**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**March 11, 2021**

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

**Chairman Steve Morrison David Paulmier Albert Colbert Jeremy Nicholson**

**Jeff Holcomb, Engineer Frank Buccardo, Maintenance Supervisor**

**Tim Carll, Operator**

**Karrah Redick, Office Clerk**

**Guests: None**

**Public Comment:** None

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

**Maintenance Report:** A written report was given to each member from Maintenance Supervisor Frank Buccardo. The maintenance department is getting the tractors and equipment ready for Spring. They also removed the Holiday banners around the Borough and replaced them with the Tidioute banners. Mr. Buccardo also attempted to contact Heather Wilcox, district manager of the Warren County Conservation, about applying for a grant to fix low volume roads. He has not heard back from her yet. The sand in Bay 4 at the water plant has been cleaned out and is ready for new sand to replace it.

**Engineer:** Jeff Holcomb explained that he is currently trying to get a Letter of Prejudice approved by those in PennVest. This letter will allow the Authority to purchase sand for the remaining three Bays that need replaced before they receive the PennVest loan and still be reimbursed. The Authority and Frank stated that they need the sand in Bay 4 replaced now and cannot wait for the letter. They will be able to wait for the letter on the remaining two Bays. Jeff said he would check on the status of the letter and to see if it would still cover the costs of Bay 4 or exclude Bay 4 if need be.

Bids for Filter Sand Supply and Delivery were received and opened. Only one company placed a bid. E & W Equipment Co. placed a bid for $89,556 for all three Bays. The Authority agreed to accept the bid if the type of sand and specs are correct. Tim will contact the company to find out if everything is correct. The proposal package stated that the job will be done over 18 months.

Dave Paulmier made a motion to purchase sand from E & W Equipment for their bid, if the specs are accurate, for all three remaining bays at the water plant as soon as possible. Albert seconded it and passed with all in favor.

The engineer said that he was not able to meet the deadline for Pennvest in February 2021 because there are seven modifications that need to be met with the Water Plant project before DEP can approve the permits. One issue is that they require that the chlorine contact tank be a 3-log. The original design was for a 1-log chlorine contact tank. The Consent Order and Agreement calls for a 1-log design. After a lengthy discussion, they all agreed to have the engineer design a 3-log design because it should still satisfy the Consent Order and Agreement. Dave told the engineer that once the design is complete and sent to DEP for approval, Jeff needs to continuously check the status as this is an urgent matter. Dave also asked Jeff to check with the Authority often to let them know the status so that the Authority can also push DEP to approve the permits. Dave also suggested that the office staff get a hold of the state representatives to ask for help in expediting DEP along to approve the permits needed to apply for PennVest. Jeff reported that the Elm Street project to replace the water line on Elm St is all set and approved.

**Operator Report:** Tim Carll reported that the pumps that were broken at the sewer plant will be replaced once the insurance claim is approved. Tim has been working on the Consent Order. They have been continuing to update the Standard Operating Manual at the Water Plant to appease DEP.

**New and Old Business:**

* Charles Brandt is now receiving a bill for his water service. The maintenance department will be installing the meter once the weather is more favorable.

Jeremy Nicholson moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by Albert Colbert and passed with all in favor. Members reviewed the delinquent public utility customer list.

The Authority held an executive session. Issues involving the engineer and application for the PennVest loan were discussed in length.

A motion to adjourn was made by Jeremy Nicholson, seconded by Dave Paulmier, and passed with all in favor. Meeting was adjourned at 8:40 pm.

Respectfully submitted:

Karrah Redick, Office Clerk

*Approved: April 8, 2021*