**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**NOVEMBER 11, 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:

**Steve Morrison Jeremy Nicholson**

**David Paulmier Crystal Heenan, Office Manager**

**Frank Buccardo, Maintenance Supervisor Ryan Reitz, Engineer**

**Guests: Jim Heasley and Justin Heasley of May & Company**

**Public Comment:** Jim Heasley, Certified Public Account of May & Co. addressed the board informing them they are nearing the completion of the 2020 Audit as he and his son Justin Heasley shared duties pertaining to the audit. Mr. Heasley stated that 2020 was not a profitable year, collections are down compared to prior years however, this is understandable considering the covid-19 restrictions imposed in 2020 regarding utility collections. Overall, the audit revealed an operating loss for 2020 as the Authority occurred a lot of expenses in order to comply with the Consent order and agreement between them and the Department of Environmental of Protection. Expenses such as engineering fees and the cost of sand being replaced at the water filtration plant. The sewer plant public utility account was made inactive in late 2020 so as to reflect a true account of receivables. Since the sewer plant is owned by the Authority, and we do not pay a bill, the monthly charges kept increasing the balance owed which inflated the amount due to the Authority when is reality the balance incurred by the sewer plant account was never going to be collected. Permission was given to remove the balance owed on the sewer plant public utility account from the books and make the account inactive so as to prevent further charges via a motion made by David Paulmier, seconded by Jeremy Nicholson and passed with all in favor. Office Manager Crystal Heenan will send a copy of the Pennvest agreement to him for his review and opinion. Mr. Heasley reported some good by indicating that 2020 was a good year for timber sales and pointing out that we should receive reimbursement from Pennvest for some expenses already incurred. He will complete and file the audit in the next couple of days after which copies will be provided to the Authority and board members.

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

**Engineer:** Engineer Ryan Reitz went over the reimbursement process regarding the Pennvest loan. Both he and Office Manager Crystal Heenan agree it is a good idea to complete one expense at a time with plans to start with engineering fees already incurred. Every expense will have to go through the engineer, Office Manager Heenan, and then Pennvest before approval and reimbursement is made. A preconstruction meeting for the Elm Street water line replacement project is scheduled for Wednesday, November 17th at 10:00 am. An issue with the sand purchased for bay #3 was recently delt with by the engineer, Office Manager Crystal Heenan, and Supervisor Frank Buccardo. The contractor used to haul the sand, also charged us for the purchase and cost of the sand eliminating the contracted supplier of the sand. This is being worked out with contact made to both the supplier and hauler.

**Maintenance Report:**

Mr. Buccardo gave a written report to all members of the board and discussed the following items further:

* Penn Fence is installing a new fence at the sewer plant with plans to finish within the next day or two.
* DEP is predicting a shortage of chlorine; so far, we have not experienced any trouble in ordering.
* The meters and meter pits for the Elm Street waterline project have arrived and are being stored at the Borough Garage. There are nine residents on Elm Street who will each receive a new meter in a pit during the project.

**New and Old Business:**

* David Paulmier will be placed on the Borough agenda for reappointment to the Authority board. Authority members serve a five year term.
* David Paulmier asked that the public utility account for the former Tippy canoe which is now four rental units be checked to ensure that they are being charged four base fees as per policy.
* David Paulmier made a motion to join the LIHWAP program. The program provides financial assistance to qualifying utility customers.
* Members discussed the possibility of discontinuing our uniform contract. Currently uniforms are rented and laundered for maintenance employees. This matter will be placed on the Borough agenda for further discussion.

Jeremy Nicholson moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by David Paulmier and passed with all in favor. Office Manager Crystal Heenan reminded members of a budget work session to be held Wednesday, November 17th at 7:30 pm. The meeting will be advertised via social media and our website. A motion to adjourn was made by David Manning, seconded by Jeremy Nicholson, and passed with all in favor. Meeting was adjourned at 9:25 pm.

Respectfully submitted:

Crystal Heenan, Office Manager

*Approved:*