**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**October 13, 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:** A motion was made to approve the minutes from the previous meeting by David Paulmier and seconded by Jeremy Nicholson. Motion passed unanimously. A motion was made to pay the September bills by David Paulmier and seconded by Irene Gorman. Motion approved unanimously.

**Engineer:** Engineer Ryan Reitz provided a handout of his report. Engineer Ryan stated that the water plant modification construction was completed on September 22, 2022. The connection of the analyzer was completed on October 11, 2022. Ryan provided Department of Environmental Protection with all the closeout information. The final closeout payment application for Ray Showman Jr. Excavating was provided for the Authority to review. A motion was made by David Paulmier and seconded by David Manning to sign the payment application. The motion passed all in favor. After discussion, the Authority informed Crystal Heenan, Borough Manager to wait on submitting the payment to Ray Showman Jr. Excavating until the new pump arrives.

Ryan Reitz went over the following items that the Authority had questions about last meeting:

* Ryan Reitz informed the Authority that the foundation was filled with gravel to prevent the foundation from floating. David Paulmier asked if there was a concrete floor underneath and Ryan Reitz confirmed that there was concrete underneath.
* Ryan Reitz stated there is a one-year construction warranty from the contractor.
* The Engineer does not have a warranty on the tank.
* Concrete testing data was provided for the Authority to review.
* Ryan Reitz informed the Authority that the cost of the protective coating is $60,000-$70,000 and after the cost analysis it was determined that it wasn’t necessary. Ryan Reitz let the Authority know that the Engineers know of another tank like one installed that is just now getting sealed but it 20-30 years old.
* No building permit was required because it was an accessory building under 120 square feet.

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

* David Paulmier questioned Frank Buccardo if there is a logbook of the raking and cleaning of the bays at the water plant. Frank Buccardo informed the Authority there is a logbook of the maintenance.
* Borough Manager, Crystal Heenan stated that the purchase of a set of stairs would be handy for the crew to use while cleaning the bays. Another set of stairs is also needed for the propane tank. The Authority would like a quote on the price of two sets of stairs.
* Frank Buccardo provided the Authority with a quote on new meters that the Maintenance department would like to switch to. Crystal Heenan suggested the use of the American Rescue Plan Act funds from Limestone Township could be used to purchase the new meters as this money has to be used for water. The suggestion of a new meter reader or computer billing program was discussed. The Authority would like to know when the current meter reader was purchased. The further discussion will take place when the money arrives.

**New Business:**

* Crystal Heenan, Borough Manager stated that the resident at 201 Main Street would like to cut the service line to the property as they no longer want to pay base fees. After discussion, the Authority stated that they need proof of ownership of the property before the service line can be cut.
* Crystal Heenan informed the Authority that the residence at Jefferson Street had replaced their sewage service line. The contractor had informed Crystal Heenan that the connection was made to another resident’s service line, instead of connecting it to the main service line. Frank informed the Authority that he was never contacted about it, and he is unsure where the connection was made. The Authority would like the office to send a letter to the Hodak residence regarding where the line was run and how it was connected. If the Authority must dig the line up to see the connection, it will be at the cost of the resident.
* A motion was made to purchase a door for the Borough Managers office by Irene Gorman and seconded by David Paulmier. David Paulmier agreed to install the door at no cost to the Authority. The motion passed unanimously.

**Old Business:**

* Crystal Heenan informed the Authority that there was no update on the sewer connection for 25 Main Street. Crystal Heenan stated she would reach out to the contractor, Cory Nicholson to find out information on the expected start date.
* Crystal Heenan also stated that the Forester hasn’t provided any update on the selling of downed trees due to storm damage. Crystal Heenan had spoke to him regarding this matter but hasn’t heard anything back yet.
* After discussion, the Authority agreed to apply an outstanding invoiced amount of $490.50 to a customer’s water account. This amount was previously invoiced and due for the emergency waterline repair that was never paid by a customer on Tippy Lane. The Authority would like a letter sent informing the customer that the amount is now being applied to the customer’s account for payment.

Members reviewed the delinquent public utility customer list. A motion to adjourn was made by David Paulmier, seconded by Irene Gorman, and passed with all in favor. Meeting was adjourned at 8:48.

Respectfully submitted:

Amanda Mesel, Administrative Assistant

*Approved: November 10, 2022*