**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**September 8, 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 David Manning**

**Irene Gorman Crystal Heenan, Borough Manager Frank Buccardo, Maintenance Supervisor Amanda Mesel, Administrative Assistant**

**Ryan Reitz, E & M Engineer**

**Public Comment:** None

**Minutes:**  David Paulmier stated the minutes from previous meeting needed corrections. He stated he would like his name to be David not Dave. Also, David Manning stated that he would like it to be added that the property owner was to be contacted at 3235 Tidioute Creek Road after the owner’s son requested water service, per the Authorities policy. David Manning also stated that there was a discussion of a heater in the new chlorine not one at the water plant. He would like that to be corrected to say the chlorine shed not the water plant. Irene Gorman moved to approve the minutes of the previous meeting with the changes stated by David Manning and David Paulmier. Motion was seconded by David Manning. Motion passed unanimously.

**Engineer:** Engineer Ryan Reitz provided a handout of his report. Engineer Ryan stated that the water plant modification construction is complete. Ryan Reitz stated a change order for the following items needed to be approved and signed:

* Ryan Reitz informed the Authority the moving of the propane tank foundation from 6 feet on the drawings to 10 feet per regulation is complete. E & M Engineering is offering a credit for the time and material required for the foundation correction due to it being an error on the drawings. The amount would be for $885.00, and they could write a check directly to Southwest Warren County Municipal Authority.
* The generator was moved out from the corner of the building to prevent snow and ice buildup on the generator, which was a concern of Maintenance Supervisor, Frank Buccardo.
* The chlorine analyzer booster pumper was moved below floor of chorine monitoring building to achieve consistent flow at all tank levels.
* The installations of a booster pump setup for the sink under the floor of the building. The booster pump was not included in the plans.
* Remove gravel under building floor and insulate walls. David Paulmier was wondering if there was a vapor barrier and would it stay warm. Frank Buccardo informed David Paulmier that it was warm when two pumps were running. After discussion about the pumps, Frank Buccardo informed the Authority he believes a new pump is on order but takes about 8 months to get in.

Ryan Reitz informed the Authority the following items were discussed but tabled due to cost:

* Stairs with a platform to the propane tank as the propane supplier currently filled the tank but requested for future fillings. Ryan Reitz stated that prebuilt stairs are about $1200.00 as an option for the Authority.
* A platform outside of chlorine monitoring building.
* Maintenance Supervisor, Frank Buccardo suggested a tank monitor at the outlet of the tank. Ryan Reitz stated the unit that is installed is not compatible with 2 sensors. An entire second unit would be required.
* Ryan Reitz informed the Authority that Frank Buccardo and himself are proceeding with the Department of Environmental Protection closeout documents and procedures. Frank Buccardo believes that Department of Environmental Protection will come and inspect the work completed once the documentation is submitted. Ryan Reitz and Frank Buccardo were advised to let the Authority know of the date and time as some member would like to attend when the Department of Environmental Protection visits the water plant.
* Showman Excavating has submitted a pay application for work completed during the month of August. A motion was made by David Manning and seconded by Jeremy Nicholson to sign the pay application. Motion was approved unanimously, and Steve Morrison signed the document. Engineer, Ryan Reitz informed the board this wouldn’t be the last payment for Showman Excavating.
* A discussion about the conference Engineer Ryan Reitz had recently attended in concerns about copper and lead pipe. The Environmental Protection Agency is going to make Department of Environmental Protection become stricter on the lead and copper lines. Frank Buccardo stated that there not many lines in town left that are copper and lead. Ryan Reitz suggested putting money aside for the replacement of these lines. Ryan Reitz would let the Authority know if there was any funding to replace these lines.
* Discussion about the warranty on the tank was brought up by David Paulmier as it was already leaking and had to be fixed. Ryan Reitz was unsure about the warranty, but believed it was one to two years. After a lengthy discussion, Ryan Reitz would investigate the warranty of the tank.

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

* Maintenance Supervisor Frank Buccardo informed the Authority that he fixed numerous leaks this month.
* Frank Buccardo, Supervisor also stated that the monthly amount of water withdrawal is getting closer to the amount billed to customers.
* David Paulmier was wondering if the propane costs for the tank to be filled were higher than normal. Crystal Heenan, Borough Manager informed him the propane costs have been about the same but that the tank doesn’t get filled that often.
* David Paulmier informed Frank Buccardo, Maintenance Supervisor that the heat exhaust pipe at the water plant needs to be fixed as it is currently rusted completely through.
* Frank Buccardo informed the Authority that the lag pump at the lift station behind the Tidioute Towers apartments, on Main Street in town is having problems restarting after a power outage. The Authority had approved to have the electronics looked at a previous meeting. David Paulmier suggested writing a letter to the residents at the Tidioute Towers reminding them to not flush certain items down the drains. Steve Morrison suggested hanging a poster in the lobby at the Tidioute Towers for all the residents also. Jeremy Nicholson suggested also posting this on social media and the website to remind all customers so it’s not just one customer being reminded. Frank Buccardo also informed the Authority that he can install a screen to stop the clog on the Towers pipe on the manhole but would need a vac truck to come.
* Crystal Heenan, Borough Manager informed the Authority that the annual Consumer Confidence Report (CCR) which is a drinking water quality report is completed and will be mailed out during the next billing cycle to all the customers. It has also been posted to our website as required.

**New Business:**

* Borough Manager, Crystal Heenan provided the Authority with pictures of the residence on Kinnear Street in which the owner removed the kitchen of the duplex. The owner is requesting to go down to one base fee. The authority unanimously agreed to change the owner to one base fee per our policy.
* A discussion amongst the Authority members regarding poor communication while the Maintenance crew is at the water plant due to no cell service ensued. The Authority requested that the office staff please call the phone company to see if a bell could be installed on the base line at the water plant. This would allow the maintenance crew to hear the calls while working at the water plant if an emergency were to arise.

**Old Business:**

* Maintenance supervisor, Frank Buccardo informed the Authority about the sewer connection for 14 Campbell Hill Road. Frank Buccardo recommended that Cory Nicholson, current contractor on site at the residence, dig the ditch and work with Frank directly to connect this resident to the sewage line. Frank Buccardo had already met with Cory to discuss the best way to run the lines. A motion was moved by David Paulmier and seconded by Jeremy Nicholson to have contractor; Cory Nicholson dig for the connection of the sewage line.

**Correspondence:**

* Borough Manager, Crystal Heenan provided the Authority an invoice for the emergency waterline breaks at the Tippy Canoe totaling $490.50. This work resulted in the Maintenance crew working overtime due to the customer not calling 811 DIG before digging at the residence, which is required before digging at properties.

**Treasurer’s Report:** No treasurer report was provided due to bank statements not being available in time for the meeting. Borough Manager, Crystal Heenan stated that next meeting both treasurer reports will have to be approved.

Members reviewed the delinquent public utility customer list. A motion to adjourn was made by David Manning, seconded by Irene Gorman, and passed with all in favor. Meeting was adjourned at 8:34pm.

Respectfully submitted:

Amanda Mesel, Administrative Assistant

*Approved: October 13, 2022*