**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**JANUARY 13, 2022**

Being a quorum present, the regular monthly meeting of the Authority was called to order by Authority Chairman Steve Morrison with the Pledge of Allegiance immediately following the annual reorganizational meeting. The meeting was held in the Tidioute Borough Office located at 129 Main Street. Those in attendance were:

**Chairman Steve Morrison Jeremy Nicholson**

**David Paulmier Irene Gorman Frank Buccardo, Maintenance Supervisor Crystal Heenan, Office Manager**

**Public Comment:** None

**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:** Mr. Reitz was not in attendance due to poor weather and road conditions however he provided a written report which was reviewed by the board.

**Maintenance Report:** Maintenance SupervisorFrank Buccardo read over his written report and reported a pre-construction meeting was held for the water filtration plant project with the contractor, engineer, and Borough employees present. The lift station behind the Tidioute Towers building continues to have clogs but no major problems. David Paulmier asked if the valves previously purchased for the lift station and then ultimately used at the sewer plant were included in the expenses of the insurance claim filed for repairs at the sewer plant. Office Manager Crystal Heenan stated that the valves were included in the claim with all repairs paid in full after we recently received $98,734.00 in settlement.

**New and Old Business:**

* Members of the board discussed at length and agreed to implement a $10 per month “improvement fee” to all public utility accounts. The fee is needed for infrastructure improvements being made at the water filtration plant. A Pennvest loan of over $700,000.00 was recently secured and will be paid back with monthly payments. A motion to implement the improvement fee starting February 1st, 2022, was made by David Paulmier, seconded by Jeremy Nicholson, and passed unanimously.
* Jeremy Nicholson moved to pass the 2022 Authority budget with the addition of an “improvement fee” receipt line item. The motion was seconded by Dave Paulmier and passed unanimously.
* Authority members agreed by motion to allow office clerk Karrah Redick to learn to perform the daily chores at the water and sewer facilities under Supervisor Frank Buccardo. Mr. Buccardo will train her three days per week in accordance with her current schedule. After training is complete Mrs. Redick will be included in the weekend rotation of chore duties in order to receive the required hands on training needed to become a licensed operator. Office Manager Crystal Heenan was instructed to ask Mrs. Redick if she would be willing to start her workday at 7:00 am rather than 8:00pm to better align her schedule with that of the maintenance employees. Changes in her schedule will also need to be approved by Tidioute Borough Council.
* Dave Paulmier made a motion to sell the Limestone Township property, which is currently a ballfield owned by the Authority, to board member Jeremy Nicholson for a purchase price of $50,000.00. The motion was not seconded and therefore not passed.

David 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. Office Manager Crystal Heenan proposed hosting a training program or internship at our water and sewer plant facilities with local school students from the Tidioute Community Charter School who may be interested in becoming licensed operators. Members discussed the possibility with a final outcome to contact the Northwest Regional College as they are believed to offer a program for licensed operators. Office Manager Heenan stated that she was recently in touch with a representative and they are scheduled to attend the next meeting of Council. Authority members asked Mrs. Heenan to extend an invitation for their attendance at an Authority meeting.

A motion to adjourn was made by Irene Gorman, seconded by Dave Paulmier, and passed with all in favor. Meeting was adjourned at 9:06 pm.

Respectfully submitted:

Crystal Heenan, Office Manager

*Approved:*