**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**February 8, 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 7:00 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 Sandra Stephens, Administrative Assistant**

**Public:** Andrea Stapleford, Stapleford and Byham via conference call.

**Public Comment:** None

The Authority board voted to go into executive session with Andrea Stapleford of Stapleford and Byham began at 7:01pm and ended at 7:11pm.

**Minutes:** A motion was made to approve the minutes from the January 2024 meeting by David Manning and seconded by Robert Konkle. Motion passed unanimously.

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

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

* David Paulmier asked if there was any update on the new pump head needed to fix the flow issue from the Tuthill pump. Amanda Mesel, Borough Manager informed David Paulmier that Ryan has not heard back from Heritage Environmental yet regarding the new pump head but that once that is received and installed, it should fix the problem with the flow to the new analyzer.
* Amanda Mesel updated that the maintenance crew ordered 3 curb box lids from LB water, but they have not arrived yet.
* Amanda Mesel updated that Pipe Eye Sewer Services was here to remove the 2x4 piece of wood and other debris from the towers lift station pump #1 valve. No one knows how the 2x4 board got there but now that Pipe Eye Sewer Services has cleaned everything out, both pumps are working again.
* Amanda Mesel stated that the generators at the sewer plant were serviced on January 9,2024. A new starter was ordered and stored due to generators currently operating correctly.

**New Business:**

1. Motion to approve **Resolution #1 of 2024**: Resolution amending policies relating to the connection of Recreational Vehicles to the Municipal water and sewer systems, was made by David Paulmier and seconded by David Manning, passing all in favor.
2. Andrea Stapleford, of Stapleford and Byham will be responding, on behalf of the Authority board, to the Nichole M. Boger vs Defendants lawsuit.
3. Motion to approve Atlantic Underwater Services, Inc. for the needed tank inspection was made by David Paulmier. David Manning asked that Amanda Mesel get an additional quote. Amanda Mesel asked for a motion to go ahead and do the inspection with Atlantic Underwater Services, Inc. if the new quote is for the same amount. David Manning made the motion and David Paulmier seconded, passing all in favor.
4. David Manning states that a decision was made by the Personnel committee to give a stipend to any employee that declines medical, dental and vision insurance. The committee will meet again to make the necessary changes to the employee handbook. The Authority boards members are all in favor of providing employees with this stipend.

**Old Business:**

1. Borough Manager, Amanda Mesel reported there are no updates on the repair of the fence at the sewer plant. Penn Fence company contract is signed, and they have placed a one call to begin the job.
2. David Paulmier stated that the policy review will be completed in the next few weeks with Amanda Mesel.
3. No update on the ISO Public Protection Survey. Amanda Mesel, Borough Manager sent them another email and there has been no response yet. Amanda Mesel stated she will call if there is no response to the new email.
4. Borough Manager, Amanda Mesel stated that Ryan Williams, maintenance continues to work with CWM Environmental regarding the Department of Environmental Protection notice of violation.
5. David Paulmier asked for an update on how the Department of Environmental Protection Initial Service Line Inventory (SLI) report. Borough Manager, Amanda Mesel, stated that numerous customers have completed the inventory along with the Maintenance Department. Administrative Assistant, Sandra Stephens, will be providing the Maintenance Department with a list of broken meters that need repaired this spring so that service line inventory can be done to those addresses as well. Sandra Stephens will also be working with the Maintenance Department as well as customers to get photos and information needed for the audit for all remaining accounts. Seasonal residents will have to wait until the summer months when residents return.
6. The changes to be made to the lease on Buckley Road are still being tabled until August.

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

Members reviewed the delinquent public utility customer list. Amanda Mesel reported that the resident at 11 Scott Street has made the first installment payment for their water repair bill. In addition, the resident at 28 Elm Street has paid full balance but the water service cannot be turned back on until resident has leak repaired.

A motion to adjourn was made by David Manning and seconded by Robert Konkle and passed unanimously. The meeting was adjourned at 8:00 pm.

Respectfully submitted:

Sandra Stephens, Administrative Assistant

*Approved: 3/14/2024*