**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**JUNE 9, 2022**

Being a quorum present, the meeting was called to order promptly at 7:00 PM by Authority Vice Chairman Jeremy Nicholson with the Pledge of Allegiance to the flag. The meeting was held in the Tidioute Borough Office located at 129 Main Street. Those in attendance were:

**Jeremy Nicholson, Vice Chairman David J. Manning**

**David Paulmier Irene Gorman**

**Crystal Heenan, Borough Manager Ryan Reitz, Engineer Frank Buccardo, Maintenance Supervisor**

**Guests: Rob and Jeff Arnold of Arnold and Associates**

**Advertised Timber Bid Opening: Two bids were received with the following results:**

1. Adam Byler of AJJ Lumber $24,642.00
2. M&N Forestry $37,500.00

When asked, the forester stated the plot of land to be timbered is approximately 25 acres off of Buckley Road. The trees to be cut are mostly Maple trees. He added that the price of Cherry is currently very low, so he advised, that the Cherry trees, if healthy, be left to grow. David Paulmier made a motion to accept the highest bid received from M&N Forestry. The motion was seconded by Irene Gorman and passed with all in favor.

**Public Comment:** None

**Minutes:** David Paulmier requested the minutes reflect and include the statement by Maintenance Supervisor Frank Buccardo who stated that employee Ryan Williams needs practice on the backhoe and cannot fully operate the machine yet as he need specific practice operating the hoe. Irene Gorman moved to approve the minutes of the previous meeting with the stated change, seconded by David Paulmier, motion carried with all in favor.

**Engineer:** Engineer Ryan Reitz reported the Elm Street waterline project is complete with the street paving taking finished last week. He asked Maintenance Supervisor Frank Buccardo, if the broken drain on Elm Street had been addressed and was told that it had been repaired by Mealy Construction last week also. Borough Solicitor Andrea Stapleford is currently working on the easements needed for Pennvest and in doing so requested map work be done by our engineer. Costs for his services to complete the mapping are estimated at approximately $1500.00 as it will take an estimated two days of work at $125.00 per hour. Since all the grant funding has been used, this expense would come directly from our budget. Members agreed not to spend any additional funds and asked Borough Manager Crystal Heenan to notify attorney Stapleford.

The project of upgrading the water filtration plant is not going as expected. The contractor Ray Showman Jr. Excavating notified Engineer Ryan Reitz, today that the project is being held up due to unavailable materials. The subcontractor is currently waiting on needed materials to complete the new holding tank. Ryan informed the board that it is very unlikely that the project will be completed by the deadline of July 1st, given to the Authority by DEP. Ryan will ask for an extension on our behalf. A pay application for the project was presented and signed.

**Maintenance Report:** Frank Buccardo presented a proposal received from IPC Services, LLC to remove all the sand from bay #4 at the water plant. This is the last bay to be cleaned and have a full sand replacement however the work cannot wait and must be done now to comply with the requirements outlined by DEP.

Supervisor Frank Buccardo read his written report. Members discussed the number of gallons produced by the water plant on a daily and monthly basis vs. the number of gallons sold. Frank Buccardo stated that the plant must be run at 150 or higher in order to keep the reservoir full. The new contact tank and the newly installed eight inch waterline will improve and help these matters greatly; however, the eight inch line cannot be connected until the tank is installed. The sewer plant inspection went very well with Alan Poyer of DEP here to conduct a follow up inspection after outlying required repairs. Mr. Poyer congratulated Frank Buccardo on a job well done upon completion of the inspection. Newly hired employee Jim Myers is doing very well as a part time employee of the maintenance department. Supervisor Buccardo reported he stays busy without direction and is very helpful. David Paulmier asked how many new meters are in stock at the Borough Garage and was told by Supervisor Frank Buccardo that a few remain to be installed as needed however, they are not waterproof and break soon after being installed in a meter pit where it is common for water to fill the pit. After a brief discussion, members instructed Supervisor Buccardo to find out the cost of a new waterproof meter that can be better utilized for our needs.

**New and Old Business:**

* David Paulmier reported a tree is down on our portion of McCauley Hill Road.
* Mileage was discussed since the cost of fuel continues to increase greatly. Members agreed the state rate for mileage reimbursement of 57.5 cents per mile should be followed. Borough Manager Crystal Heenan will present this change of policy to Council during their upcoming meeting.
* A full refund for a new service was sent to the customer at 18 Tippy Lane as agreed upon during last month's meeting. The customer was already an established customer with a meter and therefore, did not require a new service.
* David Paulmier made a motion to call the attorney asking the question of what to do about residents currently living without utilities. Three former customers have been terminated for lack of payment and have gone several months without service. Irene Gorman seconded the motion which passed with all in favor.

David Paulmier moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by David Manning and passed with all in favor. Members reviewed the delinquent public utility customer list. David Manning made a motion to accept the proposal for sand removal received from IPC Services, LLC. The motion was seconded by David Paulmier and passed unanimously. A motion to adjourn was made by David Manning, seconded by Irene Gorman, and passed with all in favor. Meeting was adjourned at 8:29pm.

Respectfully submitted:

Crystal Heenan, Borough Manager

Tidioute Borough

*Approved:*