**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**December 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 Irene Gorman**

**David Manning**

**Amanda Mesel, Administrative Assistant Ryan Williams, Maintenance**

**Public:** Charlie and Mary Brandt

**Public Comment:** Charlie Brandt, who resides on Marion Lane, the water plant road, came to discuss with the Authority board the condition of road. Charlie proved a contract signed with the Authority that states the Authority is responsible for maintaining the road. Ryan Williams, maintenance stated that the maintenance crew is aware of the exposed pipe due to being washed out. The maintenance department planned to fix it as soon as possible. The Authority board agreed that they would fix the road and maintain it. Charlie and Mary were thanked for attending the meeting.

**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 payment of the bills by David Paulmier and seconded by Irene Gorman. Motion approved unanimously.

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

**Maintenance Report:** A maintenance report handout was provided to the Authority board.

* Ryan Williams, maintenance department stated that the chlorine injector failed at the water plant. Aaron Serene, the water plant operator has it bypassed right now but the purchase of two new pumps is needed. Ryan Williams provided the Authority with two quotes for pumps. Jeremy Nicholson made a motion to purchase the two new pumps from Amazon and it was seconded by David Paulmier. The motion passed with all in favor.
* A quote from Heritage was provided to make improvements to the chlorine room at the water plant. This is a recommendation of water plant operator, Aaron Serene. A motion was made by David Paulmier and seconded by David Manning. Passing with all in favor.
* Water operator, Aaron Shene will be providing the Authority with a list of items that need to be purchased/fixed for review as soon as possible. David Paulmier suggested that Ryan Williams take the new water plant operator to look at the chlorine shed at the Borough garage. Ryan’s informed the Authority he had also ordered a month’s worth of chlorine reagent per water operators’ recommendation from USA Bluebook.
* Ryan’s stated that the water leak on Chestnut Street was found and fixed this last month after a resident reported low water pressure. The maintenance crew replaced the valve at a Tidioute Creek Road resident this last month after a leak was determined at their camp. Mealy Excavating came and fixed the leak on Elm Street that was reported to the office. It was determined it was under warranty and the leak was fixed.

**New Business:**

* A motion was made by David Paulmier and seconded by Jeremy Nicholson to remove Borough Manager Crystal Heenan from all checking/savings accounts effective on December 31, 2022. Passed unanimously.
* The motion of approval of Ryan Williams, $2.00 per hour raise was made by David Manning and seconded by Jeremy Nicholson. Passing all in favor.
* The approval of hiring James Myers as a full-time maintenance employee was made in motion by David Paulmier and seconded by David Manning. Passed all in favor.
* A motion was made by David Paulmier and seconded by David Manning to accept the resignation of sewer plant operator Tim Carll. Motion carried.
* The motion was made by David Paulmier and seconded by David Manning to approve the contract for water and wastewater treatment plants from CWM Environmental.
* Discussion about the stairs needed at the water plant for when the propane tank is being filled. The Authority informed Ryan Williams to make sure that stairs are in place by the time Superior Plus comes back to fill the tank again.
* The contract from solicitor Andrea Stapleford, from Stapleford & Byham, LLC for the year of 2023 was signed. The motion was made by David Paulmier and seconded by Jeremy Nicholson.
* The management representation letter from May & Company was signed with a motion from David Paulmier and seconded by David Manning. Passing all in favor.

**Old Business:**

* No update on the sewer connection on 25 Main Street. The customer is not being billed but the office is not able to get in contact with the resident.
* No update on Ram Industrial approval for the Towers Lift Station Valve Replacement was approved at the previous meeting.
* No PLGIT account was open for the Authority. The Authority would still like an account to be opened.
* Diane Jameson did contact the office again in concerns to her sewage line. Diane was informed that the Authority still planned to dig up the sewage line and check the connection.

**Correspondence:**

* Truck fund donation of $8,000.00 was made along with the refund of $29,852.00.

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. The meeting was adjourned at 9:00pm.

Respectfully submitted:

Amanda Mesel, Administrative Assistant

*Approved: January 12, 2023*