**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**JULY 08, 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 Frank Buccardo, Maintenance Supervisor**

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

**Guests: None**

**Public Comment:** None

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

**Maintenance Report:** A written report was given to each member from Maintenance Supervisor Frank Buccardo. He reported reading meters and repairing two water leaks among other general maintenance. Recently three vacant properties sold resulting in the new owners requesting water service. Questions arose regarding the past due delinquent amount owed on said properties. Specifically, if it is legal to require payment of the new owner after the properties were sold during a Judicial sale by the Warren County Tax Claim Bureau. Office Manager Crystal Heenan noted the bid received for the sale of each property was submitted and approved by Council. She will contact personnel of the Warren County Tax Claim Bureau Office to clarify.

A quote received from Mealey Construction for boring under the road to install a water service on Tidioute Creek Road was reviewed by the board with members agreeing that the property owner is responsible for payment of said work. Dave Paulmier inquired about a thumper owned by the Borough and was told that the piece of equipment is still in the Borough garage however, Supervisor Buccardo said that he is not familiar with the equipment and therefore has never operated it. After a brief discussion members agreed that it would be up to the property owner to seek quotes and contract the project as there would be no benefit if the maintenance department employees completed the task. Supervisor Frank Buccardo agreed to notify the owner requesting service.

Members asked to receive a copy of the monthly consumption report and asked Supervisor Frank Buccardo to include the number of gallons produced at the water filtration plant in his monthly report.

**Engineer:** Ryan Reitz provided a written report and spoke of the Pennvest application finalization. He reported he is currently working to advertise seeking bids for both the Elm Street waterline project and the water filtration upgrade project as outlined in the Pennvest application. Dave Paulmier asked how much the total of the loan application was submitted for and was told the numbers were not readily available but were reported at the previous meeting however, the engineer agreed to supply each member with the information. Engineer Ryan Reitz also agreed to supply a copy of the upcoming bids and specifications to the Borough office.

**New and Old Business:**

* Chairman Steve Morrison inquired as to where the advertisement of the bids would be placed and was told the Warren Times Observer is normally used. Ryan agreed to also post on contractor websites. The two bid openings will be scheduled to coincide with our August meeting.
* The delinquent utility customer list was reviewed.
* Office Manager Crystal Heenan informed the board that Office Clerk Karrah Redick is now living within the Borough and therefore is entitled to monthly water, sewer, and refuse benefit as outlined in the Borough personnel policy for employees. This is the only benefit given for her part time position and will be implemented as soon as her balance is paid in full. The matter was discussed further with Dave Paulmier pointing out that Karrah Redick does not own the home in which she currently resides and therefore should not receive the benefit. Office Manager Crystal Heenan stated that the policy does not stipulate that she must own the property but rather only restricts each employee to one residence. She further stated that other employees both past and present have received the benefit without ownership of said residence.

Dave 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. A motion to adjourn was made by Dave Paulmier, seconded by Jermey Nicholson, and passed with all in favor. Meeting was adjourned at 8:11 pm.

Respectfully submitted: Crystal Heenan, Office Manager

*Approved:*