**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**November 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 Manning**

**Rob Konkle Jeremy Nicholson Ryan Williams, Maintenance**

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

**Public:** Robert & Deanne Holler

**Public Comment:**

* Robert and Deanne Holler attended the meeting to talk to the Authority Board about transferring the lease to their daughters. Amanda Mesel reported that she found the lease from 2002; the lease can be terminated at any time by the Authority, and it cannot be transferred unless authorized by the Authority board. After discussion, the Authority board agreed to pursue transferring the lease. The Authority agreed to approve for Amanda Mesel to contact the Solicitor for the transfer.

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

Jeremy Nicholson 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, who was not able to attend the meeting, previously provided a quote for an analyzer at the water plant. The current one is inaccurate, and the manufacturer will not back it. Aaron and Jim from CWM Environmental offered to install to save costs. David Manning made a motion to approve the purchase of a new analyzer, seconded by Rob Konkle. The motion passed unanimously.
* The sewer line leak at 11 First Street was discussed. Originally the leak was believed to be the Customer’s but once it was dug up, the service line tied into a main line that was not on a map. The Maintenance Department finished the repair, and the contractor provided a bill for the dig. A resident called to complain about water still running down the road. The Maintenance guys are testing the runoff frequently for any chlorine that would indicate a leak. The Authority members agreed to continue to check it and see what happens in the next few weeks. It was also discussed as to placing dye down the resident at 11 First Street’s drains again and going to various manholes to see where the main line connects in.

**New Business:**

1. David Manning made a motion to approve the payment of the 2024 Annual Maintenance Agreement for Coppella & Associates, seconded by Rob Konkle. The motion passed unanimously.
2. Amanda Mesel had reached out to the forester Rob Arnold for advisement on 2024 timber sales. Rob reported that the timber industry is still up and down, but if the Authority needs to do a sale one can be done. Rob also asked for permission for Northwest Hardwoods to have an extension till the end of the year to get the rest of their logs out.
3. A review of the policy was discussed but was TABLED.
4. The water line break at 11 Scott Street was discussed, as the customer didn’t believe it was his problem. The owner of the property gave permission for the leak to be dug and the bill to be sent to the resident. A discussion was held on what to charge for the Maintenance Department’s labor. After discussion, it was decided that a charge would be double the salary of two guys per hour, $120 per hour for backhoe plus operator, and include materials.
5. David Manning made a motion to pay Andy Shields, Ground Up Services, $460 for repairs made to the sewer line at 11 First Street, seconded by Rob Konkle. The motion passed unanimously.

**Old Business:**

1. No update on the ISO Public Protection Survey.
2. The findings from the DEP inspection on September 7, 2023, were discussed along with violations.
3. Amanda Mesel had previously emailed the budget to each of the members to review. A discussion was had on raising rates. To save postage, Amanda advised that if a rate increase was favored, it be sent at the end of November with the Solid Wate increase letter or in June when the CCR report is issued.
4. A discussion was held on the DEP initial Service Line Inventory (SLI) due by October 16, 2024. Amanda Mesel reported that Mary Watson had created a spreadsheet to organize the Customer data. As broken meters are being replaced, the Maintenance workers are inspecting the lines and sending pictures to be uploaded. Amanda also provided a letter to go out in the bills explaining the service line inventory. Authority members reviewed the letter and suggested a link to the DEP site for customers to reference.

**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 Rob Konkle and passed unanimously. The meeting was adjourned at 8:13 pm.

Respectfully submitted:

Mary Watson, Administrative Assistant

*Approved: December 14, 2023*