**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**July 14, 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 Paulmier Irene Gorman**

**Ryan Reitz, Engineer Crystal Heenan, Borough Manager**

**Amanda Mesel, Administrative Assistant**

**Timber Bid:**

 Borough manager informed the board that she had received the check from the timber sales from Mr. Arnold this week and it was deposited in the bank account.

**Public Comment:** None

**Minutes:**  Dave Paulmier moved to approve the minutes of the previous meeting and the special meeting minutes from June 30, 2022. Motion was seconded by Jeremy Nicholson. Motion passed unanimously.

**Introduction:** Borough Manager, Crystal Heenan introduced the newly hired administrative assistant, Amanda Mesel. Crystal stated that Amanda would be attending all the meetings to take minutes.

**Engineer:** Engineer Ryan Reitz provided a handout of his report. Engineer Ryan was not present at the time so Borough Manager, Crystal Heenan read his report. She stated the change order for the sand delivery was approved and the delivery costs will be included in the overall reimbursement from Pennvest. Two payment applications need signed, payments are from Ray Showman Jr. Excavating, for the June work at the water plant, and the other is from Mealy Excavating for work on Elm Street. A motion was made by David Paulmier to approve the following payments: $64,502.17 for Mealy Excavating and Construction, LLC and $ 22,231.44 to Ray Showman Jr. Excavating. The motion was seconded by Jeremy Nicholson. Chairman Steve Morrison signed both papers. The work on Elm Street is complete and this was the final payment to Mealy Excavating.

**Maintenance Report:** Maintenance supervisor, Frank Buccardo provided a handout of the maintenance report.

* A motion by Dave Paulmier was made to purchase a new chainsaw with a 20-inch bar as the borough council had approved to pay their share at their last meeting. The board suggested getting more quotes on the Husqvarna chainsaw to compare before purchase. Seconded by Irene Gorman. Motion was approved by all. The board would like the make sure the maintenance crew is using all the safety gear (chaps, helmet, glasses, etc.) when using the chainsaw and if need be, purchase the correct safety equipment.
* Borough Manager, Crystal Heenan informed the board that the generators need serviced. Crystal is looking into getting quotes for an annual service plan of both generators. David Paulmier suggested using Northwest. It is suggested that maintenance supervisor, Frank Buccardo get more quotes on this matter. The board will review the quotes during the next regular meeting of the Authority.

**Engineer Report:** Engineer, Ryan Reitz (arriving late) answered questions about the Elm Street project and informed everyone the project is completed and the last payment was presented at the meeting. The board let Ryan know they made approved by motion and had signed both payments. Ryan informed everyone that the contractor said they were on schedule at the water plant and would be completed by the end of August. The new extension date is September 15, 2022, for completion of the project. Ryan stated the new sand change order was approved with Pennvest but needs signed. The order was presented to the board and signed. Once the sand arrives, that phase of the project will be completed.

**New and Old Business:**

* Crystal Heenan reported that the resident at 25 Main Street called today to the office to inform the office that she is not connected to the sewage, but she has been paying a sewer bill for years. Dave Paulmier believes the residence would need a grinder pump installed. Steve Morrison would like Frank Buccardo, Maintenance Supervisor to go look at the property and see what it would take to get the resident hooked up. More information is needed before any decisions can be made to this connection.
* Motion to remove former employee Karrah Redrick from all bank accounts and add newly hired Administrative Assistant Amanda Mesel. Motion to add was made by board member Dave Paulmier and seconded by Jeremy Nicholson. And passed with all in favor.
* Borough manager, Crystal Heenan informed the board that a utility customer has a credit of $519.80 and would like to have it refunded back. Crystal stated this is the second time the office has had to refund this customer as the customer hasn’t got the problem fixed with his bank. The authority decided that the customer is not to be refunded the money and will have to use the amount as a credit. Recommended the office send letters to the customers with credits and inform them the amount will not be refunded.
* Borough manager, Crystal Heenan informed the board that the resident at 28 Elm Street is currently without water and cannot be reconnected due to a leak. The board wanted to know what the attorney said on this matter and Crystal Heenan updated members on the attorney’s opinion on residents with utilities terminated. The attorney stated a lien could be placed on the properties. The board does not want lien placed on properties. After discussion, the board would like the water and sewage lines cut at all residences that aren’t paying the base fees which included 28 Elm Street during discussion.
* A motion was made by Dave Paulmier and seconded by Irene Gorman to pay for half of the materials to remodel the borough office building at 129 Main Street. The Borough Council already approved to pay the other half to replace the roof and fascia with supplies being purchased at Kings Lumber. Motion passed unanimously.

**Treasurer’s Report:** Jeremy Nicholson moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by Irene Gorman. The motion was passed with all in favor.

Members reviewed the delinquent public utility customer list.

A motion to adjourn was made by Jeremy Nicholson, seconded by Irene Gorman, and passed with all in favor. Meeting was adjourned at 8:30pm.

Respectfully submitted:

Amanda Mesel, Administrative Assistant

*Approved: August 11, 2022*