**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**November 10, 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**

**Crystal Heenan, Borough Manager Amanda Mesel, Administrative Assistant**

**Jim and Justin May, May & Company**

**Public: Diane Jameson**

**Public Comment:** Diane Jameson was present at the meeting to inform the Authority that her neighbor had dug up her sewage service line when she wasn’t home to connect their sewage to hers. The neighbor never notified her that they were digging as Diane was out of the town when the digging took place. The neighbor told Diane that the line was inspected, and it was a Pennsylvania law that allows them to dig up her property to connect to Diane’s service line. Diane stated that the area they dug is sinking down in and needs to be fixed. Diane had concerns about the way it was connected and what would happen if she now were to have problems in the future. David Palmier informed Diane that the Authority had already sent a letter out to the resident asking for information about how the sewage lines were connected. The Authority has not received any response from the property owner. Steve Morrison informed Diane that Frank must inspect it and the Authority plans to make it right. The Authority agreed that they believed Diane was right and this matter would be taken care of. David Paulmier thanked Diane for coming in. The Authority will be in contact with the residents and with Diane to get this matter resolved.

Accountant, Jim Heasley from May & Company was present to go over the 2021 Audit. Jim provided the Authority with a copy of the audit for review. Jim stated it was better news this year for the Authority. The operating loss was better from 2021. Jim stated that Crystal Heenan did a good job having the book all ready and cleaned up.

Jim Heasley questioned the amount of approximately $30,000 previously borrowed from the truck fund asking if it was a loan. A motion was made by David Paulmier and seconded by Jeremy Nicholson to pay the entire amount back to the truck fund. Borough Manager, Crystal Heenan will transfer the money back into the truck fund account.

David Paulmier was wondering if the audit could be started around June or July of next year due to the Penn Vest loan payments that must be made. Jim May informed him that the accounting work will start earlier next year.

**Minutes:** A motion was made to approve the minutes from the previous meeting by David Paulmier and seconded by Irene Gorman. Motion passed unanimously. A motion was made to approve the treasurer’s report by Jeremy Nicholson and seconded by David Paulmier. Motion approved unanimously.

**Engineer:** No Engineer report was provided by E & M Engineers.

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

* Steve Morrison questioned why the truck wasn’t inspected. Crystal Heenan informed the Authority this issue is being addressed. Borough council would like a second quote on the truck before the work is completed.
* Crystal Heenan informed the Authority that a new spreader needs to be purchased but nothing was decided on at the Council meeting.
* Crystal Heenan also informed the Authority that the Council has requested a monthly checklist of maintenance for the vehicles which has now been added to the maintenance report.

**New Business:**

* A quote for the Tower Lift Station from Ram Industrial was provided. The Authority stated that this was approved already, and the work can be performed.
* The Pennsylvania Game Commission contracts for renewal of the agreements to allow open hunting on Authority property. The motion was made by David Paulmier and seconded by Jeremy Nicholson. Motion carried with Chairman, Steve Morrison signing the agreements.
* David Paulmier volunteered to attend two Council meetings at year as a representative from Southwest Warren County Municipal Authority.
* Two representatives from the Authority now need to attend quarterly personal committee meetings. After discussion, no members were chosen as representative for the meetings.
* A motion to open a savings account with PLGIT to get better interest rates by David Paulmier and seconded by Irene Gorman. The motion passed all in favor. Borough manager, Crystal Heenan will transfer $100,000 from the checking and $178,000 from the savings account.
* Mr. Craig Moore requested that the service at his property be terminated. The Authority would like to ask Frank Buccardo if the hydrant is needed to bleed the lines. The Authority thinks that cutting the line from the hydrant to the house would be best.

**Old Business:**

* The sewer connection for 25 Main Street was never completed and the current contractor will not be able to complete the work this year. The Authority would like the resident to hire someone to complete the work and make the account inactive until the work is completed.

**Correspondence:**

* The emergency waterline repair completed at Tippy Canoe was added to the customer’s account. The customer has since paid the total amount.
* Coppella & Associates Annual Maintenance Agreement for 2023 was signed and the $250.00 payment was made.

Members reviewed the delinquent public utility customer list. A motion to adjourn was made by Jeremy Nicholson seconded by David Paulmier and passed with all in favor. The meeting was adjourned at 9:30.

Respectfully submitted:

Amanda Mesel, Administrative Assistant

*Approved: December 8, 2022*