

**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY
MEETING MINUTES
January 9, 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: Michael McKain – Forester, Michael McKain, was recommended to SWCMA authority by their previous forester, Rob Arnold who recently retired. Michael stated that he walked on some of the Buckley Road parts of the SWCMA property on Monday, January 6, 2025, and had already spoken to Rob about the property. Michael explained to the authority that maple prices are good right now and he will focus his recommendations only on maple at this time. Michael made suggestions regarding the Buckley Road portions that he did see and will be walking more of the property to make further recommendations to the authority. Amanda Mesel, Borough Manager, provided the authority with a copy of Michael’s Forester Consulting Contract in which it states that his fee is 10%. A motion was made by David Paulmier and seconded by Robert Konkle to sign the consulting contract. The motion passed unanimously.

Jessica McCray – Stated that as of December 30, 2024, she is the new owner of the property located at 277 Main Street. Jessica asked the authority why the water service cannot be turned on at her property. Steve Morrison, Chairman explained to Jessica that the property has a significant passed due balance for the service connection completed by the SWCMA staff and contractor. Steve also explained that the balance due stays with the property if the previous owner hasn’t paid the outstanding balance prior to selling the property. Jessica explained that the previous owner added the balance due to the cost of the home purchase. Steve also stated that any utility balance, or a lien on the property, is typically handled at the time of closing. Steve recommended that Jessica contact her attorney to try to resolve the outstanding balance with the previous owner of the property. Jessica asked if her husband Damien could be called at work. The authority called Damien at work and put him on the speaker phone. Steve reiterated everything that was said to Jessica. Damien asked if Jessica and him could go on a payment plan for the balance due. Steve explained to Damien that SWCMA would need the outstanding balance paid in full before the water can be turned on at the property.

Minutes: A motion was made to approve the minutes from the December 2024 meeting by David Paulmier and seconded by David Manning. The motion passed unanimously.

Treasurer’s Report: David Paulmier 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.

- Ryan Williams, Maintenance reported that the badger meter quote is in from KWM Controls. The cost is \$2,700.00. David Paulmier made a motion, and Jeremy Nicholson seconded the motion to approve the purchase of the new badger meter. The motion passed unanimously.

- Ryan Williams, Maintenance reported that he contacted Northwest Electrical because the battery on the generator at the sewer plant was not holding a charge. He believes that the trickle charger needs replaced. Ryan will follow up with Northwest Electrical to see when they are coming to repair it.
- Ryan Williams, Maintenance reported that the water at 166 Tippy Lane had to be shut off at the meter due to a leak found after the meter. The owner was notified that the repair is his responsibility.
- Ryan Williams, Maintenance reported that there is a significant leak at 158 Tippy Lane. The customer called the office and stated that he has someone coming this Saturday to fix the leak.
- Amanda Mesel, Borough Manager, reported that the 2016 GMC needed new tires for \$1188.00 and lights fixed to pass the inspection. The 2003 Ford F450 passed the inspection with no problems. The 2016 GMC service truck is getting inspected next week.

New Business:

1. Amanda Mesel, Borough Manager, provided the authority with a copy of the Stapleford & Byham LLC 2025 agreement for approval. David Manning made a motion, and Robert Konkle seconded the motion to approve and sign the agreement. The motion passed unanimously.
2. Amanda Mesel, Borough Manager, provided each member of the authority with the 2025 Statement of Financial Interest form for completion. The form is due back by May 1, 2025.
3. Steve Morrison, Chairman reported that the property owner of 145 Main Street informed the Borough Council, at the December 10, 2024, meeting that she hired a plumber to fix the drainage issue in front of her business. Steve stated that it sounds like the plumber connected a French drain in her basement to the property's sewer line which is not allowed according to SWCMA's rules and regulations. The property owner said she would contact her plumber regarding this issue. Steve asked Amanda to send the property owner a letter to follow up and see if the issue has been resolved.
4. Amanda Mesel, Borough Manager, provided the authority with a copy of the Stifler and McGraw Engineering Services Agreement for the 2025 calendar year for approval. David Manning made a motion, and David Paulmier seconded the motion to approve and sign the agreement. The motion passed unanimously.
5. Amanda Mesel, Borough Manager, reported that the IRS mileage reimbursement rate was changed to 70 cents per mile as of January 1, 2025. Amanda requested approval to change the IRS mileage reimbursement rate to 70 cents per mile in the personnel policy. Jeremy Nicholson made a motion, and David Paulmier seconded the motion to update the personnel policy. The motion passed unanimously.

Old Business:

1. Amanda Mesel, Borough Manager, reported that the Muni-Link billing conversion is complete and will be going live this month. David Manning asked if customers will be able to sign up for recurring online payments in the new system. Amanda stated that all online payments can be made through the Muni-Link Customer Portal, but customers will be redirected to MuniciPay for processing. Customers will not be able to set up recurring online payments because SWCMA's Credit Union is unable to initiate online payments on behalf of SWCMA. The Muni-Link Customer Portal account setup instructions will be mailed out with the January 2025 bills.

2. 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. No response was received.
3. Amanda Mesel, Borough Manager, reported that the previous property owner for 277 Main Street still has not paid the invoice for the water and sewer connections. The invoice was sent via certified mail and regular mail. USPS was unable to deliver the certified mail, and it was returned to the SWCMA office. The Sheriff's office was contacted and provided a copy of the invoice and letter to serve FKU LLC c/o Mr. Nathaniel Weaver. Currently the sheriff's office has not been able to serve the letter to Mr. Weaver.
4. Amanda Mesel, Borough Manager, reported that Andrea Stapleford, SWCMA solicitor, suggested that a letter be sent to the property owner of 268 Main Street. There has been no response from the property owner.
5. Amanda Mesel, Borough Manager, stated that there is still no update regarding the Civil Lawsuit Nichole M. Boger vs Defendants. The SWCMA solicitor, Andrea Stapleford, contacted the attorney involved in the case for an update. Currently nothing is able to be reported.
6. Amanda Mesel, Borough Manager, stated that the SWCMA policies and regulations still need to be reviewed and updated.
7. Amanda Mesel, Borough Manager, reported that there are still no updates regarding the Department of Environmental Protection inspection notice of violations from September 7, 2023.
8. Borough Manager, Amanda Mesel, reported that the certified letter she mailed to the Mr. and Mrs. Hollar for the lease of SWCMA's Buckley Road property was signed for, but she has not received the signed lease yet. Steve Morrison, Chaiman asked Amanda to call the Mr. and Mrs. Holler to check in with them about the lease and payment that is due in January.

Correspondence: All correspondence was reviewed by the Authority.

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 8:43 pm.

Respectfully submitted:

Sandra Stephens, Administrative Assistant

Approved: February 13, 2025