**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**FEBRUARY 11, 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 Albert Colbert

Crystal Heenan, Office Manager Tim Carll, Operator

Frank Buccardo, Maintenance Supervisor

**Public Comment:** None

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

**Maintenance & Operators Reports:** Maintenance Supervisor Frank Buccardo and Operator Tim Carll each read his report and supplied each member with a copy. Topics of discussion and questions were as follows:

* Supervisor Frank Buccardo reported that bay #4 at the water filtration plant has been shut down completely by order of DEP due to the low level of sand. David Paulmier noted that DEP stated during a recent skype meeting that bay #4 only has 8 inches of sand when it should have 36 inches. He asked Maintenance Supervisor Frank Buccardo if DEP had to tell us that the sand was low. Mr. Buccardo answered no, stating that DEP did not tell us we told them. He explained that we monitor the bays recording the levels of sand in each bay. He also stated that his plan was to shut bay #4 down at the end of February due to the low levels but complied with the request. Chairman Steve Morrison suggested the Authority try to set aside money each year for the purchase and replenishment of sand since it is so costly. This could be done during planning of the Authority’s annual budget. Adding a line item to the bill entitled “Plant upgrades” and charging each customer a set fee for the improvements needed was also suggested and discussed.
* Operator Tim Carll reported working on the obtaining cost estimates for sand. He will check to see if we can purchase sand through the “costars program” which would alleviate the need to obtain quotes or bids as the state program has already done so and thereby is the benefit of being a member of costars.
* Mr. Carll also priced the cost of sampling for TOC’s (Total organic compounds) as recommended by DEP. This would require a monthly sample from each of the four bays with a cost of $46.30 per sample totaling $185.25 per month. This will not be implemented until the sand has been replenished in all bays.
* A sump pump failure at the sewer plant lift station caused severe flooding which led to more damage. Two pumps and a control panel were destroyed. An insurance claim has been filed as an electrical failure or brown out is thought to be the initial cause. The claim is currently being investigated by the insurance company with a $1,000.00 deductible due if the damage is found to be a covered accident.
* Mr. Tim Carll informed members of the board that a floating alarm system will be implemented with the new replacement equipment installation and recommended a fence be installed around the lift station. These improvement were approved via a motion made by David Paulmier, second from Jeremy Nicholson and passed unanimously.
* Board members approved Mr. Carll researching and going with the best price found for sand, hiring a vacuum truck, and the hiring of temporary help during the sand replacement process. If needed, temporary employees will be hired at a rate of $12.00 per hour and be covered under our worker’s compensation insurance. This was done by a motion made by David Paulmier, seconded by Jeremy Nicholson, and passed unanimously.

**Engineer:** Jeff Holcomb was not present due to concerns with COVID-19. He sent a monthly report via email which included his phone number in case question arose. Members of the board discussed the Pennvest loan application and missed deadline. The application deadline for this round was February 3rd. Mr. Holcomb indicated in an earlier email, that the deadline was missed due to not receiving the necessary permits from DEP that are required to be included with the application. During a recent Skype meeting held with DEP the holdup of permits was identified as being that DEP did not approve the chlorine contact time project and therefore will not issue the required permits until modifications are made. Chairman Steve Morrison placed a telephone call to Mr. Holcomb who was then put on speaker so that a round table discussion could be held. Mr. Holcomb confirmed that the permits were not issued by DEP because of project modifications needed. When asked what modifications are required Mr. Holcomb stated he is waiting on a deficiency letter from DEP which will outline the required changes. Since he is not in receipt of that letter he cannot say at this time, what they are nor how much they will cost. Members of the board asked the engineer if he will be able to meet the next Pennvest deadline in three months and were told that without knowing the required changes there is no way of knowing the timeline to complete them. Mr. Holcomb agreed to attend the next Authority meeting after board members requested him to do so. Board members requested and all agreed to have chairman Steve Morrison call the head of E&M Engineering to discuss our concerns with their performance and representation of the Authority. Such as misguided projects, designs, and missed deadlines.

**New and Old Business:**

* Mr. Byron Baker a water customer requested a reduction in his most recent bill due to a leak. Mr. Baker has a fire hydrant on his property which was turned on or leaked causing a large amount of water to be lost. This high usage resulted in a high bill. Members of the board all agreed that no reduction would be given citing that the water was treated and “used”.
* A new public utility customer requested permission to have their water meter installed under their new manufactured home rather than in a pit. The request was denied. Supervisor Frank Buccardo requires direct access to the meter. Members of the board agreed.
* A water line complaint and possible leak from resident Candance Fain resulted in Supervisor Frank Buccardo agreeing to investigate further.

Jeremy Nicholson moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by David Paulmier and passed with all in favor. Members reviewed the delinquent public utility customer list. A motion to adjourn was made by David Paulmier, seconded by Steve Morrison, and passed with all in favor. Meeting was adjourned at 9:06 pm.

Respectfully submitted:

Crystal Heenan, Office Manager

*Approved: March 11, 2021*