**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**January 14, 2021**

Being a quorum present, the regular monthly meeting was called to order by Authority Chairman Steve Morrison at 7:00 PM in the Tidioute Borough Office located at 129 Main Street. Those in attendance were:

Chairman Steve Morrison Vice Chairman Jeremy Nicholson

David Paulmier Irene Gorman

Albert Colbert Crystal Heenan, Office Manager

Frank Buccardo, Maintenance Supervisor Tim Carll, Operator

Guests: Council President Henry O. Brown, Foresters Jeff and Rob Arnold of Arnold and Associates.

**Timber Bid Opening:**

 **Bidder:** **Bid**

 Green Ridge Forest Products $28266.00

\*Northwest Hardwoods $55.728.00

 Network Forest Products $42,490.00

 Johnson Logging $32,200.00

 Slaughter Run Resources $42,350.00

Forester Rob Arnold told the board that the highest bid of $55,728.00 received from Northwest Hardwoods was a good bid and unexpected. He further stated they are a good company of which we have previously worked with and recommended the board accept their bid. A motion was made by Dave Paulmier, seconded by Jeremy Nicholson, and passed unanimously accepting the bid received from northwest Hardwoods. Forester Rob Arnold updated the board on the progress of the previous timber sale held in November of 2020. He told members that Network Forest products, who bought our previous sale have completed the cut and are now making repairs to the road due damage caused by mild winter conditions. Mr. Arnold also asked if the board would like to continue with the scheduled 2021 timber bid and sale as scheduled or count this bid opening held tonight as the 2021 sale. Office Manager Crystal Heenan explained that the board previously asked for and approved an additional timber sale and therefore answered that the annual sale for 2021 should take place later in the year as planned. There were no objections.

**Public Comment:** None

**Minutes:** Albert Colbert moved to approve the minutes of the previous meeting as presented, second by Jeremy Nicholson, motion carried with all in favor.

**Engineer:** Jeff Holcomb was not present due to concerns with COVID-19. He sent a monthly report via an email with his phone number in case question arose.

**Maintenance Report:** Maintenance Supervisor Frank Buccardo read his report and a copy was given to each member. Water and Sewer Operator Tim Carll also read a written report and supplied each member with a copy. Topics of discussion and questions were as follows:

* Permission was given to purchase a laptop computer for the water plant making it possible for the maintenance employees to send required information directly to DEP. A purchase order was signed by Chairman Steve Morrison approving the $377.99 purchase.
* Supervisor Frank Buccardo reported some of the new meters to be installed are not working. Therefore, he contacted Jim of L/B Water who found they are still under warranty with an expiration of 2034. L/B Water will replace the ones that are not functioning properly. L/B Water also suggested warming the meters before installing them. Sensus is going to call the office to set up a time when they can review our computer and handheld to ensure it is up to date and working properly. This is because the maintenance department employees have had some trouble while reading meters and are trying to eliminate any issues.
* Steve Morrison asked Maintenance Supervisor Frank Buccardo if a meter had been installed at the residence of Mr. Charles Brandt as directed during last month’s meeting and was told it had not. Mr. Buccardo stated that Mr. Brandt threatened him the last time he was on his property. Office Manager Crystal Heenan reported that on the day of the incident she spoke on the phone with Mr. Brandt several times who called the office to complain that he did not have water. Even though Mr. Brandt is not a customer of the Authority and does not pay for water service he insisted Supervisor Buccardo fix his problem and provide him with water immediately. Office Manager Heenan than explained to Mr. Brandt that a meter will have to be installed and an application for service as a new customer completed after which Mr. Brandt will be billed accordingly otherwise his service will be terminated. She is currently writing a letter outlining the conditions stated above in further detail and giving Mr. Brandt a choice of service or termination.
* The matter of overtime pay was again discussed as members of the board explained to employees that they would like to offer them a day off with pay in lieu of overtime pay for performing weekend chore duty. Currently maintenance employee rotate weekend chores and work three hours per day earning six hours of overtime pay per weekend. They explained the employee who performs the weekend chores would earn six hours of pay but then be permitted to take eight hours off the following Friday and still receive a full 80 hours of straight pay. Currently employees are not paid overtime unless forty hours have been worked which does not include time off such as sick, vacation, and personal time. Paid holidays were also discussed and determined to be earned and therefore all agreed that overtime will be paid on holidays. Office Manager Heenan suggested this be approved by Council, written as a policy, and included in the employee handbook as she also reported our Certified Public Accountant suggested the employees sign something if acted upon, but he did not recommend doing so. After a lengthy discussion regarding time sheets and hours worked vs. hours off, she was told this is just a schedule change with no policy change needed and a motion was made by David Paulmier permitting both maintenance employees and operator Tim Carll to rotate the weekend chores and permitting whoever works the weekend to take the following Friday off with eight hours pay as stated above. The motion was seconded by Irene Gorman and passed with all in favor.

*Note: Office Manager Crystal Heenan will bring this matter before Tidioute Borough Council seeking their approval and agreement. As outlined in an agreement between the Borough and the Authority, all employees are shared and work for both entities with the Borough listed as the employer.*

**New and Old Business:**

* **Resolution #1** granting permission to apply for a Pennvest loan was approved by a motion made by Albert Colbert, seconded by Jeremy Nicholson, and passed with all in favor.
* A motion was made approving and granting permission to Chairman Steve Morrison to sign a letter of responsibility in connection with the Pennvest loan. The motion was made by David Paulmier, seconded by Jeremy Nicholson and passed unanimously.
* A motion was made by David Paulmier, seconded by Jeremy Nicholson, and passed unanimously to sign the letter of representation from May and Company continuing our working relationship with them as our certified public accountants through 2021.
* Jeremy Nicholson made a motion to accept and sign two proposed contract agreements received from Andrea Stapleford contracting her as our solicitor for the Pennvest loan application and improvement projects outlined in the application. The motion was seconded by Irene Gorman and passed with all in favor.
* Members of the board discussed a water leak issue at the private residence of Mrs. Debbie Moore who requested the Borough maintenance employees fix the leak. Maintenance Supervisor Frank Buccardo reported the leak has been determined to be beyond the curb stop and therefore her line and her responsibility. All agreed. Office Manager Crystal Heenan will let her know the decision.
* Members again discussed a camping trailer that is currently connected to both water and sewer but not being billed a base fee for a second dwelling because the owner objects. After a brief discussion, all members agreed to start charging him a second base fee for the recreation vehicle as the trailer has a kitchen and therefore is considered a dwelling under the Rules and Regulation Handbook of the Authority.
* Office Manager Crystal Heenan reported Mr. Jeremy Nicholson was appointed to another term as a member of the Authority by Tidioute Borough Council at their January 2021 meeting. Mr. Nicholson’s term is now from 2021-2026.

David Paulmier moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by Jeremy Nicholson and passed with all in favor. Members reviewed the delinquent public utility customer list. A motion to adjourn was made by Irene Gorman, seconded by David Paulmier, and passed with all in favor. Meeting was adjourned at 8:50 pm.

Respectfully submitted:

Crystal Heenan, Office Manager

*Approved: February 11, 2021*