**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**SEPTEMBER 9, 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 Irene Gorman Crystal Heenan, Office Manager**

**Ryan Reitz, Engineer**

**Guests: Charles Brandt, Marylou Brandt**

**Public Comment:** Mr. Brandt addressed the board notifying them that his water pump recently burnt up for the fourth time due to no water being available for the pump to operate correctly. As a result, his residence was without water for two days. He explained this is the fourth pump he has had to purchase and install causing him financial hardship. He stated this time he purchased and installed a more expensive pump with the capability to automatically shut off if no water is available. (Supervisor Buccardo previously recommended this type of pump). He requested that the Authority pay all his expenses incurred, claiming that it is the responsibility of the Authority to provide him with water and therefore the damage caused is the responsibility of the Authority and their employees who could have notified him if water was shut off because of work being performed at the plant. It was noted that the water was not shut off at any time and that the plant is functioning properly and therefore there was no reason for him to be notified. Supervisor Frank Buccardo recently relocated Mr. Bryant’s tap from the top of the pipe to the bottom as previously promised. Mr. Paulmier said that the Authority is not obligated to provide Mr. Bryant water and asked Mr. Bryant how many years he was connected to our water system without paying for the service. Marylou Bryant stated they never had problems in previous years but have had constant problems since being made to connect properly and pay for the service. When she asked why it was explained that it is likely due to a meter being installed and a proper connection being made to the waterline which was necessary for her to be charged for service. With Supervisor Frank Buccardo not present the board tabled the matter until they can speak with him.

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

**Engineer:** Ryan Reitz reviewed project bids received and awarded during the August board meeting saying that both contractors and contracts look good with all required documentation in order. Both projects are within budget, have been approved by Pennvest, and will be able to be financed completely by Pennvest. Mr. Reitz also reported he and Office Manager Crystal Heenan attended one of four conference calls with Pennvest regarding details of the loan and grant financing procedures. The projects are set to begin in mid-October.

**Maintenance Report:**

In the absence of Maintenance Supervisor Frank Buccardo, a written report was given to each member by Office Manager Crystal Heenan. A new SCADA system has been installed at the water filtration plant. This system was recommended by DEP and eliminates the use of chart recorders and charts as the new system is completely digital. Dave Paulmier made a motion granting permission to sell the chart recorders after research is done to indicate their fair market value. The motion was seconded by Irene Gorman and passed with all in favor.

**New and Old Business:**

* A Tier 3 violation was recently issued by DEP for failure to monitor. This violation requires a notice be sent to all customers. Office staff will include the notice with the next public utility bill mailing. In order to avoid this from happening again, board members suggested maintenance employees add the daily and weekly sample schedule to their computer calendars and even their cellphones. Setting an alarm on their cell phone was also suggested. Emails should also be checked daily.

Irene Gorman moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by Dave Paulmier and passed with all in favor.

Office Manager Crystal Heenan reviewed Act 65 of 2021 which amends the Sunshine Law. The amendment requires all local government boards and commissions to post meeting agendas for all advertised public meetings at least 24 hours before each meeting. Agendas must be posted in the principal office and or meeting location of the Borough and on the Borough website if a website is available. Only items on the agenda can be discussed without amending the agenda. If an item or issue not on the advertised agenda needs to be discussed, Authority members may vote on adding the item to the agenda and thereby amend the agenda with a majority vote. However, an announcement must first be made stating the reason for the addition. Only then may the board proceed with discussion and take action. A newly amended agenda with the added item must then be posted at the Borough Office and on the Borough website by the first business day following the meeting at which the agenda was changed. In addition, the minutes must include the substance of the item added to the agenda, the vote, and the announced reason for the addition. The new provision took effect August 29, 2021.

Dave Paulmier made a motion to purchase fencing to surround the lift station at the water plant after revisions were made to upgrade. The motion was seconded by Irene Gorman and passed unanimously.

A motion to adjourn was made by Dave Paulmier, seconded by Irene Gorman and passed with all in favor. Meeting was adjourned at 8:45 pm.

Respectfully submitted:

Crystal Heenan, Office Manager

*Approved: October 12, 2021*