

**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY
MEETING MINUTES
February 13, 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
David Manning
David Paulmier
Robert Konkle

Jeremy Nicholson
Ryan Williams, Maintenance
Amanda Mesel, Borough Manager
Sandra Stephens, Administrative Assistant

Public:

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

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

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

- Ryan Williams, Maintenance reported that a leak was found at 201 Main Street. The leak was in the customer's basement and the water was turned off by the maintenance staff.
- Ryan Williams, Maintenance reported that the residence at 59 Main Street had a significant leak after their pipes unfroze. The leak was under the customer's home and the water was turned off by the maintenance staff.
- Ryan Williams, Maintenance reported that the propane at the Recycle Center is low. Amanda Mesel, Borough Manager, will notify the Lion's Club President, Phillip Downey.
- Ryan Williams, Maintenance was asked about the state of emergency with the water plant. Ryan explained that the loss of water was due to various leaks that appeared after the negative temperatures. Some of the leaks were significant and the plant just couldn't keep up with how fast the holding tank was losing water. Once the leaks were repaired and the staff was able to turn the water off to the residences with significant leaks, the tank began to gain again. The truck loads of water from Pennsylvania American Water gave the maintenance staff an opportunity to clean Bay 4 on Friday, January 31, 2025, and Bay 3 on Monday, February 3, 2025, with help from Hiles Excavating.

New Business:

1. Amanda Mesel, Borough Manager, drafted a thank you letter, on behalf of Tidioute Borough and SWCMA, to send to Pennsylvania American Water for their assistance with leaks during the state of emergency. Pennsylvania American Water also supplied the water buffalo and various truckloads of their Department of Environmental Protection (DEP) approved water at no charge to SWCMA. The Authority reviewed and approved the letter. Amanda also reported that the bill from CWM Environmental Inc. was \$2,568.00 for their assistance with the emergency. The bill from Fox's Water Service was \$11,515.00 for transporting the donated water with their DEP approved trucks. The bill from Hiles Excavating LLC was \$20,700.00 for helping the maintenance staff search for and repair multiple leaks as well as their assistance with the cleaning of the bays at the

water plant. The bottled water that was distributed to our residents was purchased from Family Dollar and Walmart totaling \$1,302.64. The extra hours worked by the maintenance and office staff will be paid as usual with the Borough paying their normal portion. Amanda expressed her gratitude to all the community volunteers that helped during the emergency. Many of the Borough Council and SWCMA members came to the emergency meetings and volunteered as well. It was recommended to SWCMA during the emergency that a leak finder would be helpful in the future. Amanda will reach out to Glenn from Pennsylvania Rural Water to see which one he recommends so she can get a quote.

2. Amanda Mesel, Borough Manager, stated that Andrea Stapleford, the SWCMA solicitor, has drafted a payment plan agreement for the new residents of 277 Main Street. The payment plan will include the cost of the live water tap that was completed at the property as well as the delinquent balance on the account. David Manning made a motion to approve the payment plan agreement, and David Paulmier seconded the motion. The motion passed unanimously. Amanda will notify the residents by phone and/or mail that a payment plan agreement is available as the customers did not show up for the meeting.
3. Amanda Mesel, Borough Manager, requested permission for SWCMA to pay a portion of the catering bill for the next Secretaries' meeting on May 22, 2025. The cost of the food will be split with Limestone and Triumph Township. The Borough is also paying their portion of the bill. David Manning made a motion to pay a portion of the catering bill and David Paulmier seconded the motion. The motion passed unanimously.

Old Business:

1. Amanda Mesel, Borough Manager, reminded the Authority members that the 2025 Statement of Financial Interests were distributed and are due back on May 1, 2025.
2. Amanda Mesel, Borough Manager, reported that the SWCMA Forester, Michael McKain, has recommended to the Authority the sale of timber in a portion of the SWCMA property. This will be primarily a maple sale. The Forester found a large area of blow down timber and would offer that to the highest bidder as an option to cut. He stated that oak prices are moving a little so he will be watching the numbers and may stall the sale a bit in case red oak prices go up. David Manning made a motion to go ahead and sell the timber from that portion of the property and Robert Konkle seconded the motion. The motion passed unanimously.
3. Amanda Mesel, Borough Manager, reported that she received an email from the property owner of 145 Main Street stating the stormwater issue will be revisited when the weather breaks. The Authority has agreed to give the property owner until Spring to resolve the issue.
4. Amanda Mesel, Borough Manager, stated that she spoke with Muni-Link regarding ACH payments (or payments that come directly out of a customer's bank account) and the potential for SWCMA to get an account with a bank that can initiate direct payments on SWCMA's behalf. Andrea stated that Muni-Link does not recommend ACH payments because the customer's banking information will need to be saved in their accounts. Andrea also said that most banks will charge a service fee for each transaction. Amanda reported that the payment plans are working well in Muni-Link. She provided the Authority with a copy of this month's payment plan report. Steve Morrison, Chairman asked Amanda to investigate if a call blast system is available through Muni-Link. He would like to know how it compares to other call blast services.
5. Amanda Mesel, Borough Manager, reported that an agreement letter was mailed to Mr. Perkins who is seeking access to the SWCMA property for timer removal. There has been no response yet.

6. Amanda Mesel, Borough Manager, reported that a letter was sent to the property owner of 268 Main Street. No response was received from the property owner. The Authority elected to revisit this case in the spring.
7. Amanda Mesel, Borough Manager, stated that there is still no update regarding the Civil Lawsuit Nichole M. Boger vs Defendants. There is still no update.
8. Amanda Mesel, Borough Manager, stated that the SWCMA policies and regulations still need to be reviewed and updated when time permits.
9. 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.
10. Borough Manager, Amanda Mesel, reported that the lease for the Buckley Road property had to be resent to Mr. and Mrs. Hollar. It did not get signed, notarized, and returned so she had follow-up with them. The Hollars have decided to add their daughter to the lease. Mrs. Hollar would like to know how much it will cost. Amanda has reached out to Andrea Stapleford to get an estimate of how much it will cost to add another person to the lease.

Correspondence: All correspondence was reviewed by the Authority.

Members reviewed the delinquent public utility customer list.

A motion to adjourn was made by David Manning and seconded by Robert Konkle. The motion passed unanimously. The meeting was adjourned at 8:55 pm.

Respectfully submitted:

Sandra Stephens, Administrative Assistant

Approved: March 13, 2025