**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**February 9, 2023**

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 David Paulmier David Manning Jeremy Nicholson Amanda Mesel, Office Manager Mary Watson, Administrative Assistant**

**Ryan Williams, Maintenance**

**Public: Rob Arnold, Arnold Forestry & Surveying Victor Hodak**

**Johnathan Brown Henry Brown**

**Public**:

* Victor Hodak attended the meeting to try and resolve the issue over the sewage line at Diane Jameson home. Victor Hodak stated that he was having issues with his sewage line and contacted the Borough and was told to call Pennsylvania One Call before he did any digging. David Paulmier stated that according to Frank Buccardo, former Maintenance supervisor, if they had contacted him there would have been an easier connection to a main line. David Paulmier also stated that the resident whose driveway and property was dug up without permission is still very upset about the situation. Victor Hodak added that he is willing to do whatever is needed to fix the problems for the resident. Johnathan Brown then provided pictures to the Authority and answered questions regarding the incident. Jonathan Brown said that he tried to contact the resident on the day, but she was not home. A discussion was had on various connections and main sewage lines located in that area. Steve Morrison encouraged Victor Hodak and/or Johnathan Brown to simply put a note on her door if she isn’t home asking her to contact them so the conflict can be resolved without further legal involvement. After lengthy discussion, David Paulmier stated that the connection needs to be dug up and inspected by the maintenance employees. Then the maintenance crew will report back to the Authority of the findings.
* Rob Arnold from Arnold Forestry & Surveying attended the meeting to ask permission for an extension for Northwest Hardwoods on the 2022 timber sale. The original date to have the timber removed by was April 14th and due to weather, this cannot be done without causing disturbance to the property. Rob Arnold is asking on behalf of Northwest Hardwoods that the date be extended to September 30, 2023. David Manning made a motion to extend the date to September 30, 2023, seconded by David Paulmier. Motion passed unanimously. David Paulmier asked Rob Arnold if there is any timber to sell at this time, after lengthy discussion Rob Arnold recommended that the Authority hold off at this time on any timber sales, as the market is not profitable.

**Minutes:** A motion was made to approve the minutes from the previous meeting by David Paulmier and seconded by Jeremy Nicholson. Motion passed unanimously.

David Paulmier moved to approve the Treasurer’s Report and pay monthly bills, seconded by David Manning. Motion passed unanimously.

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

* Ryan Williams reported that he is still waiting on RAM Industries to fix towers lift station, he understands that they are busy.
* Ryan Williams that he had the problem with air in the line fixed until Heritage came and the plant had to be shut down for them to do their work.
* Heritage replaced poly hoses, rebuilt both regulators, and rebuilt two injectors. They were planning to return to replace a part so that the Chlorine System can be taken out of manual.
* Ryan Williams reported that he has been answering Pennsylvania One Calls for Penelec work on Tidioute Creek Road.
* Ryan Williams reported that he is still working on Filter Bed Evaluation and worked with CWM Environmental on Quarterly Method 334.0.
* Ryan Williams is working on his final two modules. There is an exam in April, but the class is full. Office Manager, Amanda Mesel, is working on getting him into another class.
* David Paulmier asked about funding for the sewage, Amanda mentioned that Mary Watson and she had signed up for Pennvest training.
* Ryan Williams reported that the leak at the lift station seems to be under control and has been dry. He stated that the sump pump is up and running.
* Amanda Mesel brought up the possibility of changing billing to the 15th of the month. Ryan Williams said that there seems to be a lot of different things he needs to take care of during the time when meters need to be read. He hopes that pushing it back would allow him more time to get them read. A discussion was had, and it was agreed that the matter would be tabled pending further information.

**New Business:**

* Amanda Mesel reported that she received a fine from Deparment of Environmental Protection for $1,500.00 for the Consent Order and Agreement. After discussion with Engineer, Plant Operator, and Steve Morrison Chairman, it was determined that they didn’t think there would be any leeway and they should just go ahead and pay the fine.
* David Manning moved to approve the mileage increase to 65.5 cents per mile to match the IRS, seconded by Jeremy Nicholson. Motion approved unanimously.
* Steve Morrison signed the May & Company proposal for services for the year ending 2022.
* The addition of a jacket to the Maintenance Personnel Policy was discussed. After discussion it was tabled pending Borough Council’s decision and pricing. The Authority would like the jackets to have the Borough’s name for identification. The possibility of hats was also discussed.
* Amanda Mesel reported that there is a NPDES sewage permit due in July 2023, it is required every five years. CWM Environmental will complete this for a fee of $2,500. A discussion was had on whether we want CWM Environmental to do this or if Ryan Williams and Amanda Mesel can do it, since Ryan will be gathering the information anyways. David Manning mentioned that it would only be $50 a year. A discussion was had and tabled. Steve Morrison will reach out to a contact of his and possibly former employee Tim Carll for assistance.
* The 2023 Budget was discussed, and American Rescue Funds allotment were discussed.
* Amanda Mesel brought up closing the Pennvest loan, Engineer Ryan Reitz would like it to be closed. However, Aaron Serene from CWM thinks it should be kept open because there are still some issues at the plant. This matter will be tabled until next meeting.

**Old Business:**

* Sewer connection for 25 Main is still tabled until spring. David Paulmier asked whether it would be more feasible to place a grinder pump instead of all that pipe.
* Jeremy Nicholson turned in his Financial Interest Form and Steve Morrison reported that his was in the car.
* A discussion was continued on whether or not to pay Ryan Williams cell phone bill. David Manning would like to see a separate phone purchased that has service at the water plant, as Ryan Williams’ does not. Other opinions were voiced. The conclusion was to table the matter.
* The Authority wishes to transfer $178,459.83 into the PLGIT account. Office manager, Amanda Mesel, will transfer the money as soon as possible.
* The stairs at the water plant were discussed and determined if the Propane delivery person is ok with it, they would just leave the ladder they have been using, until further notice.

**Correspondence:**

* No Correspondence

Members reviewed the delinquent public utility customer list. A motion to adjourn was made by David Manning and seconded by Jeremy Nicholson and passed unanimously The meeting was adjourned at 9:32 pm.

Respectfully submitted:

Mary Watson, Administrative Assistant

*Approved: April 13, 2023*