

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

Regular Meeting Minutes – May 11, 2023

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the May 11, 2023 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
Recording Secretary: Natalie Hacker (remotely)
Project and Construction Administrator 2: Jason Mack
Project and Construction Administrator 1: Dean Berkebile

MEMBERS ABSENT:

No members were absent.

VISITORS:

Daniel Karns was in attendance (remotely).

MINUTES:

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved the March 9, 2023, Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

March Bills: A list of bills in the amount of \$97,528.98 (Operating) and \$54,192.79 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated April 13, 2023. 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 April 13, 2023 in a roll call vote.

April Bills: A list of bills in the amount of \$92,125.87 (Operating) and \$52,915.46 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated May 11, 2023. 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 May 11, 2023 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 employees Justin Hart and Jason Mack are starting on June 5.

Finance Committee

The Committee highlighted the following report items:

- The Committee recommends creating a policy that WBCA keep 1 million as reserve in the capital and operating accounts. The Board will make a decision on the policy next month.

Facilities Maintenance Committee

The Committee had nothing to report

Administrative Review Committee

The Committee highlighted the following report items:

- The Manager is reviewing the Rules and Regulations and will present all changes to the Committee after she is finished.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor is working toward the closing on the storage unit property and expects the closing to occur this month.
- The Solicitor met with the Manger and the Engineer regarding property acquisition for the Harmony pump station, and the acquisitions will start taking place shortly.
- The Right of Way (ROW) agreement for Jackson Point is still in process.
- The Solicitor is waiting on Zelienople to execute the Authority's renewal. He is working with their Special Counsel on issues regarding the renewal.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **2022 WBCA Annual Report:** The Engineer is working on the annual report and will have it submitted in the next month or two.

- **Dollar General Store, SR 19, Jackson Township:** The Engineer received design plans to review this month.
- **Jackson Plaza, SR 19 at Little Creek Road, Jackson Township:** The Engineer sent a revised capacity letter due to a request from DEP.
- **Route 19 South Service Are Extension:** The H2O Grant money cannot be used for easements. Since WBCA still qualifies for the grant, the Engineer switched around the budget to use it for other things. The Engineer expects the grant awards to be announced between July and September.
- **Harmony Pump Station Upgrade:** The Engineer met with the Authority to review drawings and design items. They sent the Water Quality Management permit to DEP and are waiting for a response.
- **Water Pollution Control Plant Upgrade:** The Engineer is reviewing off-site stormwater options.
- **Conveyance System Improvements:** The Engineer sent a letter to the contractor with outstanding items and requested a schedule of work.
- **Administration Building:** The Engineer submitted the BCIB funding application and is working with Zelenople Borough on the land development application. Hayes Design Group is continuing to work on the design and preparing construction documents. The subdivision is delayed because the bank requires the sales agreement be amended to extend the closing date and add additional hand money (see the Manager's report).
- **NPDES Permit Renewal:** The Engineer received the lab results and is working to submit the permit renewal application. It is due in July.
- **Creekside Manor:** The Engineer anticipates issuing final approval of the sanitary plans shortly.
- **Seneca Trails:** The as-built plans are ready for approval pending easement issues.
- **Arden Woods:** The Engineer reviewed the sanitary bonding estimate.
- **Trails at Harmony Junction:** The Engineer did three reviews of the final as-built plans and issued the approval letter on April 7.
- **Woodland Reserve Residential Development:** The Engineer has been reviewing the sanitary plans and hopes to be finished with the review process soon.

- **Woodland Reserve Pump Station:** The Engineer received the Water Quality Management permit and submitted structural wet well drawings to the developer.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Approval of Addendum to Agreement of Sale:** In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved the addendum to the agreement of sale extending the closing date to December 31, 2023 and adding \$20,000 in hand money in a roll call vote.
- **Approval of the 05-23 Resolution:** In a motion made by Ed Eckenrode and seconded by Mark Butler, the Board unanimously approved the Western Butler County Authority BCIB Resolution in a roll call vote.
- In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously ratified the vote of Resolution 04-23 for the purchase and sales agreement acceptance in a roll call vote.
- In a motion made by Greg Such and seconded by Paul Kremer, the Board unanimously ratified the hiring of Dean Berkebile as Project and Construction Administrator 1 as a part-time employee at \$55/hour.
- In a motion made by Mark Butler and seconded by Ed Eckenrode, the Board unanimously ratified the hiring of Daniel Bintrim as a Maintenance/Utility Personnel as a full-time employee at \$23/hour.
- **Cybersecurity Policy:** The Manager looked into other options for cybersecurity insurance, and recommended a second option through Beazley Breach Response with Policy Aggregate/Additional Breach Limit/First Party Loss/Liability coverage of \$1,000,000; eCrime coverage of \$250,000; Criminal Reward coverage of \$50,000; and an annual premium of \$3,030.

In a motion made by Marietta Reeb and seconded by Paul Kremer, the Board unanimously agreed to purchase the cybersecurity insurance through Beazley Breach Response.

- **RedZone Robotics:** The program started in April and is still in progress.

SYSTEM REPORT

- **Arden Wood:** In a motion made by Tom Tomayko and seconded by Ed Eckenrode, the Board unanimously approved the Set-Aside Agreement in lieu of Performance/Labor and Materials Bonding in the amount of \$434,474.40.
- **Trails at Harmony Junction:** They posted a maintenance bond with the expiration date of November 11, 2024.

PAST DUE ACTIVITY

A total of 74 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 5/17/2023. 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.

WBCA has reconfigured shutoff calculations to caption more delinquent customers.

	Zelienople	Jackson	Lancaster	Harmony	Total
March, 2023	\$15,750.20	\$10,229.00	\$3,213.77	\$5,633.28	\$34,826.20
April, 2023	\$5,199.07	\$3,105.28	\$725.45	\$4,049.00	\$13,078.80

REPORT OF THE PROJECT AND CONSTRUCTION ADMINISTRATORS:

- **Benscoter Parcel:** The Administrator reached out to Mr. Benscoter and the Civil Engineer about the Right of Way (ROW) but hasn't heard back. The Manager is evaluating whether or not the Benscoter parcel is essential for stormwater management.
- **Project Management Software:** WBCA chose and implemented Monday.com as a new project management software.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

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 May 11, 2023 Regular Meeting adjourned at 6:35 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority