

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

**Regular Meeting Minutes – June 10, 2021**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the June 10, 2021 meeting of the Western Butler County Authority Board of Directors to order at 7 p.m.

**PRESENT ON ROLL CALL:**

The following board members were in attendance:

Mark Butler  
Ed Eckenrode  
Daniel Karns  
Paul J. Kremer Jr.  
Ron Lutz  
Greg Such  
Thomas Tomayko  
Dave Weber

**OTHERS PRESENT:**

Manager Autumn Crawford  
Solicitor Dennis Barry  
Consulting Engineer Chad Hanley  
Samantha Schmucker of HRG  
Facilities Manager Keith Warner  
Recording Secretary Nicole Peffer (remotely)

**MEMBERS ABSENT:**

No members were absent.

**VISITORS:**

No visitors were in attendance.

**MINUTES:**

In a motion made by Ed Eckenrode and seconded by Daniel Karns, the Board unanimously approved the May 13, 2021, Regular Meeting Minutes, as amended.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amounts of \$79,015.27 (Operating) and \$89,741.72 (Capital) was presented to the Board in the form of Expenses by Vendor summaries with checks dated June 10, 2021. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz 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 June 10, 2021.

**REPORT OF THE SECRETARY:**

The Secretary had nothing to report.

**REPORT OF THE COMMITTEES:**

*Personnel Committee*

The Manager reported that two new hires have started work. She also reported that a recent retiree had a minor heart attack and is recovering.

*Finance Committee*

The Committee had nothing to report.

*Facilities Maintenance Committee*

The Committee had nothing to report.

*Administrative Review Committee*

The Committee had nothing to report.

**REPORT OF THE SOLICITOR:**

- Continued work and had ongoing discussions regarding the approval of the Authority’s proposed Act 537 Plan by Lancaster Township and Zelenople Borough. Worked with the Engineer to address comments and questions posed by Lancaster Township Supervisors, Zelenople Borough Planning Commission and Borough Council, and met with Zelenople representatives to review various plan issues.

- Reviewed documents for the proposed loan with Butler County Infrastructure Bank.
- Worked with the Manager on the proposed purchase of adjacent storage unit property; appraisal of the property is recommended.
- Continued work on the Authority's revival documents.

**REPORT OF THE ENGINEER:**

- The Engineer presented two substantiated payment applications and one change order for the Herman Pump Station project.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board voted unanimously to approve payment applications to Bova Construction in the amount of \$569,281.05 and Wagner Electric in the amount of \$3,618.00.

In a motion made by Dan Karns and seconded by Paul Kremer, the Board voted unanimously in a roll call vote to approve a change order for Bova Construction with an increase in the amount of \$7,149.07 due to unmarked utility lines being uncovered during excavation.

Greg Such asked whether funds could be recovered from the utilities. The Engineer said that the Solicitor could file a claim with Verizon in the amount of \$1,492.01 cost; the others were private service lines that were not required to be marked. The Manager said they were awaiting a decision on the matter from the Public Utility Commission.

The Engineer was set to meet with the electrical contractor (June 14) to review a couple of items and said he would keep the Board posted on the outcome.

- Meetings have been set with Lancaster Township (June 21) and Zelienople Borough (June 14) regarding the Act 537 Plan.
- The Engineer presented the concept design for the Harmony Pump Station project to the Department of Environmental Protection, which granted approval to move forward.
- HRG continues to coordinate with PennDOT and Golden Triangle Construction on the Zelienople Curve Project. The contractor underbid to replace the manholes, but the change order between PennDOT and the contractor will not come through WBCA because it is not the contract holder. Manhole replacement will be done on an incorporated work basis, with WBCA responsible for the cost and PennDOT for the cost of manhole adjustments.
- The Highway Occupancy Permit and drawings are complete for the Conveyance System Improvements project. A resolution is being prepared for Board adoption so the application can be submitted.

Ron Lutz requested clarification on the Creekside Manor development; the Engineer explained that DEP approved the sewage facilities planning module in February 2021. Mr. Lutz also asked about the Spring Valley development regarding additional easements for connection point to existing sewer; the Manager said the developer installed an item a little further outside where they initially planned, so it is necessary to record an additional easement report.

## **REPORT OF THE MANAGER:**

### ADMINISTRATIVE

- In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board voted unanimously to adopt PennDOT Resolution 06-21 authorizing the signatures on the permit application for the Conveyance System Improvements project.
- The Engineer and the Manager approached Mike Hall, owner of Zelig Mini Storage, about subdividing a portion of the property for the proposed WBCA administration building. Nicholas, King & McConahy have been hired to appraise the property value at a cost of \$1,000. Constructing the new administration building on the property will take the structure out of the flood plain and make it easier to obtain building permits.
- In a motion made by Greg Such and seconded by Mark Butler, the Board voted unanimously to present developer Weaver Homes with written confirmation that WBCA will not hold them responsible for costs of the pump station or pressure system outside of their own development.

Typically, the Authority pays the difference if additional costs are incurred from upsizing sanitary sewer systems to service properties outside of a proposed development. Weaver Homes is getting ready to enter a legal contract for the proposed the Santypal Farms development and requested formal confirmation. The lines eventually will be turned over to the Authority.

### SYSTEM REPORT

- In a motion made by Ed Eckenrode and seconded by Dan Karns, the Board voted unanimously to approve Arden Woods Development Phase 2 Release Request #1 in the amount of \$146,911.60 from the original amount of \$497,781.90, leaving a remaining balance of \$350,870.30.
- In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board voted unanimously to approve Foxwood Trails Development Phases 3 and 2A Release Request #1 in the amount of \$207,388, leaving \$35,000 remaining.
- Several development concepts were discussed, including Morning Glory Farms, Conn Ridge, Fanker, Palmer, Dudek and Bauer. Morning Glory, Conn Ridge and Fanker will

require pump stations. Bauer in Forward Township would have to connect either at Seneca School or Harmony pump station and would require an intergovernmental agreement with Forward Township.

PAST DUE ACTIVITY

- Four new payment agreements were initiated.
- 3,578 customers were billed.
- Online bill payments from May 13 through 18 did not process through to customer accounts as a result of technical and billing system issues; 133 payments were manually processed; 3 were unaccounted for because the card name did not match the name on the account and no reference was provided.

Efforts continue to obtain Zelienople Borough water meter reads. Not all the meters have been installed. Zelienople customer readings were estimated because no new water meter readings were provided by the Borough.

On June 7, 2021, a total of 22 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before Jun 21, 2021. 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.

	<b>Zelienople</b>	<b>Jackson</b>	<b>Lancaster</b>	<b>Harmony</b>	<b>Total</b>
<b>April 2021</b>	\$7,456.61	\$5,074.79	\$15.37	\$5,535.54	<b>\$18,082.31</b>
<b>May 2021</b>	\$6,072.40	\$4,204.04	\$341.44	\$5,453.44	<b>\$16,071.32</b>

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

No new business was discussed.

**EXECUTIVE SESSION:**

The Board went into Executive Session at 7:58 p.m. to discuss contract negotiation for Zelienople Mini Storage parcel acquisition for informational purposes and exited at 9:05 p.m.

**ADJOURNMENT:**

As there was no further business to discuss, Greg Such motioned to adjourn, seconded by Ed Eckenrode, and the June 10, 2021 Regular Meeting adjourned at 9:05 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary  
Western Butler County Authority