**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**December 14, 2023**

Being a quorum present, the meeting was called to order by Assistant Authority Chairman, Jeremy Nicholson with the Pledge of Allegiance promptly at 7:00 PM in the Tidioute Borough Office located at 129 Main Street. Those in attendance were:

**Jeremy Nicholson Rob Konkle**

**David Paulmier David Manning**

**Amanda Mesel, Borough Manager Ryan Williams, Maintenance**

**Public:** Bert and Leeann Hart

**Public Comment:**

* Bert and Leeann Hart attended the meeting to discuss the water leak repair at 11 Scott Street and the invoice for the water repair. After a lengthy discussion and explanation from Maintenance, Ryan Williams and Borough Manager, Amanda Mesel, the Authority board agreed that that residents will have to pay the invoice for the water leak repair. The leak was the resident’s responsibility, and the maintenance crew completed the work. The Authority agreed that the residents can make payments starting in January of the amount of $150.00 per month.

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

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

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

* A motion was made by David Manning and seconded by David Paulmier for the purchase of both the new analyzer with controller for $6,725.00 and pH sensor of $2,082.00. The motion passed unanimously.
* Discussion of the water on First Street in the location where the sewer line replacement took place. The Authority said at this point there is no proof that there is a sewer leak as Ryan Williams reported that the maintenance crew has tested the water, and no chlorine is present. At this time, it’s believed to be stormwater.
* Discussion of the generators being serviced as the company is not contacting the office to schedule an appointment. The office and maintenance will look into finding another company.

**New Business:**

1. Motion to approve the 2024 Budget was made by David Paulmier and seconded by David Manning, passing all in favor. The Authority requested that Borough Manager, Amanda Mesel, provide them with a quarterly report of the budget.
2. David Paulmier made a motion to change the payroll split for the maintenance department to be changed to 50/50 with Tidioute Borough. David Manning seconded the motion and the motion passed all in favor.
3. The motion for the advertisement for the 2024 meetings was made by David Manning and seconded by Robert Konkle. The motion passed unanimously.
4. The discussion of the 197 Main Street rate change. The Authority tabled this issue until the next meeting. The Authority would like Borough Manager, Amanda Mesel, to do some research with other municipalities.
5. The valve replacement at Campbell Hill was discussed after the customer was unable to shut the water off at the residence for the winter. The valve located before the meter is not working correctly. The Authority board stated per the policy, this is the customer’s responsibility. The customer will have to replace the valve.
6. David Manning made a motion to accept the resignation of Administrative Assistant, Mary Watson along with removing her from all checking/savings accounts and cancelling all bonds. This motion was seconded by David Paulmier and passed unanimously.
7. A motion was made by David Manning and seconded by Robert Konkle to approve the $2.00 per hour raise increase for all employees (Ryan Williams, James Myers, Chad Pearson and Amanda Mesel) effective January 1, 2024. The motion passed unanimously.

**Old Business:**

1. The policy review will be discussed further at the next meeting so the Authority board members can continue to review the policies.
2. The water leak at 11 Scott Street was discussed during the public comment.
3. Borough Manager, Amanda Mesel, discussed an update on the lease on Buckley Road after contacting the solicitor. Robert Holler declined to pay the solicitor fees to have the lease transferred into their daughters’ names. After a lengthy discussion, the Authority Board would like Borough Manager, Amanda Mesel, to draft the lease with an increase from $300.00 to $473.00 per the recommendation of the solicitor due to inflation. The Authority board would like the lease to state that every five years the lease will be renewed for changes.
4. No update on the ISO Public Protection Survey.
5. The findings from the DEP inspection on September 7, 2023, were discussed during the maintenance report. DEP has been in contact with Borough Manager, Amanda Mesel, and will be scheduling to come in January or February to follow up on the inspection.
6. A discussion was held on the DEP initial Service Line Inventory (SLI) due by October 16, 2024. Amanda Mesel reported that numerous customers had called and scheduled appointments after the letter was distributed. All information is in the spreadsheet and pictures are all saved.

**Correspondence:** All correspondence was reviewed by the Authority.

* OWS payments were discussed, and David Manning was questioning how often we receive these checks. Borough manager, Amanda Mesel stated that the checks are distributed monthly.

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 8:35 pm.

Respectfully submitted:

Amanda Mesel, Borough Manager

*Approved: January 11, 2024*