**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**January 11, 2024**

Being a quorum present, the meeting was called to order by Authority Chairman, Steve Morrison following the reorganization meeting with the Pledge of Allegiance promptly at 7:07 PM in the Tidioute Borough Office located at 129 Main Street. Those in attendance were:

**Steve Morrison, Chairman Jeremy Nicholson**

**David Paulmier David Manning**

**Robert Konkle**

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

**Public:** None

**Public Comment:** None

**Minutes:** A motion was made to approve the minutes from the December 2023 meeting by David Paulmier and seconded by Rob Konkle. Motion passed unanimously.

**Treasurer’s Report:** 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 informed the Authority that Heritage would be at the water plant on January 30-31, 2024, to complete the work on the new analyzer. David Manning was questioning if this would complete the work needed to be in compliance with DEP. Ryan Willaims informed David Manning that the programing would still need to be done after Heritage completed.
* The fire department had a leak between the meter and curb box in their service line. The work was completed by a contractor. Discussion was had about who was responsible for the bill but Borough Manager, Amanda Mesel stated no one has contacted the office to discuss any billing issues.
* Ryan Williams stated that the fence at the sewer plant is scheduled to be fixed by Penn Fence. The tank has a dent and will need to be repainted. Borough Manager, Amanda Mesel informed the Authority that a confession was made by the individual that crashed into the fence and tank. The state police have completed the accident report, and all the information has been provided to Selective for the insurance claim.
* The generators were serviced by Cox and Kanyuck. Ryan Williams is doing research to find a replacement starter for the generator at the sewer plant due to it malfunctioning. It’s currently operating.
* Pipe Eye will be at the lift station tomorrow, January 12, 2024, due to a piece of wood clogging pump #1. Currently the station is running on pump #2.

**New Business:**

1. Motion to approve the 2024 agreement with solicitor, Andrea Stapleford at Stapleford & Byham, LLC by David Paulmier and seconded by Robert Konkle, passing all in favor.
2. Jeremy Nicholson made a motion to approve the 2024 agreement with engineer, Stiffler McGraw. The motion passed all in favor.
3. 2024 Statement of Financial Interests were distributed, and all members completed and return to Borough Manager, Amanda Mesel.
4. A motion was made by David Manning and seconded by Jeremy Nicholson to approve the Tier 2 Public Notification letter being mailed to all water customers with the January bills. Motion passed unanimously.
5. Ryan Williams had previously discussed the Penn Fence contract for repair at the sewer plant during the maintenance report. Borough Manager, Amanda Mesel will follow up with the insurance company to make sure the deductible is reimbursed to the Authority.
6. The Authority agreed to credit the residents at 8 Jefferson Street for the sewer usage for the month of December due to a hot water tank leakage. The residents at 234 Main Street will not be credited due to not being able to prove why there was a high usage. Borough Manager, Amanda Mesel will complete the credit tomorrow for the residents at 8 Jefferson Street.
7. Borough Manager, Amanda Mesel informed the Authority that there was an increase in the CWM Environmental contract for the contractors by five percent. Amanda Mesel informed the board that the work relationship with CWM Environmental was great and no changes should be made.
8. A motion was made by David Manning to hire new administrative assistant Sandra Stephens and add Sandra to all checking and savings accounts effective immediately. The motion was seconded by Robert Konkle and passed unanimously.
9. Discussion was had about resident Ray Confer that owns the property at 268 Main Street. The property was purchased in 2019 and the Authority had granted the resident permission in July of 2019 to allow a Recreational Vehicle to be connected to water and sewage. Borough manager, Amanda Mesel had reached out to the solicitor due to Resolution #8 of 2023 that was passed to no longer allow Recreational Vehicles to be connected to water and sewer. After recommendations from the solicitor, the Resolution needs to be modified to include when formal approval to connect was granted prior to the date of the Resolution. The Authority board reviewed the new Resolution draft that the solicitor, Andrea Stapleford provided. This Resolution will be passed at the February meeting.

**Old Business:**

1. David Paulmier discussed the policy review and determined some changes need to be made. It was decided that David Paulmier and Borough Manager, Amadna Mesel will work on the policy page by page to get the changes passed at future meetings.
2. After a lengthy discussion and information provided by Borough Manager, Amanda Mesel about Youngsville and Sheffield’s rates/charges, a motion was made by David Paulmier and seconded by Steve Morrison to start charging 197 Main Street, Tidioute Library, for water and sewer services. The motion passed all in favor.
3. Borough Manager, Amanda Mesel, discussed an update on the lease on Buckley Road and stated the forester did not think it was a good idea to allow anyone to cut the blow down trees off of the property due to safety concerns. Amanda Mesel also stated that the new lease with increase could not be provided to the customer for the 2024 year. The Authority agreed that the lease will be discussed at the August 2024 meeting for it to be provided to the customer.
4. No update on the ISO Public Protection Survey.
5. The DEP inspection findings are still not scheduled. DEP had been in contact with Borough Manager, Amanda Mesel in December, and will be scheduling to come in January or February to follow up. Maintenance, Ryan Williams has already provided the Authority with the work that is scheduled to be completed at the end of January to be in compliance.
6. A discussion was held on the DEP initial Service Line Inventory (SLI) due by October 16, 2024. Amanda Mesel, Borough manager reported that customers are still providing information for the service line inventory.

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

* Borough Manager reported that the LIWAP monies have already been received and credited to the customers.

Members reviewed the delinquent public utility customer list.

A motion to adjourn was made by Jeremy Nicholson and seconded by Rob Konkle and passed unanimously. The meeting was adjourned at 8:10 pm.

Respectfully submitted:

Amanda Mesel, Borough Manager

*Approved: 2/8/2024*