthly Meeting of the Board of Directors of the Mount Pocono Municipal Authority (the "Authority") was called to order by Vice Chairman Jeff Woehrle at 7:13 p.m. The following people were in attendance: Jeff Woehrle, Treasurer Karl Davis, Executive Director Jon Klotz, Ed Overberger from Arro, Solicitor Scott Lipson, and Accountant Dean Cable (present via Zoom). Christine Farrugia arrived at 7:13 pm. Also in attendance, customer Michelle McDowell (7:00 PM to 7:33 PM), Office Accountant Stephanie Rodgers, and Administrative Assistant Alexandria Patrick. Vice chairman Woehrle led the Pledge of Allegiance.

MINUTES:

Regular Meeting Minutes:

Minutes of the August 17th, 2023 regular monthly Authority Meeting were presented.

A Motion was made by Ms. Farrugia, seconded by Mr. Davis, to approve the Minutes of the August 17th, 2023 meeting as presented. Motion passed unanimously.

Solar Meeting Work Session:

Minutes of the September 11th, 2023 solar meeting work session were presented.

A motion was made by Ms. Farrugia, seconded by Mr. Davis, to approve the Minutes of the September 11th, 2023 solar meeting work session as presented. Motion passed unanimously.

CHAIR REPORT:

Executive Director Jon Klotz presented the letter of intent for the solar energy project. Jon explained that the letter of intent puts into writing that Solar Renewable Energy LLC will be responsible for the expenses and the MPMA will not need to negotiate.

A motion was made by Mr. Davis, seconded by Ms. Farrugia, to approve the Letter of Intent for the solar energy project. Motion carried unanimously.

CUSTOMER APPEAL:

Account 000561-0, Michelle McDowell, has made a request to appeal the Board's previous vote from the August 17th, 2023 meeting. Ms. McDowell restated her case, explaining that the passing of her mother, then her father in 2021 has been difficult emotionally and financially. Ms. McDowell asked again for the board to take her situation into account when decided whether or not to waive interest and penalties.

Ms. McDowell has been on a customer payment plan for the past two to three months for the past due balance. Since the time of the customer payment plan, there has been no additional penalties and interest accrued.

A lien is currently placed on the property. Mr. Woehrle explained that if Ms. McDowell has the intent to sell the property, the lien could be taken care of during the closing of the property.

Executive Director Mr. Klotz stated that in the MPMA budget, situations like this are taken into account.

Mr. Woehrle asked about a leak on the property. Mr. Klotz explained that there was a leak and there has been a credit granted by Pennsylvania American Water, but the total leak amount was not accounted for in these funds. Mr. Klotz also explained that Mr. Anderson was a customer in good standing for the entirety that he had owned the account.

A motion was made by Mr. Davis, seconded by Ms. Farrugia, to grant the abatement of penalties and interest in the amount of \$978.18. Motion passed unanimously.

TREASURER'S REPORT:

The Treasurer's Report was presented by Treasurer Karl Davis.

Transfer from Operating to ESSA Checking:

A motion was made by Ms. Farrugia to transfer from Operating to ESSA Checking in the amount of \$148,950.00 as listed in the Treasurer's Report. The motion was seconded by Mr. Davis and the motion carried unanimously.

Transfer from Operating to Payroll:

A motion was made by Mr. Davis to transfer from Operating to Payroll in the amount of \$49,363.21 as listed in the Treasurer's Report. The motion was seconded by Ms. Farrugia and the motion carried unanimously.

Bills to be paid:

A motion was made by Mr. Davis to pay the bills in the total amount of \$233,414.89 as listed in the Treasurer's Report. The motion was seconded by Ms. Farrugia and the motion carried unanimously.

COLLECTIONS:

The customer payment plans and lien list were discussed. There are now 15 customer payment plans in place and there have been 11 lien releases.

Mr. Klotz made to note that later in the meeting there will be a proposed collection policy.

SOLICITOR:

Mr. Klotz presented the status of collections that have previously been handled by Norris-McLaughlin. Two of the accounts that have been notified with the collection efforts have paid their due balances to \$0.00, all others remain delinquent.

Solicitor Scott Lipson explained an account regarding Mr. Swan and Ms. Adams. This property will be taken to sheriff's sale. It was understood that Ms. Adam's came to the office attempted to make payment, yet there has been no further contact. This property is unable to have the water shut off. Because there are two owners, and one is unable to be found, Mr. Lipson stated that "alternative service" must be performed. Alternative service includes filing

with the Monroe County court in order to allow the property to get posted for sheriff's sale.

Executive Director Jon Klotz presented a Sheriff's Sale update for 21 Sterling Road. The property has been sold, but the MPMA office has not yet received a check to pay the balance.

Mr. Lipson presented an update on account 008201-0 regarding the owner's bankruptcy. While the bankruptcy was pending, the MPMA has been unable to collect on this account. The bankruptcy has been dismissed, and the MPMA will move further with collection activities. Office Accountant Stephanie Rodgers stated that since the dismissal of the owner's bankruptcy, the owner has called both the office and the plant, threatening both.

EXECUTIVE DIRECTOR'S REPORT:

The solids report for August 2023 were presented. Mr. Klotz explained that the tanks have been cleaned at the end of August, therefore the solids report for September 2023 will be light. The cleaning of the tank resulted in minimum to no damage on the diffusers and air distribution.

SARS Co-v2 report discussed viruses in wastewater have spiked.

ENGINEER REPORT:

Mr. Overberger explained that the Pine Hill Pump Station is completed and running. Last month a motion was passed to pay the last two payment applications upon correction. Payment applications two and three have been updated as of September 14th, 2023.

Regarding the H2O grant previously applied for, Ed stated that the MPMA may receive information soon.

Mr. Overberger stated that the work on the Walmart driveway sewer access has been halted until the client proceeds.

Regards to Summit Pointe Lot 57, Arro received a development plan and responded with a review letter August 17th, 2023, and currently waiting for applicant update.

Mr. Overberger explained that a second review letter has been submitted August 14th, 2023, and currently waiting for applicant update.

Permits for Water Quality Management (WQM) and NPDES have been submitted, but yet to receive response.

The PennDot Fairview Avenue Culvert Project was discussed. Executive Director Mr. Klotz stated that he had attended a meeting regarding the project. The bore does not disrupt the sewer line and is of safe distance to continue with the project.

Engineer Ed Overberger has stated that he has accepted an early retirement offer from ARRO that will begin at the end of September 2023. He stated that he will be able to assist with the transition.

New Business:

Request for Abatement of Surcharges Account 005091-0:

Mr. Klotz presented an email from the account owner's son and the account activity from 7 Edgewood Road. The owner's son stated that his father, the owner, has passed away June 2023. The owner's son does not live in the area and had recently received forwarded mail. The son received his father's sewer bill September 7th, 2023. The owner's son has paid in the amount of \$270.00 as of September 11th, 2023, and has requested to have the interest, penalty, and postage abated.

A motion was made to waive the interest, penalty, and postage in the amount of \$31.59 by Ms. Farrugia. The motion was seconded by Mr. Woehrle. The board voted 0-3, therefore the motion did not carry.

Request to Add One Additional EDU Account 000033-0:

Mr. Klotz presented an email from the owner requesting an additional residential EDU. The owner has renovated the building from a two unit to a three unit. Zoning alerted the owner that the property will need an additional residential EDU. Mr. Klotz stated that the property will not need a new connection and there will not be use of a pumpstation. He also stated that before continuing with the vote that the MPMA will need the report from Zoning to proceed with the granting of an additional residential EDU.

A motion was made by Mr. Davis to approve the addition of one residential EDU contingent on Zoning review. The motion was seconded by Ms. Farrugia and the motion passed unanimously.

Request for Switch of One Commercial EDI to One Residential EDU Account 000284-0:

Mr. Klotz presented the board with the inspection report of 1 Knob Road completed by Plant Employee Rich Gannon. The owner was willing to pay for the inspection, and the report concludes that the property has changed from one commercial unit and six residential units to seven residential units.

A motion to change from one commercial EDU to one residential EDU for account 000284-0 was made by Ms. Farrugia. The motion was seconded by Mr. Davis and the motion carried unanimously.

Collection Policy:

Schedule of Fees Resolution 09142023:

Mr. Klotz presented proposed resolution no. 0942023 for the schedule of fees in the Policy and Procedures Manual. This document was last revised in 2017, and the language in the previous document does not correctly reflect the procedures of the Authority.

Ms. Farrugia asked why residential and commercial in this document are not defined. Mr. Klotz explained that this is a proposed resolution, and that all definitions will be placed at the beginning of the Policy and Procedure Manual.

Mr. Klotz presented a question from Chairman Matthew Hensel. The question asks about the language "up to extent in law" and how it would impact the responsibility of the Authority for measures such as digging and cutting off connection from the main lateral. Solicitor, Mr. Lipson, explains that any collection activity will be at the customer's expense and the Authority will not be held responsible for damages due to collection.

Mr. Klotz had also clarified that the change of wording from "Tariff Fee" to "Plan Review Fee", but there has been no change other than the name of the fee.

A motion to adopt resolution no. 09142023 into the Policy and Procedures Manual was made by Mr. Davis. The motion was seconded by Ms. Farrugia and the motion passed unanimously.

Collection Policy Resolution 09142023-A:

Mr. Klotz presented proposed resolution 09142023-A for the collection policy in the Policy and Procedures Manual. The resolution is a document that reflects the current procedures followed by the Authority.

A motion to adopt resolution no. 09142023-A into the Policy and Procedures Manual was made by Mr. Davis. The motion was seconded by Ms. Farrugia and the motion passed unanimously.

WWTP Emergency Response Plan:

Mr. Klotz presented the Waste Water Treatment Plant's updated emergency response plan. This plan is required and must be kept updated. This plan explains the responsibilities for plant employees in case of an emergency.

A motion to accept the Waste Water Treatment's updated emergency response plan was made by Mr. Davis, and seconded by Ms. Farrugia. The motion passed unanimously.

MPMA Website Quote:

Mr. Klotz presented a quote from Muni-Link Web Presence for the creation and maintenance of the Authority's website. Initially, the quote was higher than expected in accordance with the budget, but the quote is within \$500.00 of where the budget was proposed to be. The Authority currently uses Muni-Link billing, and using Muni-Link Web Presence will intertwine with billing.

A motion to proceed with Muni-Link Web Presence to create and maintain the Authority's website was made by Mr. Davis, and seconded by Ms. Farrugia. The motion passed unanimously.

Old Business:

An executive session was called by Jeff Woehrle to discuss a property purchase at 8:24PM and concluded at 8:39PM.

Nothing was discussed exiting executive discussion.

ADJOURN:

There being no further business to be discussed, the Meeting was adjourned at 8:40 pm.

Respectfully submitted,

Alexandria Patrick
Mount Pocono Municipal Authority