**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY**

**MEETING MINUTES**

**August 14, 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 Jeremy Nicholson, Vice Chairman**

**Robert Konkle David Manning**

**David Paulmier Ryan Williams, Maintenance**

**Amanda Mesel, Borough Manager**

**Public:** Mr. and Mrs. Jim Heasley from May and Company were present.

* Mr. Jim Heasley was present to provide the board with the 2024 financial audit. Mr. Heasley stated this was the thirteenth year May and Company completed the books for Southwest Warren County Municipal Authority. The audit has been filed with Department of Community and Economic Development. Jim stated the major key points of 2024 were that water reported a small loss, and sewer reported a significant loss. This was in part due to no timber sales in 2024, and lack of grant funding. Jim stated the operating cash flow is down and recommended that the board do something with the sewer rates. David Paulmier questioned how much the rate would need increased to cover the loss. Jim Heasley suggested looking at the general operating expenses which include the testing, to determine a fair increase in the amount. The board agreed to discuss the water and sewer rate increase closer to January of 2026. Amanda Mesel, Borough Manager, questioned if the water and sewer were separated this year for PennVEST. Jim stated that everything was separated this year at PennVEST’s request.

**Minutes:** A motion was made to approve the minutes from the July 2025 meeting by Robert Konkle and seconded by Jeremy Nicholson. The motion passed unanimously.

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

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

* Amanda Mesel, Borough Manager, discussed with the board the quotes that have been provided for the generator at the sewer plant and for the installation of one at the lift station. After a lengthy discussion a motion was made by David Paulmier to place the generator installations out as separate bids for the sewer plant (natural gas) and the lift station, behind the towers (propane). Motion was seconded by David Manning and passed all in favor. Borough Manager, Amanda Mesel, will place two separate bids in the newspaper with all bids due by the next board meeting in September, in which bids will be opened and reviewed at that time.
* Ryan Williams, Maintenance stated that numerous repairs have been made at the sewer plant. The electrician fixed the motor to the one skimmer arm and repaired the other skimmer arm. The chlorine is temporarily fixed by Heritage, the pumps not working correctly are not good but that can’t be fixed until the valves are replaced. Amanda Mesel stated the engineers have not completed the specifications for the valve replacement yet.
* Borough Manager, Amanda Mesel informed the board that Ryan Williams had completed his continued education needed for the renewal of his water license with the Department of Environmental Protection. The cost of the renewal is sixty dollars. The board agreed to send in the renewal and payment for the license for maintenance employee Ryan Williams.
* Maintenance, Ryan Williams discussed with the board that the valve on the holding tank is leaking. This valve controls the flow from the tank. David Paulmier wondered if it could be packed down, but Ryan Williams informed him it’s been done too many times. The new valve has already been purchased and is in the Borough garage. David Paulmier stated there is a way for the tank to be bypassed so that the community does not have to go without water during the valve replacement. Ryan Williams plans to take the operator from CWM Environmental to review the leaking valve tomorrow when the operator is here for the weekly visit.
* Ryan Williams also reported that the water main line on the upper half of Tippy Lane needs to be replaced because it has been repaired numerous times. Ryan believes it’s a one-inch line that feeds about three houses. The new line has already been purchased, and the repair will be scheduled.
* Amanda Mesel reported that the new owner of 25 Elm Street would like to have water and sewer service at the property. Currently the property was purchased at judicial sale. After a lengthy discussion, it was determined that water may be able to be connected by the test/sample line. This line was placed right beside that garage when the new Elm Street line was being installed about three year ago. The customer would still need a Right of Way from 23 Elm Street. The sewer may also need a Right of Way but should be able to be connected as the sewer runs out back of property. The sewer could be connected to service line of 23 Elm Street but as close as possible to the main line.

**New Business:**

1. A motion was made by David Manning to sign the management representation letter for May and Company for the year ending December 31, 2024, and seconded by Robert Konkle. The motion carried with all in favor.
2. A motion was made by David Manning and seconded by David Paulmier for approval for the use of the Limestone ballfields for Clarkball on October 3, 2025 – October 5, 2025. The motion passed unanimously.
3. Amanda Mesel, Borough manager, informed the authority board that forester Mike McKain reported that Lipinski Logging & Lumber, Inc have completed the Timber harvest. Clean up will be completed and an additional blowdown check will be issued.

**Old Business:**

1. Amanda Mesel, Borough Manager, reported that Stiffler and McGraw have not provided any updates on the valve replacement project. No engineering was provided at the time of the meeting.
2. Amanda Mesel, Borough Manager, reported that the solicitor is working on the lien for the property at 277 Main Street and it will be taken care of through Stapleford and Byham’s office.
3. 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. Amanda Mesel stated that HACH has the part that is needed for the temperature to be installed and will be ordered tomorrow as the technician from RAFA just provided this information to Ryan Williams this week. No other information was able to be reported.

**Correspondence:** All correspondences were reviewed by the Authority with no further questions.

Members reviewed the delinquent public utility customer list with no further questions.

A motion to adjourn was made by David Paulmier and seconded by Robert Konkle. The motion passed unanimously. The meeting was adjourned at 8:23 pm.

Respectfully submitted:

Amanda Mesel, Borough Manager

*Approved: September 11, 2025*