

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

Regular Meeting Minutes – August 11, 2022

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the August 11, 2022 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
Daniel Karns
Paul J. Kremer Jr.
Ron Lutz
Greg Such (remotely)
Thomas Tomayko
Dave Weber

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Matt Racunas
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

Mark Butler was absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the July 14, 2022, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$108,864.28 (Operating) and \$43,557.44 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated August 11, 2022. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Dan Karns, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated August 11, 2022 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:

- An employee put in their two-week notice. The Manager advertised the open position at \$18-22 an hour and received many applications.

- The Manager is planning to hire a construction manager for a 5-7 year contract to assist with upcoming construction projects expected in the next few years. She will begin the advertising process after the next board meeting.

Finance Committee

The Committee highlighted the following report items:

- In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved transferring \$500,000 from the Operating fund to the Capital fund in a roll call vote.

Facilities Maintenance Committee

The Committee had nothing to report.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor drafted an agreement for Abbey Woods to be attached to the Authority's application for grant funding. Once the agreement is approved by the Board, it will go back to Abbey Woods for a vote, needing 80% approval.
- The Solicitor drafted and recorded the Easement Agreement for the property along Rt. 19. It established a new easement and extinguished an existing easement.
- The Solicitor finalized the settlement agreement for the asbestos lawsuit with opposing counsel.
- The 537 Plan is approved by all the municipalities .The Solicitor is waiting on the five resolutions from the municipalities to renew the Authority.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Act 537 Plan:** The Engineer received all the resolutions from the municipalities and submitted the plan to DEP on August 5th.
- **Harmony Pump Station Upgrade:** The Engineer is waiting for approval on the planning module from DEP by September 23rd.
- **Conveyance System Improvements (Rt. 68 crossing at Spruce Street and Rt. 19 crossing at Tollgate School Road):** The Engineer received the schedule from the contractor. He expects the construction work to be done by September or October.
- **Administration Building:** The Engineer is moving forward with drilling for the geotechnical evaluation and is getting quotes from drillers. Ron Lutz asked how deep they would drill. The Engineer replied about 25 ft. as a minimum.

Dave Weber asked if WBCA owns the property. The Engineer replied no because the subdivision is still in process, but the agreement allows them to be on the property for investigations.

- **Londonderry Ridge Pump Station/Woodland Reserve Pump Station:** The Engineer submitted design contracts for the two pump stations, and he is putting together the pump station developer agreements. The projects will be funded by the developers, but since HRG cannot contractually work with a developer to design a pump station, WBCA is holding the escrow. The two pump stations are two separate projects, but will share a force main.

In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously approved the Woodland Reserve Pump Station Agreement between HRG and WBCA in the amount of \$71,900.00 to be funded by the developer.

In a motion made by Dan Karns and seconded by Tom Tomayko, the Board unanimously approved the Londonderry Ridge Pump Station Agreement between HRG and WBCA in the amount of \$71,900.00 to be funded by the developer.

- **Route 19 South Service Area/Butler County MIP Application:** The due date for MIP Applications is August 31st. This project is constructing a pump station that services the Rt. 19 area, and the grant application will help bring sewer to the area around Rt. 19. WBCA is asking for 80% of the project cost. The project must be under construction by 2024 and completed by 2026. This was previously a co-application with Jackson Township, but now WBCA is moving forward with separate applications.

In a motion made by Paul Kremer and seconded by Greg Such, the Board unanimously accepted the HRG time and materials quote of \$2,500.

In a motion made by Tom Tomayko and seconded by Ed Eckenrode, the Board unanimously resolved to submit the grant application and authorized the Manager, Engineer, and WBCA officers to execute application documents.

- **Administration Building and Zelienople Stormwater/Butler County MIP Application:** This project involves stormwater mitigation for the Administration Building by constructing stormwater basins offsite. The application will be sponsored by Zelienople Borough, and WBCA is asking for 80% of the cost of the project.

In a motion made by Dan Karns and seconded by Greg Such, the Board unanimously accepted the HRG time and materials quote of \$2,500.

In a motion made by Dan Karns and seconded by Ed Eckenrode, the Board unanimously resolved to submit the grant application and authorized the Manager, Engineer, and WBCA officers to execute application documents.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Infrastructure and RedZone Robotics/Butler County MIP Application:** WBCA received a proposal from Dailey Operation Consulting not to exceed \$5,000 to be paid only upon the successful award of grant money.

In a motion made by Greg Such and seconded by Tom Tomayko, the Board unanimously accepted the Advance Sewer Assessment Project agreement not to exceed \$5,000.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously resolved to submit the grant application and authorized the Manager, Engineer, and WBCA officers to execute application documents.

- **Charter Re-negotiation:** The Board decided to have the Solicitor submit the resolutions to the municipalities after August 30th and before mid-September.
- **Abbey Woods Pump Station Contract:** Since the Abbey Woods pump station project will be a separate project from the Route 19 project and not eligible for grant funding, they will have a separate tap fee. They are getting credit for their existing building and tankage.

In a motion made by Dan Karns and seconded by Dave Weber, the Board changed the tap in fee financing terms to a total of \$8,952.00 to be paid over 48 months at \$186.50 per month in a roll call vote. **YES:** Dan Karns, Paul Kremer, Dave Weber, Ed Eckenrode. **NO:** Ron Lutz, Greg Such. **Abstained:** Tom Tomayko. **The motion carried.**

In a motion made by Ed Eckenrode and seconded by Dave Weber, the Board unanimously accepted the revised Abbey Woods Sanitary Sewer Pump Station Construction Agreement with contingencies in a roll call vote. **Abstained:** Tom Tomayko.

The contingencies included: 1) WBCA removed the 80% approval needed from Abbey Woods, 2) WBCA set the tap fee financing term at \$186.50 per month for 48 months, and 3) WBCA added a clause that Abbey Woods will transfer public sanitary sewer utility easements and right-of-ways to the Authority to allow them access.

PAST DUE ACTIVITY

Billing Issue: The company used for printing bills ran out of supplies, so WBCA is looking for another printer.

A total of 47 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 08/17/2022. 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 2022	\$8517.02	\$1,186.82	\$361.08	\$10,398.15	\$21,163.07
July 2022	\$2,366.36	\$2,591.83	\$932.58	\$3,468.54	\$9,359.31

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 Dan Karns, and the 08/11/2022 Regular Meeting adjourned at 7:22 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority