

**WESTERN BUTLER COUNTY AUTHORITY
607 MARKET STREET
ZELIENOPLE, PA 16063
PHONE: (724) 452-5501**

Regular Meeting Minutes – August 8, 2024

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Vice Chairman Ed Eckenrode called the August 8, 2024 meeting of the Western Butler County Authority Board of Directors to order at 5:00 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Ed Eckenrode
Paul J. Kremer Jr.
Ron Lutz
Dave Weber
Marietta Reeb

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Matt Racunas
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Elena Halmi, HRG intern
Project and Construction Administrator: Jason Mack
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

Tom Tomayko, Mark Butler, and Greg Such were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously approved the June 13, 2024, Regular Meeting Minutes, as amended. Ron Lutz abstained from voting.

In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved the July 31, 2024 Special Meeting Minutes.

BILLS AND COMMUNICATIONS:

In a motion made by Marietta Reeb and seconded by Ron Lutz, the Board unanimously approved all of the July 2024 bills for payment in a roll call vote.

A list of bills in the amount of \$123,334.42 (Operating) and \$386,886.55 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated August 8, 2024. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved all of the August 2024 bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated August 8, 2024 in a roll call vote.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee highlighted the following report items:

- Two entry-level field positions and one assistant project administrator position are open on Indeed.

Finance Committee

The Committee had nothing to report.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- During the recent Facilities Committee meeting, the Manager and Engineer walked the Committee through all the decisions made to date. There will be two other meetings, one in November 2024 and one in April 2025.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor received payment on an account in which the Authority received a civil judgment in their favor, so it won't be appealed.
- The Solicitor communicated with Authority staff regarding a customer in bankruptcy. WBCA has until October to file a claim.
- The Sheriff Sale that the Solicitor has been monitoring has been discontinued.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- The Engineer met with Authority staff to discuss several projects, fecal lab results, existing plant conditions, and other items. They reviewed three developments: Lutheran Senior Life, Heurich, and Hartmann.
- **WBCA Annual Reports:** The Engineer submitted the final draft of the annual report to the Manager.
- **Route 19 South Service Area Extension:** The Engineer received approval for the wetland and NPDES permits. They are waiting on the water quality management permit approval and easements. The Engineer wants to get this project to bid as soon as possible once the permit approval comes in. They are working with the Manager and Project Administrator to complete final changes on the drawings and finish the project manual.
- **Harmony Pump Station Upgrade (HPSIIP):** The Engineer is working on final design and permit approvals. There were two sewer main segments of concern. WBCA televised these mains to verify their condition.

- **Water Resource Recovery Facility:** The Engineer has been working on design and has attended 6 meetings with Authority staff. They will have an updated cost estimate with design changes in November.
- **Administration Building:** The Engineer had two progress meetings in July and has been working on submittals. They received the MIPs Grant Award quarterly progress report and confirmed that the reimbursement can occur in 2025.
- **CIP and Rate Study:** The Engineers will schedule a meeting with the Manager.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Bad Debt:** There was a bad debt correction made.
- **Billing Software:** The Manager is deciding on new billing software.
- **H.R. 7944:** The Manger has a meeting in August with Mike Kelly's office about the Water Systems PFAS Liability Protection Act.

FACILITIES

- There have been several pump failures, along with a RTU Unit battery low alarm and error codes from PLC. The Manager had Pumpman repair loose wires, but there have still been failures. An HRG programmer will be coming in next week.
- A mini split system will be installed in the motor control room to control expansion and contraction of wiring and circuitry.

DEVELOPER PROJECTS

- **Trails at Harmony Junction:** In a motion made by Ron Lutz and seconded by Ed Eckenrode, the board unanimously approved the Set Aside Agreement for Phase 2 and 3 in the amount of \$44,719.22, expiry 11/11/24.

In a motion made by Paul Kremer and seconded by Dave Weber, the Board unanimously approved the Developer's Agreement for Phase 2 (56 Single Family Homes) and Phase 3 (17 Single Family Homes).

- **Valley’s Edge:** WBCA received a capacity verification request for 183 townhomes and 97 single family homes.

WBCA PROJECTS

- **Admin Building:** In a motion made by Ron Lutz and seconded by Marietta Reeb, the Board unanimously approved Payment Application #2 in the amount of \$285,120 to VendRick Construction, Inc., in a roll call vote. WBCA and HRG find this request substantiated.

In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously approved Payment Application #2 in the amount of \$3,307.50 to Central Heating and Plumbing Co., Inc., in a roll call vote. WBCA and HRG find this request substantiated.

- **CIP and Rate Study:** The Manger reviewed existing and projecting budgets with the Engineer. They are working to project budgets for the next five years.

PAST DUE ACTIVITY

A total of 69 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 8/2/24. Only customers on a public water service are included for shut off. Customers with a balance in excess of \$20 who are 60 days past due are included.

	Zelienople	Jackson	Lancaster	Harmony	Total
June, 2024	\$5,355.19	\$25,512.70	-\$1,118.97	\$1,645.16	\$31,394.08
July, 2024	\$2,520.37	\$18,282.84	-\$1,283.95	\$1,649.29	\$21,168.55

+Large past due amount is the Grove at Harmony

- For safety reasons, during construction, the WBCA USPS Mailbox will now serve as the payment drop box.

BENEFITS ADMINISTRATION

- Six employees submitted receipts for the *a la carte* benefits program this month.

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Administration Building:** The Project Administrator held the third progress meeting. There was a geotech issue and resulting change order. Bulk excavation was completed and foundation installation will begin next week.
- **Rt. 19 South Extension:** The Project Administrator is finalizing easements and easement agreements.
- **HPSIIP:** The Project Administrator has 53 out of 60 easements and is working on the remaining 7.

DEVELOPER PROJECTS

- The Project Administrator has 7 as-builts in review and 6 preliminary designs in review.
- **Glade Run:** The Project Administrator expects the project to start on August 19, but it is subject to change.
- **Trails at Harmony Junction:** The project is expected to start on August 19.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 6:33 p.m. to discuss personnel and exited at 6:44 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the 08/08/2024 Regular Meeting adjourned at 6:44 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary

