**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**August 11, 2022**

Being a quorum present, the meeting was called to order by Authority Chairman Steve Morrison with the Pledge of Allegiance promptly at 7:01 PM in the Tidioute Borough Office located at 129 Main Street. Those in attendance were:

**Steve Morrison, Chairman Jeremy Nicholson**

**David Paulmier David Manning**

**Crystal Heenan, Borough Manager Frank Buccardo, Maintenance Supervisor**

**Amanda Mesel, Administrative Assistant**

**Public Comment:** None

**Minutes:**  David Paulmier moved to approve the minutes of the previous meeting. Motion was seconded by Jeremy Nicholson. Motion passed unanimously.

**Engineer:** Engineer Ryan Reitz provided a handout of his report. Engineer Ryan was not present at the meeting and was going to join via conference call. Borough Manager, Crystal Heenan was unavailable to reach him. The Authority read the report provided. A payment application was provided by Crystal Heenan for Ray Showman Jr Excavating for July work at the water plant. A motion was made by David Paulmier to approve the following payment and seconded by Jeremy Nicholson. Approved unanimously. Chairman Steve Morrison signed the paperwork.

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

* Frank Buccardo informed the Authority that the concrete pads were done at the water plant. The construction of the chlorine monitor building is in progress. Frank Buccardo informed that the chlorine monitor building is framed and mounted with the stairs completed to the building. Frank informed David Paulmier the stairs were made of pressure treated lumber.
* Frank Buccardo said the new tank was filled and leaks were found. Frank informed the engineers and the 22,000 gallons of water in the tank had to be drained of. The tank was fixed and now there is a six day wait before they can refill it. Frank stated the leaks started where the anchors were. David Paulmier and David Manning were questioning whether this is going to be a problem and whether there is some guarantee on the work on the tank. David Manning would like them to use a protectant on the concrete whether on the inside or outside. The Authority advised Frank to talk to Engineers about the concerns on this matter.
* Sand in bay #2 has arrived. The whole water plant’s sand will be replaced with this last bay completed. Authority member David Paulmier questioned whether the sand was bad. Frank explained the sand process and informed David the sand is fine.
* Showman replaced the 8-inch line from the water plant to the new tank. A pressure test was done on the line, and it passed. Frank said the water used came from the hydrant down at the boat launch.
* Frank Buccardo had some concerns with the little heater purchased for the new test shed but would wait to see when the project is completed. He had made suggestions to the engineer about the heater and its replacement.
* Frank told the Authority members that the generator and propane tank is being lifted off the ground as part of the project. Franks said the company would contact the propane company to attach/fasten the tank to the frame that is now build as part of the project.
* Borough Manager, Crystal Heenan said that resident Charlie Bryant had contacted the office about the condition of the road to the water plant, as his house is on this road. Frank Buccardo said he had talked to Charlie and planned to fix the road as soon as the work was completed with the millings the Borough had at the maintenance building.
* Maintenance Supervisor, Frank Buccardo stated he doesn’t have any major concerns with the project taking place at the water plant. Chairman, Steve Morrison stated that the Authority should wait and see how the project comes together. There will be a final walk through of the project when it’s completed.
* Frank Buccardo informed the Authority that a water line was replaced at 16520 Route 62, the McGregor residence. It was an inch and half line that had a huge leak. Frank had tested the water in their back yard, and it didn’t contain chlorine but when the meter was being changed out, they could hear a water leak.
* Borough Manger, Crystal Heenan informed the Authority that there could possibly be a water leak on Kinnear Street also. A resident reported the water coming down Sheridan Street is from a water leak from an old service line. The maintenance department plans to investigate it.
* Frank Buccardo stated the water level dropped low during the sand replacement in two bays. It was down to two feet in the tank. No customers lost water during this time. David Paulmier questioned how customers didn’t run out of water and Frank informed David that the plant can supply the whole town without using the water in the tank. David Manning agreed with Frank that is it possible for the water plant to supply the whole town with water without needing the tank.
* Frank Buccardo let everyone know that 59 Grant Streets service line had been disconnected this month. This residence had a house fire and isn’t paying any base fees.
* Discussion about the property at 14 Campbell Hill Road wasn’t connected to sewage but had been paying for sewer services. Frank stated that the maintenance department could do the installation for the customer and materials could be purchased at Kings Lumber. After a lengthy discussion, prices for material need to be provided to the board before a decision could be made on the installation.
* The residence of 65 Main Street requested the water services be turned off months ago. The maintenance department attempted to shut the water off numerous times yet there is water usage still. Frank Buccardo stated he wants to dig the curb box up to check the valve. Steve Morrison suggested finding a way to lock the curb box so that the water can’t be turned back on if this is the case as to why the water isn’t off at the residence.
* Frank stated that the new meters are having trouble working. All the new meters installed on Elm Street aren’t reading any water usage. Frank had contacted Jim at LB water, who the meters were purchased from, about returning them. LB water agreed to buy them back but Borough Manager, Crystal Heenan was concerned that the wait for new meters is six to twelve weeks. David Paulmier suggested to test the meters at the maintenance garage one by one to see if they are working correctly. Chairman, Steve Morrison suggested to contact Sensus directly to see if there is a problem with the handheld device first.

**Old Business:**

* Two sets of chainsaw safety gear were approved by Council for the maintenance department. The lowest quote was AR Beatty for the chaps and helmet.
* Generator five-year service quotes were provided by Crystal Heenan. After discussion, the service quote doesn’t cover electrical. The maintenance department had already been providing the basic maintenance to the generators. Service plan wouldn’t be worth it for the Authority to purchase.
* Service at the location on 3235 Tidioute Creek Road was discussed as currently the water service is off and base fees haven’t been paid since 2020. The property owner’s son requested water service be turned back on. After discussion, the Authority members agreed to follow policy and instructed office staff to contact the property owner to confirm service restoration. It is the policy of the Authority that all accounts are the responsibility of the property owner. The location still has a meter and meter pit, Authority members further agreed that if the meter if functioning correctly the owner would only need to pay the $100 connection fee, not pay for a completely new service.

**Correspondence:** Borough Manager, Crystal Heenan informed the Authority that a $3,200.00 check was received for the fallen trees that were sold. Forester is trying to sell the additional downed trees. Forester needs to check the property Campbell Hill also for downed trees that could be sold.

**Treasurer’s Report:** David Paulmier moved to approve the Treasurer’s Report and pay the bills, the motion was seconded by David Manning. The motion was passed with all in favor.

Members reviewed the delinquent public utility customer list.

A motion to adjourn was made by David Manning, seconded by Jeremy Nicholson, and passed with all in favor. Meeting was adjourned at 8:49pm.

Respectfully submitted:

Amanda Mesel, Administrative Assistant

*Approved: September 8, 2022*