**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**MAY 13, 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 Jeremy Nicholson**

**Albert Colbert David Paulmier**

**Ryan R, Engineer Crystal Heenan, Office Manager**

**Frank Buccardo, Maintenance Supervisor Tim Carll, Operator**

**Guests: None**

**Public Comment:** None

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

**Maintenance Report:** A written report was given to each member from Maintenance Supervisor Frank Buccardo which he read aloud. Supervisor Buccardo asked permission to purchase two meter pits and four curb boxes to have on hand for installation of new services. Currently there are none in stock. Permission was granted via a motion made by Dave Paulmier, second from Jermery Nicholson and passed unanimously. Dave Paulmier asked when the hydrant previously purchased was going to be installed on upper Main Street and was told within a week.

**Operator Report:** Tim Carll reported bay #4 has been cleaned out and completely refilled with new sand. The delinquent customer list was discussed at length with shut offs allowed to resume as of March 31st after previous covid 19 restrictions imposed by the Public Utility Commission. Board members all agreed and instructed Office Manager Crystal Heenan to shut off delinquent services immediately according to Authority rules and regulations. Board member Dave Paulmier asked Operator Tim Carll about the recent fine imposed by DEP for a violation of the Consent Order and Agreement (CO&A). The $1500 dollar fine was a penalty for a missed deadline as outlined in the agreement. Specifically for the delinquent O&M Manual which was not turned in by the deadline per the agreement. Dave Paulmier asked if the O&M Manual is now complete and was told no by Operator Tim Carll. Chairman Steve Morrison explained that we are part to blame for the penalty as we hired Tim at forty hours per week with no overtime while still making him responsible for all the extra work which comes with the Consent Order and Agreement. Dave Paulmier asked why so many letters have been sent to customers in recent months regarding our water and reporting high levels of HAA5’s and why the last one had to be completed and mailed within hours’ notice. Mr. Carll said he is to blame for that as he was trying to comply with DEP demands. He further explained a miscalculation caused a “second replacement letter” to be sent. He noted one more letter will go out at the end of June and be mailed with the customers’ bills. Mr. Carll also reported bay #3 will be the next bay to have a full sand replacement but only after bays 1 & 2 are fully back online.

RAM Industries is handling the insurance claim damage and repairs at the sewer plant. They have said that the replacement pumps have been ordered but will take up to eight weeks to arrive. Mr. Carll stated a daily check list has been implemented at the plant as previously discussed and the digesters were recently pumped out.

The property owner of 25 Campbell Hill Road recently questioned weather their property is connected to our sewer and complained that they have been charged for sewer service for years. Mr. Carll said that he and the maintenance guys plan to run a die test to determine their connection.

**Engineer:** Ryan Reitz shared the good news that just today. DEP finally issued the long awaited permit which was needed to complete the Pennvest application. Ken Anderson of Pennvest allowed us to submit our application on May 4th without the permit however, a routine letter of deficiency was issued. Ryan has now submitted a correction and request to correct letter on our behalf. Grant money is being sought through Pennvest for the Elm Street waterline portion of the application as Pennvest recently informed us that funds were available to address lead waterlines. Some adjustments were made to the application so that the Elm Street waterline project may be considered for grant funds prior to the submission. The application was split into two, one application for grant funding with the Elm Street waterline project, and the other application for the remaining projects to be considered for a Pennvest loan.

**New and Old Business:**

* Notice was received of a well being drilled.
* The lease agreement with Robert Holler was briefly discussed. Office Manager Crystal Heenan will look into the agreement.

Albert Colbert moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by Dave Paulmier and passed with all in favor. Members reviewed the delinquent public utility customer list. A motion to adjourn was made by Dave Paulmier, seconded by Jermey Nicholson, and passed with all in favor. Meeting was adjourned at 8:20 pm.

Respectfully submitted:

Crystal Heenan, Office Manager

*Approved: June 10, 2021*