

Mount Pocono Municipal Authority
Regular Meeting
December 14th, 2023

The monthly Meeting of the Board of Directors of the Mount Pocono Municipal Authority (the "Authority") was called to order by Chairman Matthew Hensel at 7:17 PM. The following people were in attendance: Chairman Matthew Hensel, Vice Chairman Jeff Woehrle, Board Member Christine Farrugia, Executive Director Jon Klotz, David Kee from Arro, Solicitor Scott Lipson, Accountant Dean Cable, and Administrative Assistant Alexandria Patrick. Chairman Hensel led the Pledge of Allegiance.

The Board was in a work session from 7:08PM to discuss the location of the Authority's office. The Board retired from the work session at 7:16PM.

MINUTES:

Regular Meeting Minutes:

Minutes of the November 9th, 2023 regular monthly Authority Meeting were presented.

A Motion was made by Vice Chairman Jeff Woehrle, seconded by Christine Farrugia, to approve the Minutes of the November 9th, 2023 meeting as presented. Motion passed unanimously.

TREASURER'S REPORT:

The Treasurer's Report was presented by Chairman Matthew Hensel.

Bills to be paid:

A motion was made by Ms. Farrugia to pay the bills in the total amount of \$42,279.19 as listed in the Treasurer's Report. The motion was seconded by Mr. Woehrle, and the motion carried unanimously 3-0.

Transfer from Operating to ESSA:

A motion was made by Mr. Woehrle to transfer from Operating to ESSA in the amount of \$72,450.00 as listed in the treasurer's report. The motion was seconded by Ms. Farrugia, and the motion 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 \$300,000.00 as listed in the treasurer's report. The motion was seconded by Mr. Woehrle, and the motion carried unanimously.

Transfer from Operating to Payroll:

A motion was made by Mr. Woehrle to transfer from Operating to Payroll in the amount of \$68,281.18 as listed in the Treasurer's Report. The motion was seconded by Ms. Farrugia, and the motion carried unanimously 3-0.

COLLECTIONS:

Executive Director Jonathan Klotz presented a memo explaining the current payment arrangements, liens, and properties on shut off. There are currently 18 payment arrangements. There are currently 77 active liens, and 10 liens have been released since November 9th to December 13th. A total of 6 accounts have been sent to the legal team for collections.

SOLICITOR:

Executive director Jonathan Klotz stated that he had spoken to a representative from the Pocono Mountain Industrial Park Authority, and the PMIPA has been part of the Mount Pocono Borough and CoolBaugh Township meetings in public session. Amendments that are crucial to the closing are projected to be available and approved before March of 2024. The deed for a single property has stunted the progress on the closing of the PMIPA, but there is a possibility of expediting the process at the PMIPA's expense. The MPMA currently has an agreement with the PMIPA, which will expire December 31st, 2023.

An executive session will be called after Old Business to speak about legal issues regarding the purchase of the PMIPA sewer system.

New Accounts for Collections:

Mr. Lipson presented all accounts that are currently in collections and the status of each. District Justice complaints that have been filed and have a court appearance in January of 2024. Mr. Lipson asked for a vote to authorize moving forward with the six accounts presented.

A motion to authorize the solicitor to move forward with the collections for the accounts listed in the charts in the packet dated 11/22/2023 was made by Ms. Farrugia. The motion was seconded by Mr. Woehrle, and the motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Klotz presented the solids report for November 2023. He explained that because of the cooler weather, the solids are less thick and there is a small decrease in production.

SARS Co-V2 report was presented. There has been a spike, but Mr. Klotz is unsure of what is attributed. Mr. Hensel explained that the report is data collection that is not bound by policy, nor is it a cost to the Authority to receive the data reports. Mr. Klotz reiterated that the Authority will see a change of the report, as the Authority will no longer use Bio-Bot for the report. The Authority will now be using Borough of Laboratories.

Mr. Klotz presented key factors from the inspection reports of spray tanks one and two. He explained that overall, the tanks are working properly and are in good condition. There is some concern with spray tank one where there is spark damage with minor breakage. The damage has been a product of brackets that were not appropriated correctly by design, therefore were moved to the other side of the tank. The appropriate precautions were taken to prevent damage. Mr. Klotz explained that the tanks are not in a state where action is needed immediately. The authority may have the tanks inspected every 3 years at no cost.

The Macroinvertebrate report was presented. Mr. Klotz explained that everything that was observed on-site match the report. The amount of non-tolerant bugs from one station from the other shows a difference, but the amount of biology and taxonomy is staggering. The Authority is 11% below the proposed goal with regarding the index of biotic integrity (IBI), but the Authority is significantly making progress. Mr. Klotz explained that the WWTP had discharged into the stream only five times due to rain events (April 30th, May 30th, July 14th, July 15th, and September 27th).

Mr. Klotz explained that he will be applying to the AWWA, which will need one training day, and may make his conference schedule abnormal. The AWWA will allow Mr. Klotz to lean innovative and proactive leadership tactics.

ENGINEER REPORT:

Mr. Kee presented the Engineer's report.

Knob Road Lot 68:

Mr. Kee explained the plans have been reviewed and notified for resubmission of plans.

All other items need no action and are ongoing.

Executive director Jonathan Klotz explained that the Authority has received several inquiries about public sewer access for Knob Road. Mr. Klotz explained that though it is a far distance, sewer capabilities are achievable. Notification will be sent to the Mount Pocono Borough regarding these inquiries. There may be possibility of on-lot septic tanks, but the possibility will need to be confirmed by the Mount Pocono SEO.

New Business:

Request to Reinstate Meter Billing Account 000080-0:

Mr. Klotz presented the request and plumbing invoice for the owner of account 000080-0. The property for account 000080-0 has had a water meter that has not been working for three of the four quarters for 2023. Letters and documentation have been sent to the property owner informing that metered billing status will be discontinued if the water meter remains broken. The property owner has given the Authority an official request stating that they had a plumber fix the water meter in March of 2023, but there had been an issue with the wiring that went unnoticed. As of now, the owner claims the water meter has been fixed and properly working. Mr. Klotz explained to the Board that because the customer has been removed from the meter billing status, the Board will need to decide whether or not to reinstate the meter billing status. Mr. Klotz also explained that the Authority has not received a calibration report for the water meter as of yet, but the meter has been checked by the Authority. The property owner, if not reinstated to a metered status, will need to have each unit inspected to ensure the correct number of EDUs.

A motion to reinstate account 000080-0 to metered status was made by Mr. Woehrle, and seconded by Ms. Farrugia. Upon further review of the request explained above, the Board the motion has been amended as follows:

A motion to reinstate account 000080-0 to metered status pending the on the executive director receiving and satisfaction of calibration

reports was made by Mr. Woehrle. The motion was seconded by Ms. Farrugia, and the motion passed unanimously.

Request for Abatement of Late Fees Account 006336-0:

Mr. Klotz presented to the Board the request and transaction history of account 006336-0. The property owner has stated they did not receive their bill for three quarters, due to the billing address having been incorrect. The owner has had the property since 2018 and had the property refinanced in 2022. During this time the bill to had been changed to either match the county. Mr. Klotz explained that the customer had been consistent with payments prior to the incorrect bill to address. Office administrative assistant Ms. Patrick explained that the customer has asked for late fees to be abated for three quarters, but the customer had paid for the First Quarter 2023 in May.

A motion to approve the abatement request for account 006336-0 in the amount of \$174.47 was made by Mr. Woehrle, and seconded by Ms. Farrugia. The motion did not pass with a vote of 0-3.

Meter Billing Service Account M01444-0:

Mr. Klotz explained that account M01444-0 had been notified for three quarters that an additional tap-in fee is required for the property. The property has a total of 9 units and will need an EDU for each. The owner is currently paying for 8 EDUs. Mr. Klotz explained that the Authority had sent a bill for the \$2,300.00 tap-in fee, but is yet to receive payment. If there is no action, zoning will inspect the property to confirm the correct number of EDUs needed for the property. If the Board chooses to reinstate account M01444-0 as a metered account, the Authority will require the payment of \$2,300.00

A motion to reinstate the meter billing service for account M01444-0 if payment of \$2,300.00 for the tap-in fee is received was made by Ms. Farrugia, and seconded by Mr. Woehrle. The motion passed unanimously.

Proposed Liability, Business Insurance, Medical, and Worker's Compensation Package:

Mr. Klotz presented an insurance package for liability, business, and worker's compensation. With this inquiry, the Authority also received feedback in regard to our website (mpma-pa.org), and the office is currently working on the website. The insurance package has a small uptake due to inflation; the Authority's truck has been added to the package, and the worker's compensation policy is the same.

A motion to approve the insurance quote in the amount of \$78,493.00 was made by Mr. Woehrle. The motion was seconded by Ms. Farrugia, and the motion passed unanimously.

Mr. Klotz presented a medical insurance package. If approval of the plan, the Authority will switch from the Grandmother plan to an age appropriated plan. The Authority will have a savings of about \$68,000.00 per year.

A motion to approve the medical insurance plan option #4, with a premium of \$152,039.04 was made by Ms. Farrugia. The motion was seconded by Mr. Woehrle, and the motion passed unanimously.

Old Business:

The Authority has agreed to send a formal letter to the Mount Pocono Borough to inform that the Authority intends to stay at the current location, and to find an agreement that will work for both parties.

PMIPA:

An Executive Session was called at 8:26 PM to discuss legal issues with the purchase of the Pocono Mountain Industrial Park Authority. The Board retired from Executive Session at 8:39 PM

A motion to have a meeting Wednesday December 27th at 7:00PM via Zoom to further discuss the purchase of the PMIPA and the agreement deadline of December 31st, 2023 was made by Mr. Woehrle. The motion was seconded by Ms. Farrugia. The motion failed, Ms. Farrugia voted to have the meeting, Mr. Woehrle and Mr. Hensel voted against the motion (Vote 1-2).

Mr. Hensel stated that in the January Board meeting the Board will be reorganized. He plans to step down from the Chairman position due to personal endeavors. Mr. Hensel will continue to participate as a Board member, and has recommended Mr. Woehrle as the Chairman.

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