**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**March 14, 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 Ryan Williams, Maintenance**

**Amanda Mesel, Borough Manager Sandra Stephens, Administrative Assistant**

**Public:** None

**Public Comment:** None

**Minutes:** A motion was made to approve the minutes from the February 2024 meeting by David Manning and seconded by Robert Konkle but David Paulmier asked that two corrections be made in regards to the misspelling of his last name. Motion passed unanimously.

**Treasurer’s Report:** David Paulmier 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.

* Ryan Williams, Maintenance reported that seventeen new meters were installed in the last month to replace broken meters.
* Ryan Williams, Maintenance also reported that service line inventories are being completed during those new meter installations.
* Ryan Williams, Maintenance reported that Heritage Environments is willing to take back the Hydro Analyzer that was previously purchased by the Authority in the amount of $6,725.00 because it does not work for our water plant. They are willing to refund the Authority in the amount of $4,875.00, which is the cost of the Hydro Analyzer minus the installation cost. An additional $2,025.00 is needed for the new analyzer. The motion to approve the return of the old Hydro Analyzer and the purchase of the new HF Scientific Colorimetric Analyzer was made by David Manning and seconded by Robert Konkle. The motion passed unanimously.
* Ryan Williams, Maintenance requested permission to have Miller Brine and Septic Service come out to clean out the effluent wet well tank. A motion was made by David Manning and seconded by Robert Konkle to grant permission to have this completed. The motion passed unanimously.
* Ryan Williams, Maintenance requested permission to have Heritage Environmental perform maintenance at the sewer plant chlorine shed. A motion was made by David Manning and seconded by Robert Konkle to grant permission to have this completed. The motion passed unanimously.

**New Business:**

1. Steve Morrison was appointed for a new five-year term at the February 13, 2024, Tidioute Borough Council Meeting.
2. The mileage rate reimbursement was changed to 67 cents by the IRS on January 1, 2024. A motion was made by David Paulmier and seconded by Robert Konkle to make the necessary change to the borough mileage rate in the personnel policy. The motion passed unanimously.
3. David Paulmier made a motion to approve the transfer of funds from the Truck Fund PLGIT account to the Southwest Warren County Municipal Authority general fund account for truck repairs. The motion was seconded by Steve Morrison and passed unanimously.
4. After discussion and review of employees’ water rates in the current personnel policy, a motion was made by David Paulmier to remove all charges from employees’ accounts and to process any refunds accordingly. Ryan Williams’ account will be adjusted to show that no payments are required and Amanda Mesel’s account will be refunded all payments that were made since her date of hire. Going forward, all employees of the borough will not be charged for water and sewer if they reside in the borough in accordance with the current personnel policy. The motion was seconded by Robert Konkle. With a majority vote the motion was passed. David Manning opposed this decision.
5. Amanda Mesel, Borough Manager, requested permission to order half a year of billing printing cards for the remainder of the year. The motion was made by David Paulmier and seconded by Robert Konkle. The motion was passed unanimously.

**Old Business:**

1. Amanda Mesel, Borough Manager reported that there is no update regarding the Civil Lawsuit Nichole M. Boger vs Defendants.
2. Amanda Mesel, Borough Manager reported that there is no update regarding the Penn Fence contract for the damage at the sewer plant.
3. David Paulmier reported that he and Amanda Mesel, Borough Manager, will reschedule their meeting to begin working on the policy review.
4. Amanda Mesel, Borough Manager reported that the ISO Public Protection Survey hydrant testing results came in. The council reviewed the report.
5. Amanda Mesel, Borough Manager reported that there are no updates regarding the Department of Environmental Protection inspection notice of violations from September 7, 2023.
6. Amanda Mesel, Borough Manager reported that the Service Line Inventory continues to come in from residents as well as our maintenance department.
7. The Lease on Buckley Road is still 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 second 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 Paulmier and seconded by David Manning and passed unanimously. The meeting was adjourned at 7:58 pm.

Respectfully submitted:

Sandra Stephens, Administrative Assistant

*Approved: April 11, 2024*