

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

Regular Meeting Minutes – February 13, 2025

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the February 13, 2025 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
Mark Butler
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Thomas Tomayko
Dave Weber
Marietta Reeb

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Matt Racunas
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Project and Construction Administrator: Jason Mack

MEMBERS ABSENT:

No members were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved the February 13, 2025, Regular Meeting Minutes.

In a motion made by Marietta Reeb and seconded by Ron Lutz, the Board unanimously approved the February 13, 2025, Reorganization Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$135,010.85 (Operating) and \$780,256.70 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated February 13, 2025. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated February 13, 2025 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:

- The Manager filled one open position.

Finance Committee

The Committee had nothing to report.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Manager will be submitting an RFP for coating the garage floor and painting the garage walls.

Administrative Review Committee

The Committee highlighted the following report items:

- The Manager shared the preliminary changes to the Rules and Regulations with the Board. The changes will be approved at a later date.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor worked with the Evans City Water and Sewer Authority to draft an intergovernmental agreement relating to a small development in Jackson Township, which would allow the sewage to be treated outside of WBCA's service territory.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- The Engineer received one capacity verification request this month.
- The Engineer started on the Chapter 94 Reports and sent out information requests to Authority staff.
- **Route 19 South Service Area Extension:** The Engineer worked on reviewing submittals and responding to RFIs.
- **Harmony Pump Station:** The Engineer continued preparing bidding documents and met with Authority staff to review project drawings. She intends to advertise in March.
- **Water Resource Recovery Facility Upgrade:** The Engineer continues to attend monthly meetings.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- The Manager passed out this year's committee lists and employee contact lists to the Board.

- In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously transferred \$250,000 from the PLGIT account into the Capital account in a roll call vote.
- The plant was completely shut down for the Administration Building electrical service, and there were no issues.
- The Manager will be releasing \$155,790 from escrow for Woodland Reserve.

DEVELOPER PROJECTS

- **Arden Wood:** In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously accepted the Reduction Request in the amount of \$11,220, leaving \$0 remaining from the original balance of \$292,883.80 in a roll call vote.

In a motion made by Greg Such and seconded by Marietta Reeb, the Board unanimously accepted the Set-Aside Agreement in lieu of Maintenance Bond in the amount of \$39,938.70 expiring in August of 2026 in a roll call vote.

- **Seneca Trails:** A Developer's Agreement was submitted on February 10, which was not in time for the requirement that board members have all agreements 7 days before the board meeting.

In a motion made by Ron Lutz and seconded by Mark Butler, the Board unanimously decided to make an exception for standard Developer's Agreements from the requirement that board members must have all contracts 7 days before each meeting in a roll call vote.

In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously accepted the Developer's Agreement in a roll call vote.

- **Glade Run Farm:** In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved Reduction Request #3 (\$54,309.13) and #4 (\$49,355.57) in the amount of \$103,664.70 leaving \$135,362.92 remaining in the Set Aside in a roll call vote.

WBCA PROJECTS

- **Administration Building:** WBCA and HRG recommend payment of Payment Application No. 8 for VendRick Construction, Inc., in the amount of \$229,717.88. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 8 for VendRick Construction, Inc., in the amount of \$229,717.88 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 7 for McCurley Houston Electric, Inc., in the amount of \$27,090. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 7 for McCurley Houston Electric, Inc., in the amount of \$27,090 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 4 for Central Heating and Plumbing Co., Inc., in the amount of \$71,717.83. In a motion made by Tom Tomayko and seconded by Ron Lutz, the Board unanimously approved Payment Application No. 4 for Central Heating and Plumbing Co., Inc., in the amount of \$71,717.83 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 5 for Newman Plumbing, Inc., in the amount of \$60,675.30. In a motion made by Paul Kremer and seconded by Marietta Reeb, the Board unanimously approved Payment Application No. 5 for Newman Plumbing, Inc., in the amount of \$60,675.30 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 2 for Pennsylvania Roofing Systems, Inc., in the amount of \$366,799.54. In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 2 for Pennsylvania Roofing Systems, Inc., in the amount of \$366,799.54 in a roll call vote.

The AV Systems in the Administration Building are an owner provided item. The Manger received the invoice from COSTARS for \$45,140.19, with the contract totaling \$81,693.85.

PAST DUE ACTIVITY

A total of 65 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 2/18/2025. 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
December, 2024	\$2,577.32	\$6,891.49	-\$1,479.45	\$809.18	\$8,798.54
January, 2025	\$4,222.34	\$12,042.20	-\$2,103	\$1,401.44	\$15,563.00

*\$10,177 of The Grove was bought out by Kadima.

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Administration Building:** The Project Administrator gave an update on construction progress.
- **Rt. 19 South Extension:** The pump station subdivision is being executed by the HOA. The Project Administrator has received 7 out of 12 easements.
- **Harmony Pump Station Infrastructure Improvement Project:** The Project Administrator reviewed bid documents and drawings.
- **Water Resource Recovery Facility:** The Project Administrator is hoping to hear back from the Sportsman's Club by the end of this month.

DEVELOPER PROJECTS

- The Project Administrator has 2 as-builts that are complete, 2 as-builts under review, 5 preliminary drawings under review, 1 project under construction, and 2 recently completed construction projects.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously decided to go into Executive Session at 6:22 p.m. to discuss personnel and exited at 6:29 p.m.

ADJOURNMENT:

As there was no further business to discuss, Greg Such motioned to adjourn, seconded by Ron Lutz, and the 2/13/2025 Regular Meeting adjourned at 6:29 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority