**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**April 13, 2023**

Being a quorum present, the meeting was called to order by Authority Chairman, Steve Morrison with the Pledge of Allegiance promptly at 7:01 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**

**Public: Diane Jamieson Kenny Mack Rob Konkle**

**Public**:

* Diane Jamieson attended the meeting to express to the members that Rusty Hodak nor Johnathan Brown have been in contact with her. She expressed that this has been an ongoing issue for at least 6 months and her yard has not been repaired. After lengthy discussion the members determined with Diane’s permission they would wait till the next meeting and have Amanda Mesel send a letter to Rusty Hodak, giving him 15 days to contact Diane and set up a date to fix the situation.
* Kenny Mack attended the meeting representing the Tidioute Volunteer Fire Department. The first issue he addressed was his proposal to give the active members of the Fire Department a discount on their Water/Sewer bill. Kenny suggested that this could be an incentive for more volunteers and essentially a local thank you for those who volunteer. Kenny stated that per the Fire Department an active member is someone who attends one training, answers one call, and attends one other event during the quarter, totaling 18 events per year. Kenny suggested that the discount on the Water/Sewer bill be based on prior active status, such an example being a member of the Fire Department maintains active status for the year of 2022 and would receive the discount on their 2023 bills. If in 2023 they are not able to maintain active status, they would not receive the discount in 2024. Kenny suggested that instead of basing the status on one year it could be six months, every quarter or however the Southwest Warren County Municipal Authority members wished to base it on.
* The second issue Kenny Mack wished to address was asking for permission to use fire hydrants and roughly 1,500 gallons of water for training. Kenny stated that he has not been able to do this training in years as there is always an issue. Several ideas were expressed, one being that a training hydrant be set up using water from the river or creek and another being that they hook up to an active hydrant, charge the line with water for the members to get the feel and then disconnect, using minimal treated water. Members of Southwest Warren County Municipal Authority expressed that the main concerns for them being the level of water in the holding tank, the fact that dichlorination tablets would need to be used per Department of Environmental Protection, and that a meter would need to be hooked so that usage can be calculated. Kenny asked that workers from the Maintenance Department be present to help with all the requirements. After lengthy discussion the Authority members were in favor of helping the Fire Department complete this training.

**Minutes:** A motion was made to approve the minutes from the February and March 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.

* David Manning moved to approve the inspection of the truck, purchase, and installation of ball joints for $558.36, seconded by David Paulmier. Motion passed unanimously.
* Heritage finished the Chlorine Room on March 29, 2023, the final total was $3,709.00.
* A discussion was had on the changing of the due date for the water bill; several ideas were presented. It was determined that meters could be read early if needed and that the due date will stay the same.

**New Business:**

* David Paulmier moved to approve the hiring of a part time seasonal employee for the Maintenance Department, seconded by David Manning. Motion passed unanimously.
* David Manning moved to approve the purchase of a jacket and hat for the Maintenance Department employees, seconded by Jeremy Nicholson. Motion passed unanimously.
* David Paulmier moved to approve the change of Amanda Mesel’s title from Office Manager to Borough Manager, seconded by Jeremy Nicholson. Motion passed unanimously.
* Atlantic Underwater Services provided a quote for $1,950.00 to inspect the water holding tank. After discussion of when the last inspection had been done, it was determined that further investigation was needed. David Paulmier mentioned that the outside of the tank needs some maintenance and may need to be painted and repaired.
* After hearing Kenny Mack’s suggestion on discounting water/sewer bills for active members, the Authority members decided that more research was needed, and possibly legal counsel as well. This matter will be TABLED at this time.
* Amanda Mesel suggested moving some of the money from the general bank account to PLGIT, as the money currently with PLGIT gained around $600 dollars in interest for one month. All Authority members were in favor of the move.
* Amanda Mesel reported that the Department of Environmental Protection had called stating that they had not received our Chapter 94 permit that was due March 31st. Amanda reached out to Aaron Serene at CWM Environmental, who is in charge of our Water and Sewer Plant. After discussion on whose responsibility, it is to submit reports, when certain reports are to be submitted, and whether CWM Environmental needs to be invited to a meeting to discuss our Contract with them. Authority members decided that since CWM Environmental seems to be trying to correct the situation, that they would wait at this time and see what happens.
* David Manning moved to appoint Robert Konkle as a member of Southwest Warren County Municipal Authority with Tidioute Borough Council approving the appointment on May 9, 2023, at their monthly meeting, seconded by David Paulmier. Motion passed unanimously.

**Old Business:**

* Ryan Williams, Maintenance Department and Aaron Serene, CWM Environmental are still working on the 2022 Annual Filter Bed Evaluation Report for the Consent Order and Agreement.
* David Paulmier moved to approve closing the Pennvest Loan, seconded by Jeremy Nicholson. Motion passed unanimously.
* David Paulmier moved to approve the contract quote from CWM Environmental to complete the NPDES sewage permit renewal due in July, seconded by David Manning. Motion passed unanimously.
* Amanda Mesel provided a quote from Corey Nicholson for the sewer connection at 25 Main Street, the pipe has been purchased for $1,349.50 and contacted the landowner at 31 Main Street for approval to excavate on his property. Authority members requested that Amanda have the resident at 31 Main Street sign a paper allowing excavation of his property and have the resident at 25 Main Street sign a paper acknowledging that once the work has been completed that this will be a service line and the resident’s responsibility.

**Correspondence:**

* All correspondence was reviewed by the Authority with no further questions.

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 8:48 pm.

Respectfully submitted:

Mary Watson, Administrative Assistant

*Approved: May 11, 2023*