**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**MARCH 10, 2022**

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, Chairman Jeremy Nicholson David J. Manning David Paulmier Irene Gorman Crystal Heenan, Borough Manager**

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

**Public Comment: None**

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

**Engineer:** Engineer Ryan Reitz of E&M Engineering reported on two Authority projects currently underway. The Elm Street waterline project and the Water Filtration Plant project. Although each project has its own contractor, both began this week. Elm Street is being funded with a grant received to address lead while the Authority had to apply for and received a loan for over $700,000.00 dollars to complete the required changes mandated by DEP and outlined in our Consent Order and Agreement at the water filtration plant. Pennvest funded both the grant and the loan.

Mealey Excavating has had a number of issues this week while working on the Elm Street waterline. Mapping of the Borough’s infrastructure is poor with little to no maps available causing problems on the job. In order to address the mapping issue a map was given to Borough employee Ryan Williams so that he may start marking lines and valves when they are found. Engineer Ryan plans to periodically update his records with the additions and provide the Maintenance Department with a new updated copy on a continual basis.

Ryan went over the blueprints and design for the water plant project with members of the board, noting the June 30th completion date. They discussed by-passing the 24” inch line and instead installing an 8” inch line for seamless flow. Maintenance Supervisor and water operator Frank Buccardo expressed his concern that air in the lines will continue to be a problem if the 24” line is allowed to remain and is connected to the 8” inch pipe. Members discussed financing this change or additional project and having it done simultaneously by the same contractor, Ray Showman Jr. Excavating. The Engineer pointed out that the connection fitting would not be needed if 8” inch pipe is utilized throughout the project thereby saving the Authority approximately $9,000.00, covering the cost of the pipe. David Paulmier made a motion approving the project of by-passing the 24” line as discussed, replacing it with 8” pipe purchased from L/B water as quoted, and seeking a quote for the labor from Showman Excavating. The motion was seconded by David Manning and passed unanimously.

A motion to approve the change order for Elm Street water line project and approving the pay application #1 for Mealy Construction was made by David Paulmier, seconded by Jeremy Nicholson, and passed with all in favor.

**Maintenance Report:** A written report was given to each member. Maintenance Supervisor Frank Buccardo read his report aloud reporting his general daily and weekly duties, challenges and tasks completed regarding the following:

* Maintenance employees spent time locating water and sewer lines for the Elm Street waterline project.
* Both he and Ryan Williams attended an onsite construction meeting for the Elm Street project.
* Supervisor Buccardo meet with Alan Poyer of DEP regarding an upcoming sewer plant inspection. He and employee Ryan Williams cleaned the sewer plant to prepare for the inspection which was ultimately delayed.
* A hydraulic hose recently broke on a Borough dump truck. The truck was taken to Bob’s garage in Youngsville for repairs and is now back in service.

**New and Old Business:**

* Borough Manager Crystal Heenan reported the forester has again postponed the timber sale until the regular April meeting of the Authority siting bad weather conditions for marking the timber.
* Permission was granted allowing Tidioute Charter School Students to tour the sewer plant facility. The motion was made by David Paulmier, seconded by Dave Manning, and passed unanimously. This is being done in hopes of sparking an interest in the field resulting in some students wanting to become a licensed wastewater operator. Borough Manager Crystal Heenan will contact the school to schedule the tour.
* Borough Manager Crystal Heenan informed members of the board of the policy change recently voted on by Tidioute Borough Council. During the last regular meeting of Council, they adopted a policy stating that employees seeking to become a licensed operator must pay for their exam fee in advance and then only be reimbursed by the Borough and Authority if and when they receive a passing grade. A failing grade will not be reimbursed. Authority members disagreed with this policy in general with Supervisor Frank Buccardo also expressing his disagreement stating that he has never been expected to pay for any fees related to obtaining a license or continuing education to maintain his license. Authority members instructed the Borough Manager to ask Council if they are going to pay 100% of the cost of reimbursement since they set the rules without conferring with the Authority.
* David Paulmier inquired about the four sewer only public utility accounts asking if they are being charged the newly implemented $10.00 per month infrastructure fee along with all other customers. He reported recently asking Office Clerk Karrah Redick who informed him that they were not paying the fee as they are not water customers. He then directed his inquiry to Borough Manager Crystal Heenan, who after some research found that the four accounts were not only not being charged the infrastructure fee as they should be due to a computer error, but they were also not being charged the correct amount of $30.00 per month which is the correct rate for sewer only services. Instead, all four accounts have been charged $25.00 per month since December 2020, which is the same time the last rate increase was imposed. A call was placed to Troy Coppella, creator of the utility software and consultant to correct the matter. Members of the board expressed their concern that the error was not noticed sooner. Noting that Mrs. Redick did not know that the $25.00 fee being charged was not correct after looking into the matter for Mr. Paulmier. They instructed Borough Manager Heenan to advise her to review the accounts and billing thoroughly in the future.

David Paulmier moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by Irene Gorman and passed with all in favor. Members reviewed the delinquent public utility customer list. A motion to adjourn was made by Jeremy Nicholson, seconded by Dave Manning, and passed with all in favor. Meeting was adjourned at 8:36pm.

Respectfully submitted:

Crystal Heenan, Borough Manager

*Approved: April 14. 2022*