

**SOUTHWEST WARREN COUNTY MUNICIPAL AUTHORITY
MEETING MINUTES
March 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
Ryan Williams, Maintenance
Amanda Mesel, Borough Manager

Public: None public was present.

Minutes: A motion was made to approve the minutes from the February 2025 meeting by David Paulmier and seconded by Robert Konkle. 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.

- A discussion of the Authority Board was had about purchasing a leak detector. Borough Manager, Amanda Mesel provided a quote that Matthew Bittner from Pennsylvania American Water suggested. Matthew Bittner had suggested this device as he uses it almost everyday for leak detection. Ryan Williams, maintenance reported that Glenn from Pennsylvania Rural Water would lend us a leak detector if we ever needed one. The Authority board suggested that the maintenance crew needs to be going around throughout the month and listening for leaks. After a discussion, a motion was made by David Paulmier and seconded by David Manning to purchase a leak detector for the maintenance crew. The motion passed unanimously.
- Ryan Williams, Maintenance reported that the maintenance department has two tampers at the garage. David Paulmier had concerns about the tampers at the garage not working. Ryan stated that no tamper would need purchased as the ones at the garage work.
- Ryan Williams, Maintenance reported that maintenance has had to turn down the flow, so the plant is producing less now.
- Ryan Williams, Maintenance reported a leak at 269 Main Street that was reported on March 13, 2025. The maintenance crew repaired the fitting beside the meter.
- Amanda Mesel, Borough Manager, reported that 16312 Route 62 has submitted a new service application. The quoted amount for a new meter and meter pit would be \$1,015.70. Ryan Williams, maintenance, explained that there would not need to be a new tap completed. The maintenance crew knows where the tying in will take place. Amanda Mesel, Borough Manager, will contact the customers to begin the process of the new service.
- Ryan Williams, maintenance reported about the issues at the sewer plant lift station. Pipe Eye was at the sewer plant lift station on March 13, 2025. The pumps were clogged, and the valves are not working correctly. Pipe Eye was able to bring the vac truck and plug the pipe so the pumps could be cleaned. Ryan Williams reported that the maintenance crew has determined valves are not working. David Paulmier reported that the Authority had purchased new valves that had machined but were used in the lift station project behind the Tidioute Towers. The Authority board requested a quote for the valve

replacement at the lift station from Ram Industries. Ryan Williams from maintenance will contact Ram Industries for a quote.

- The Authority board had a discussion about the Water Street road repair. David Paulmier reviewed Water Street due to the road collapsing. A water line for the hydrant along with a shut off are in the collapsed area of the road. David Manning's recommendation is to wait until weather is better before any repairs are made to the road.

New Business:

1. Borough Manager, Amanda Mesel presented the new notification module for the current Muni-Link billing system. The new notification module will allow the office to send voice texts and emails to all the customers in the system for emergencies. Amanda Mesel, Borough Manager reported that the Tidioute Borough Council agreed to pay half as the Borough will utilize this system as needed also. A motion was made by David Paulmier and seconded by David Manning to approve the purchase of the addition notification module to the Muni-Link billing software. The motion passed unanimously.
2. Amanda Mesel, Borough Manager, reported that the US Forestry department, Richard Starr requested permission to measure trees on the SWCMA property. Richard Starr stated that they had measured trees on the property in 2017 and needed to get new measurements. Borough Manager, Amanda Mesel had granted permission for the US Forestry department to access the property off of Buckley Road, in Tidioute.
3. The resident at 326 Main Street contacted the office to inform the office that the house on the property is being removed. At this time, all utilities are disconnected. David Paulmier is recommending that the meter pit be removed by the maintenance staff. Amanda Mesel will contact the resident to determine if the resident plans to ever put a house back on the property before the meter and pit are removed. The resident is requesting the bill be turned inactive due to all utilities being disconnected. The Authority unanimously agreed for Borough Manager, Amanda Mesel to make the account inactive.
4. A motion was made by David Paulmier and seconded by Robert Konkle to accept the resignation of James Myers. The motion passed unanimously. James Myer's last day will be May 16, 2025.
5. Borough Manager, Amanda Mesel reported that customers had high usage this last month due to leaks. Three customers had contacted the office due to high billing. All the properties were determined to be vacant with no usage in the previous months. A motion was made by David Paulmier and seconded by David Manning to credit the accounts for the sewage usage. The motion passed unanimously.

Old Business:

1. Amanda Mesel, Borough Manager, informed the Authority board that the signed agreement for 277 Main Street along with the first payment was received by the solicitor. Amanda Mesel has been in contact with the resident. The customer has still not run the lines to the residence for connection. The resident was notified when the lines are connected, to contact the office for the water to be turned on. The resident was also informed that a second payment is due to the solicitor on March 20, 2025, along with the monthly utility bill being due on March 15, 2025.
2. Amanda Mesel, Borough Manager, reminded the two Authority members that the 2025 Statement of Financial Interests were distributed and are due back on May 1, 2025.

3. Amanda Mesel, Borough Manager, reported she has not heard from the SWCMA Forester, Michael McKain to put the timber sale out to bid. Amanda Mesel will follow up with Michael McKain.
4. Amanda Mesel, Borough Manager, reported that she has not heard from the owner of 145 Main Street about the stormwater issue. The Authority is still agreeing to give the property owner until Spring to resolve the issue.
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 still been no response yet. The Authority board recommended holding off sending another letter at this time.
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.
8. 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.
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. CWM Environmental is working with Ryan Willams, Maintenance to finish the filter bed evaluation. Amanda Mesel, Borough Manager, discussed the Chapter 110 and consumption versus what is billed not matching. At this time, CWM Environmental is looking into these issues.
10. Borough Manager, Amanda Mesel, reported that the lease for the Buckley Road property was signed and returned to the office. The lessee did not add any additional names. The new increased lease amount of \$500.00 was paid and deposited into the SWCMA general fund.

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 David Manning. The motion passed unanimously. The meeting was adjourned at 8:11 pm.

Respectfully submitted:

Amanda Mesel, Borough Manager

Approved: April 10, 2025