**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**August 10, 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**

**Rob Konkle**

**Amanda Mesel, Borough Manager Mary Watson, Administrative Assistant**

**Public:** Jason Miller – Miller Properties, Jim Heasley – May & Co. Accounting, & wife, Al Giralico – RAM Industries Field Service Manager

**Public Comment:**

* Jason Miller, owner of Miller Properties attended the meeting to discuss the possibility of reducing his apartment building from four base fees to two. After discussion, the Authority Board members agreed to allow Jason’s base fees to be lowered to two.
* Jim Heasley from May & Co. Accounting attended the meeting to discuss the 2022 draft audit. A copy of the draft audit was provided to the members. Jim reported on his findings, noting that we are ahead of schedule with the audit and that it has been a much better year than 2021. Jim reported that expenses were down, and income was up from the previous year. Jim also reported that he had not checked with the Kinzua Federal Credit Union but was concerned whether they collateralized anything over $250,000. This would have been an issue for the accounts had the majority not been switched to PLGIT, who does collateralize. David Paulmier moved to approve the 2022 Audit Draft, seconded by Jeremy Nicholson. The motion passed unanimously.
* Al Giralico from RAM Industries joined the meeting via Microsoft Teams to report on the recent work done at the lift station. Al provided a field service report to each of the members. Al reported that they ran into a few unsuspected issues which he discussed in detail. Al reported concerning issues such as the lift station having a significant amount of grit, which has impacted the impellors and pumps. Al’s recommendations included having Pipe Eye come annually and clean the line and repair the impellors, which he will investigate. Al also suggested that Pipe Eye does televise services and they could possibly help to find out whether manholes in Tidioute Creek could be leaking and causing a steady stream of water into the lift station. Al provided pictures from the work they completed and answered questions.

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

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

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

* In the absence of Ryan Williams, maintenance, Amanda Mesel highlighted some of the items from the report. Amanda mentioned that the maintenance department had cleaned bay 4 a couple weeks ago and plans to do another in the coming weeks.
* It was reported that 14 Campbell Hill’s meter was replaced, but Ryan noticed that the curb stop was leaking. The one call has been placed and will hopefully be completed new week.
* Amanda reported that she had contacted the Game Warden as the maintenance department noticed significant ATV traffic on the watershed property and beavers building a dam, which could affect the watershed. Game Warden Matt Savinda was going to go up, look, put up signs, and trap the beavers.

**New Business:**

1. Amanda Mesel reported that the total cost of the Lift Station project with the extra work and installation of the VFD drive at the sewer plant was $53,949.58. David Manning moved to pay the invoices, seconded by David Paulmier. The motion passed unanimously.
2. Testing for fire hydrants will be done August 16, 2023, it is free to the Authority. The main goal is to lower homeowners’ insurance. Ryan Williams will work with ISO Public Protection Survey Company, and they will test four locations, near 109 & 228 Main Street, corner of Second & Scott Street, and Hill Drive in Limestone Township.
3. Amanda reported that DEP has scheduled an inspection for September 6, 2023, at 9:30 for the water plant. Aaron Serene and Jim will be there from CWM and Amanda extended the invitation to any Authority members that wished to attend.
4. Amanda Mesel reported that the office received a call from a property owner on Spruce Lane, they are concerned that the shut off at the curb stop needs replaced. After discussion, the Authority Board decided that they will not replace the shut off unless the maintenance department deems it necessary. The board also would like the property owner to be informed that they are to have a shut off installed on their side of the meter if they want to turn on and off the water. The only persons who should have access to the curb stop is maintenance.
5. David Manning moved to hire Chad Pearson as the full-time maintenance employee with a starting rate of $15 per hour, seconded by David Paulmier. The motion passed unanimously.
6. Mary Watson presented information collected from two possible engineering firms, Stifler McGraw and Deiss & Halmi. Both firms have experience with Slow Sand Bed Filtration Plants; However, Stifler McGraw has a water treatment division and an employee with significant experience in this type of system. David Manning moved to hire Stifler McGraw as engineer, seconded by David Paulmier. The motion was passed unanimously.
7. Amanda Mesel reported that the office staff had found errors with a couple of sewer accounts not being charged correctly. The board agreed to have a letter sent to the resident and the account be fixed. A second base fee for 145 Main Street was discussed, as there has been an apartment added above the business. The Authority board agreed unanimously to charge the owner two water and sewer base fees.
8. David Paulmier moved to allow Northwest Hardwoods to purchase the blown down timber on SWCMA property, seconded by Rob Konkle. The motion passed unanimously.

**Old Business:**

1. Amanda Mesel reported that after talking to Michael Lyon at Warren County Planning and Zoning that RVs are not allowed to be hooked up to water and sewage. He suggested contacting the Solicitor to write something to this affect. The current RVs would be grandfathered in, but any new ones would be denied. It was suggested that if the property was sold in the future, that another RV would not be allowed to hookup. After discussion, it was agreed that the Authority would not allow 148 Main Street to hook up.
2. Water/Sewage hook up for 63 Main Street. No update.
3. Department of Environmental Notice of Breach letter received for 2022 Annual Filter Bed Evaluation Report as required by the Consent Order and Agreement. TABLED
4. Sewer connection for 25 Main Street update: Waiting for Contractor to set date.
5. Department of Environmental Protection initial Service Line Inventory (SLI) by October 16, 2024, which include SWCMA and customer lines that are lead and copper. TABLED
6. Motion to approve quote from Atlantic Underwater Services Inc for the inspection of the water holding tank: $1,950.00. The last date was in 2018. It was agreed by all members that this item be omitted from the agenda going forward, they will revisit in the future.

**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 Paulmier and seconded by Jeremy Nicholson and passed unanimously. The meeting was adjourned at 8:38 pm.

Respectfully submitted:

Mary Watson, Administrative Assistant

*Approved: September 14, 2023*