**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**JUNE 10, 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**

**David Paulmier Irene Gorman**

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

**Frank Buccardo, Maintenance Supervisor**

**Guests: None**

**Public Comment:** Resident Michelle Campisano of 9 Sheridan Street reported an ongoing sewer problem at her residence stating that her sewage is not properly draining and has flooded her bathroom several times over the last five years. As a result, recently her bathroom was flooded and destroyed yet again. She also had to employ the services of Roter Rooter and snake the line removing several roots and discovering a broken clay pipe. Mrs. Campisano has notified her homeowner insurance company but before repairs can be made, a determination of where the problem lies is needed. If the problem is determined to be in the main sewer line, then the Authority is financially responsible however, if the problem is found in any of the connecting lines which belong to her as the property owner, then she is financially responsible. Supervisor Frank Buccardo explained that he has checked the lines and believes the problem to be the property owners as the main line is fine with no clogs and no other neighbors having trouble but without being able to see the lines, he cannot be sure. After a round table discussion, the Authority gave Supervisor Frank Buccardo permission to hire a service to run a camera in the lines to make the determination. This was done via a motion made by Dave Paulmier, second from Steve Morrison and passed with all in favor. Mrs. Campisano asked about a sewer service for her garage stating that she currently has water service which is connected to her house but would like to one day install bathroom facilities. Supervisor Frank Buccardo told her the easiest connection would be to connect to the main line along Sheridan Street. Board member David Paulmier suggested a dye test be conducted at the home of Mrs. Campisano and that of her neighbor located on Kinner Street directly above her residence. This would be a more cost effective way to determine the location of each residences’ sewer line. All board members agreed as did Supervisor Buccardo who said he would conduct the dye test tomorrow morning. Supervisor Frank Buccardo asked engineer Ryan Reitz look for any maps of the sewer line infrastructure his firm may have. Ryan agreed to do so.

**Minutes:** Dave 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. A recent letter received from DEP indicated there are three overdue items steaming from the Consent Order and Agreement between the Authority and DEP.

**Engineer:** Ryan Reitz provided a written report and told members of the board that things have slowed down since the Pennvest application was completed and submitted. Since grant funds are now being sought for the Elm Street waterline project this is now separate from the Pennvest loan application and therefore are going to be treated as two projects and applications. Although both are through Pennvest, the grant funds to address lead is federal grant money while the other project at the water filtration plant is a loan and state funds.

**New and Old Business:**

* After advertising the wastewater operator position and collecting application only one candidate is qualified with an operator’s license. Members of the board agreed to interview him even though Tim Carll is staying on as part time. Office Manager Crystal Heenan was asked to set up the interview between the candidate and members of the personnel committee.
* The current policy as written in the Personnel Policy and Employee Handbook regarding the $1.00 per hour increase received by any employee who obtains his or her operator’s license was discussed. Per the current policy, a one dollar increase is given to any employee for each license obtained, either water or wastewater. Members want the policy to be revised to include that the license must also be recognized by the Department of Environmental Protection (DEP) before the increase in pay is given. The motion was made by Dave Paulmier, seconded by Jeremy Nicholson, and passed with all in favor.
* Dave Paulmier discussed the decision by Council to hire a part time temporary employee for the summer season to cut grass in the maintenance department stating that the Borough should pay 100% of the wages instead of the agreed upon 80% by the Authority, 20% Borough. Office Manager Crystal Heenan said this will have to be agreed upon by Council and therefore stated she will put the matter on the agenda for Council’s next meeting in July.
* Dave Paulmier indicated that the Borough owns equipment which allows you to bore under the road for installation of water lines. Therefore, Frank Buccardo should be able to install a new water service on Tidioute Creek Road as recently requested.
* The delinquent public utility customer list was reviewed with David Paulmier suggesting that the current policy of 25% of the past due amount, plus the amount of the current bill, equals the amount due when placed on the payment plan for delinquency be changed. He suggested the percentage of the past due amount be changed. After a brief discussion members agreed to leave the policy as is at 25%. David Paulmier asked Office Manager Crystal Heenan to check that the Tippy is paying four base fees since the building was recently renovated into four apartments.
* It was suggested that the office staff keep a complaint logbook so that members of Council and the Authority can see and address matters ensuring a better and timelier outcome. Office Manager Crystal Heenan agreed and will implement the idea immediately. Jeremy Nicholson moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by Dave Paulmier and passed with all in favor. A motion to adjourn was made by Dave Paulmier, seconded by Jermey Nicholson, and passed with all in favor. Meeting was adjourned at 9:30 pm.

Respectfully submitted: Crystal Heenan, Office Manager

*Approved: July 8, 2021*