

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

**Regular Meeting Minutes – April 11, 2024**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the April 11, 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. (entered at 5:01 p.m.)  
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  
Office Administrator: Evan George  
Billing Coordinator: Jen Fassinger  
Project and Construction Administrator: Jason Mack  
Recording Secretary: Natalie Hacker (remotely)

**MEMBERS ABSENT:**

Mark Butler was absent.

**VISITORS:**

Daniel Karns was in attendance remotely and reported on surcharging. Jen Fassinger presented the final report from RedZone Robotics to the Board. She explained the different levels of deficiencies found and showed maps and pictures of the lines.

**MINUTES:**

In a motion made by Ed Eckenrode and seconded by Marietta Reeb, the Board unanimously approved the March 14, 2024, Regular Meeting Minutes.

In a motion made by Ron Lutz and seconded by Dave Weber, the Board unanimously approved the March 28, 2024, Special Meeting Minutes. Tom Tomayko abstained from the vote.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$94,254.86 (Operating) and \$67,834.20 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated April 11, 2024. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated April 11, 2024 in a roll call vote.

**REPORT OF THE SECRETARY:**

The Secretary had nothing to report.

**REPORT OF THE COMMITTEES:**

*Personnel Committee*

The Committee had nothing to report.

*Finance Committee*

The Committee had nothing to report.

### *Facilities Maintenance Committee*

The Committee highlighted the following report items:

- The Manager sent out calendar invitations for upcoming Facilities Committee meetings.

### *Administrative Review Committee*

The Committee had nothing to report.

### **REPORT OF THE SOLICITOR:**

The Solicitor highlighted the following report items:

- The Solicitor filed a complaint for a delinquent account, which resulted in payment. Another delinquent account is moving toward litigation.
- The Solicitor attended the bid opening meeting for the Administration Building, and there were no issues.
- Two properties are posted for Sheriff's Sale on May 17, 2024. Sheriff's Sales are now virtual, and the Solicitor will attend virtually to preserve the lien.

### **REPORT OF THE ENGINEER:**

The Engineer highlighted the following report items:

- **WBCA Annual Reports:** The Engineer passed out the WRRF Basis of Design and Chapter 94 reports, which had both been submitted since the previous board meeting.
- The Engineer met with Authority Staff about the SCADA at the Seneca pump station.
- **Harmony Pump Station Upgrade (HPSIIP):** The Chapter 105 and NPDES permits were submitted.
- **Route 19 South Service Area Extension:** The Engineer shifted the sewer alignment in order to avoid impacting as many property owners. After the Engineer makes the exhibits, they will approach property owners. They are working on the Chapter 105 and NPDES permits.

- **Water Resource Recovery Facility:** The Engineer held a kickoff meeting on April 2. The preliminary design presentation for the Board will be at the end of April.
- **Administration Building:** The Engineer received all the contracts from the contractors, and a pre-construction conference will be held the week of April 22.
- **Glade Run Properties:** Because of utility conflicts near Timberbrook, the Developer is installing a new manhole to redirect the flow. The Engineer reviewed 19 submittals for materials.

## **REPORT OF THE MANAGER:**

### ADMINISTRATIVE

- The Manager passed out copies of the PA Public Official and Employee Ethics Acts to board members.
- In a motion made by Ron Lutz and seconded by Tom Tomayko, the Board unanimously approved Resolution 04-24a, authorizing the acquisition of temporary construction easements and/or permanent easements for HPSIIP and authorizing the filing of the declaration of taking and all the necessary action for the acquisition thereof, in a roll call vote. The Authority will send out a fourth and final letter to property owners around May 4.
- In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously accepted Resolution 04-24b, authorizing the execution of agreements between the Authority and Buffalo & Pittsburgh Railroad and Genesee & Wyoming Railroad Services Inc., in a roll call vote. This resolution authorizes the Manager to sign the agreements.

### WBCA PROJECTS

- **HPSIIP:** The Manager is working through the easements.
- **Administration Building:** The Manager and Engineer answered questions board members had regarding the HRG Construction Services Proposal. There was a first from Ron Lutz and second from Ed Eckenrode to approve the proposal; however, the Board decided to table the vote. In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously decided to table the vote on the HRG Construction Services Proposal in the amount of \$408,000 in a roll call vote. The Manager will send out an email vote on April 18.

PAST DUE ACTIVITY

A total of 51 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 4/18/2024. 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
February, 2024	\$26,411.26*	\$8,469.95	\$1,219.34	\$3,600.67	\$39,701.22
March, 2024	\$17,483.78*	\$9,732.96	-\$1,202.21	\$2,255.57	\$28,270.10

\*Lutheran senior life past due amount due to account error, in payment plan

The Manager explained CBSW issues. Replacing the software will be part of the 2024 capital improvement plan, with an implementation plan of January 1, 2025.

**REPORT OF THE PROJECT ADMINISTRATOR:**

WBCA PROJECTS

- **HPSIIP:** The Project Administrator has received 36 easement agreements so far. He is having additional discussions with 10 property owners about the easements.
- **Administration Building:** The pre-construction meeting is the next step in the process.

DEVELOPER PROJECTS

- The Project Administrator has 7 as-built drawings and 5 preliminary drawings under review.

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

The Manager and Solicitor prepared an acknowledgement for board members to sign if they prefer not to use their WBCA tablet or email address.

**EXECUTIVE SESSION:**

The Board did not go into Executive Session.

**ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the April 11, 2024 Regular Meeting adjourned at 6:39 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority