**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**May 8, 2025**

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 Robert Konkle**

**David Manning Ryan Williams, Maintenance**

**David Paulmier Amanda Mesel, Borough Manager**

**Public:** Michael McKain: McKain Forestry Services, Southwest Warren County Municipal Authority’s Forester

**Minutes:** A motion was made to approve the minutes from the April 2025 meeting by David Manning and seconded by Jeremy Nicholson. The motion passed unanimously.

**Treasurer’s Report:** Jeremy Nicholson moved to approve the Treasurer’s Report and pay monthly bills, seconded by David Manning. The motion passed unanimously.

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

* Amanda Mesel, Borough Manager, provides the Authority Board with two quotes for the valve replacement project at the sewer lift station. The quote from Hiles Excavating for the Hydro/Vac Truck and labor for the project was $37,150.00. Xylem provided a rental quote with daily and weekly rates for the pump rental. Xylem quote had a service quotation for the setup assistance of the pump of an 8 hour workday at the cost of $1,960.00. Ryan Williams, Maintenance discussed the quotes for the valve replacement project and stated a quote from Ram Industries for the replacement and machining of the valve has not yet come in. Ryan stated that an additional quote could be provided from Pipe Eye Services if the Authority wanted more quotes. It was determined the projected needed to go out to bid due to the first quoted amount. A motion was made by David Manning and seconded by David Paulmier to place the valve replacement out of bid in the Warren Times Observer. The bids will be open and reviewed at the next Authority board meeting on June 12, 2025.
* A discussion was had about 14 Campbell Hill Road and the water meter needing to be repaired again. The meter was not winterized, and the meter freeze plate froze again causing damage to the meter. After a discussion, it was determined that an invoice needs to be billed to the resident at 14 Campbell Hill for the cost of a new meter and the labor of one maintenance crew for labor. A motion was made by David Manning and seconded by David Paulmier and passed unanimously. Borough Manager, Amanda Mesel will send the invoice to the residents at 14 Campbell Hill Road.
* Ryan Williams discussed the generator at the sewer plant not being serviced yet due to the company not returning phone calls. Upon discussions of the generator, the authority board recommended getting quotes for a new generator at the sewer plant. Ryan Williams was instructed to get quotes from some local companies for the generator at the sewer plant.

**New Business:**

1. Steve Morrison, Chairman opened the three sealed timber bids that Southwest Warren County Municipal Authority received. The three bids were as follows:

Lipinski Logging and Lumber, Inc: $74,000.00

Network Forest Products: $72,763.00

Green Ridge Forest Products: $47,489.00

Michael McKain explained that once the Authority board makes a motion to accept a bid, the company has thirty days to pay fifty percent of the bid amount. The company has to pay the remaining balance in full before they can cut any timber. Once the full amount has been paid to the Authority, he will invoice the Authority for ten percent due for his forestry service. Michael discussed the scaling of the blowdown of the trees and working with the company as this was included in the contract of the sale. Michael stated that progress of the cutting will take place weekly. A motion was made by David Paulmier and seconded by David Manning to accept the bid of Lipinski Logging and Lumber, Inc at $74,000.00. Michael will be sending out letters to the three companies and be in contact with Lipinski Logging and Lumber, Inc.

Michael discussed spraying of all the Southwest Warren County Authority properties. At this time Michael isn’t going to recommend it because the beech trees have a new disease that might actually kill some of it without spraying. David Manning asked about the Department of Environmental regulation for spraying of properties. Michael explained that another water authority sprayed on water shed and assumed it would be acceptable.

1. Southwest Warren County Municipal Authority entered the Executive Session at 7:00 pm for the purpose of discussing personnel matters. Upon returning to the regular session at 7:33pm, the Authority board took the following actions:

A motion was made by David Paulmier, seconded by Jeremy Nicholson to hire David M. Manning Jr., as a seasonal employee at the rate of $13.00 per hour for approximately twenty hours per week. Authority board member David Manning abstained from voting on the hiring of seasonal employee David Manning due to it being his grandson. The motion to approve the hiring of David M. Manning Jr. passed with 4 in favor, 1 abstention (Authority board member David Manning).

A motion was made by David Paulmier and seconded by David Manning to hire Walter Stover as a part time seasonal employee to work two to three days per week at the rate of $15.00 per hour and be in the weekend rotation for chores. The motion passed unanimously.

A motion was made by David Paulmier and seconded by Jeremy Nicholson and passed all in favor to allow the Borough Council to make the final decision on Sandra Stephen’s hours and days per week reduction. It was the recommendation of the Authority board that Sandra Stephen’s be terminated.

A motion was made by David Paulmier and seconded by David Manning to increase both Ryan Williams and Chad Pearson’s wages by $2.00 per hour. The motion passed unanimously.

1. A motion was made by David Manning and seconded by Robert Konkle to approve the use of Limestone ballfields for the WWII Re-enactment on June 19, 2025 – June 23, 2025. The motion passed unanimously.
2. The Authority board discussed the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), allocated by Limestone Township. The allocation was presented to the Authority in 2023 in the amount of $12,950.02. Limestone Township was provided with a letter from the Authority in November of 2024 stating that the total expenditures for the amount in 2024. As a requirement of the funds, Limestone township is required to complete reporting each year. At this time the Authority board is recommending that Borough Manager, Amanda Mesel hold off obtaining a SAM registration number as the previous years of reporting did not ask for that registration number.
3. Borough manager Amanda Mesel presented the Authority board with the OWS invoice from 2022 for the overage on the consumer gas billing. After discussion and explanation, David Manning recommended that OWS provided the Authority with the readings from 2022 along with the allowance amount on the contract. The amount of the 2022 overage seems correct and should be paid as soon as OWS provides the meter readings.

**Old Business:**

1. Amanda Mesel, Borough Manager, reported the solicitor is working on the lien for the property on 277 Main Street. All information has been provided. The residents only made one payment per the contract and haven’t made any monthly payments.
2. Amanda Mesel, Borough Manager, reported that the office still hasn’t heard from Mr. Perkins in regard to the agreement letter that was mailed seeking access to the SWCMA property for timber removal. David Manning stated if the contract was never returned then this item can be removed from the agenda.
3. Amanda Mesel, Borough Manager, there is still no update on the property of 268 Main Street. The Authority elected to revisit this case in the spring.
4. Amanda Mesel, Borough Manager, stated that there is still no update regarding the Civil Lawsuit Nichole M. Boger vs Defendants. Borough Manager, Amanda Mesel stated that she needs to contact the attorney about this case as nothing has been done about it.
5. Amanda Mesel, Borough Manager, stated that the SWCMA policies and regulations still need to be reviewed and updated when time permits. At this time, no policies were updated.
6. Amanda Mesel, Borough Manager, reported that there have been no updates regarding the Department of Environmental Protection inspection notice of violations from September 7, 2023. CWM Environmental is working with Ryan Willams, Maintenance to finish the filter bed evaluation.

**Correspondence:** All correspondences were reviewed by the Authority. David Paulmier stated all the correspondences cost the Authority money.

Members reviewed the delinquent public utility customer list.

A motion to adjourn was made by David Paulmier and seconded by Robert Konkle. The motion passed unanimously. The meeting was adjourned at 8:41 pm.

Respectfully submitted:

Amanda Mesel, Borough Manager

*Approved: June 13, 2025*