**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**SPECIAL MEETING MINUTES OF**

**OCTOBER 5, 2021**

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

Chairman Steve Morrison Vice Chairman Jeremy Nicholson

David Paulmier Irene Gorman

Albert Colbert Crystal Heenan, Office Manager

**Public Comment:** None

Authority board members reviewed **Resolution #4 of 2021**, a reimbursement resolution for project costs related to the Pennvest loan. **Resolution #5 of 2021**, which is a resolution to borrow funds from Pennvest and the newly revised contracts for both engineering and legal services related to the two projects outlined in our Pennvest contract. Pennvest required more detail in both service contracts specifically asking our engineer and solicitor to outline expenses as related to each of the two projects in their contract. A motion was made by David Paulmier, passing Resolution #4 and #5 of 2021, and approving both the engineer and solicitor’s contract. The motion was seconded by Albert Colbert and passed unanimously.

Employee and Maintenance Supervisor Frank Buccardo recently requested an increase in pay to stay employed by the Borough, giving a two notice ending on October 15th if increase is not received. When asked, Office Manager Crystal Heenan stated Mr. Buccardo requested $18.00 per hour and is now making $15.50 resulting in a $2.50 increase in pay per hour or $5,200.00 per year. The Authority currently pays eighty percent of maintenance employees wages. It was noted that neither the Borough nor the Authority’s 2022 budgets have been completed with work just beginning. After a lengthy conversation, members agreed Mr. Buccardo should set up a meeting with the personnel committee to discuss the matter himself with members of both boards present. This way a recommendation can be made by the Personnel Committee to Council during their next regular monthly meeting, which is scheduled for Tuesday, October 12th. Office Manager Crystal Heenan agreed to inform Mr. Buccardo of the board’s advisement.

A motion to adjourn was made by Jeremy Nicholson, seconded by Steve Morrison, and passed with all in favor. Meeting was adjourned at 8:25 pm.

Respectfully submitted:

Crystal Heenan, Office Manager

*Approved: November 11, 2021*