

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

Regular Meeting Minutes – August 10, 2023

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the August 10, 2023 meeting of the Western Butler County Authority Board of Directors to order at 5:09 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

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Matt Racunas
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Project and Construction Administrator: Jason Mack
Project and Construction Administrator: Dean Berkebile
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

Marietta Reeb was absent.

VISITORS:

Daniel Karns was in attendance remotely.

MINUTES:

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved the July 13, 2023, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$79,095.84 (Operating) and \$347,826.98 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated August 10, 2023. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode 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 August 10, 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:

- **Boot Reimbursement Policy:** In a motion made by Greg Such and seconded by Dave Weber, the Board unanimously amended the Boot Reimbursement Policy to reimburse the employee up to \$300 annually (previously \$100 annually) toward the cost of an approved steel or composite toe shoe. This will be effective immediately.

Finance Committee

The Committee highlighted the following report items:

- In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously amended the agenda to include the motion to move \$500,000 to the PLGIT account.

In a motion made by Greg Such and seconded by Ron Lutz, the Board unanimously moved \$500,000 from general funds to the PLGIT account in a roll call vote.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Manager is waiting on the zoning meeting to give any updates.

Administrative Review Committee

The Committee highlighted the following report items:

- The Committee has a meeting scheduled on August 16, 2023.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor has the ROW agreement for Jackson's Pointe Phase 3 to be signed and notarized.
- The Solicitor has continued to work on issues with securing Right-of-Ways for the Harmony pump station project.
- He has dealt with issues regarding a sanitary sewer easement location on Jackson Ridge Phase 2 that has been resolved.
- Zelienople Borough has approved the charter renewal, so once the Solicitor has received the signed version from Zelienople, WBCA must run an advertisement in the local newspaper and legal journal notifying the public that the articles of amendment will be filed no sooner than three days after the ad runs. Then the Solicitor will send them to the Department of State for filing, which should take about 2 weeks.
- WBCA received a Right to Know request, and they supplied the required information. When the individual requested additional information beyond the scope of the original Right to Know request, WBCA denied the additional request.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **WBCA Rules and Regulations:** The Engineer submitted their revisions for the Rules and Regulations. The Personnel Committee meeting is next week to review those revisions.
- **Dollar General Store, SR 19, Jackson Township:** The Engineer is reviewing the final construction plans for the relocation of the sewer. The Dollar General requires a retaining wall to be built over the sewer line. Jackson Township will act as the liable party for the retaining wall because WBCA cannot approve plans with a structure over a sewer line.
- **Jackson Plaza (Village), SR 19 at Little Creek Road:** The Developer submitted their escrow, so the Engineer will be sending the Manager the project authorization.
- **Route 19 South Service Area Extension:** The Engineer submitted the sewage facilities planning module to DEP, received DEPs comments, and replied to those comments. The H2O grant application will be decided in September. The Engineer is coordinating with their survey crew. The Engineer toured the treatment plant to get an idea where the pump station should be placed. Next month, the Engineer will present a proposal for design services to the Board.
- **Harmony Pump Station Upgrade:** The Engineer is continuing with design and permitting. They have a meeting with the Manager next week to discuss electrical design. The Engineer is working on easements. Once the paper streets are figured out, the easements will be finalized, and there will be a meeting for those impacted.
- **Water Pollution Control Plant Upgrade:** The Engineer will have a meeting with the Manager next week.
- **Conveyance System Improvements:** The Engineer visited the site to see the finished paving. The Engineer reviewed a payment application and rejected it, so the Contractor resubmitted a new payment application, which the Engineer will have before the Board next month. The Engineer will have a change order for a price adjustment before the Board next month as well.
- **Administration Building:** The Engineer is working with the sportsmans club on an agreement for access and hopes that will be resolved soon for the project to be on the September agenda for the Zelianople Borough meeting. The Engineer will also need an extension request because the extension must include approval of the plan, not just response to comments.

- **Woodland Reserve Residential Development:** The Contractor ran into hard rock, which required blasting. The blasting company drilled through the hard rock to shale, blew up the shale underneath the hard rock, and left the hard rock in place above it.
- **Arden Woods:** The project is going smoothly.
- **Frydrych Property:** There was a lateral issue over the owners deciding whether or not to retain the laterals privately or turn them over to the sewer authority. The road access to the apartment building is lower than the grade of the lateral so there should be an easy way to service it.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Zelienople Mini Storage:** The Manager is working through problems with the bank over closing on the property.
- RedZone Robotics has completed 209,000 feet out of 221,000 feet of sewer main inspection. Their report should be finished for the next board meeting.
- The Waste Hauler renewal application was submitted to DEP.
- WBCA and Next7IT conducted a pump station vulnerability assessment from a cybersecurity perspective.

DEVELOPER PROJECTS

- **Arden Wood:** The Manager has a reduction request from the Sanitary Bonding Estimate of \$477,921.84 of \$221,707.11. WBCA recommends approval of the release of \$178,259.67 from the set aside, leaving \$256,214.73, for phases 4, 5, and 6 of Arden Wood.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously released \$178,259.67 from the set aside, leaving \$256,214.73, for phases 4, 5, and 6 of Arden Wood in a roll call vote.

PAST DUE ACTIVITY

A total of 73 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 8/10/2023. 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.

	Zelienople	Jackson	Lancaster	Harmony	Total
June, 2023	\$3,723.81	\$3,700.40	\$1,586.25	\$2,884.23	\$11,894.69
July, 2023	\$4,544.81	\$1,527.47	\$1,527.47	\$2,650.65	\$13,344.10

REPORT OF THE PROJECT ADMINISTRATORS:

- The Project Administrators were part of the Conveyance System Improvements project, the Rt. 19 South Extension project, the Harmony pump station upgrade, and the administration building project. They reviewed drawings to become up to speed on these projects.
- The Project Administrators are working with the developers and engineers to get easement agreements on the Jackson Ridge, Seneca Trails, and Treadstone projects.
- The Project Administrators reviewed preliminary drawings with the Manager for the Seneca Hills Townhomes.
- The Project Administrators are working to standardized pump station procedures.
- The Project Administrators are incorporating the Monday project management software into all projects.
- The Project Administrators updated Antero to version 7 and are looking into inputs and outputs in order to determine they are using the software to its fullest potential.
- The Project Administrators directed the repair of a sewer main on Rt. 19 at Northgate Plaza.

OLD BUSINESS:

- No old business was discussed.

NEW BUSINESS:

- The Manager discussed two issues regarding manholes. In the first manhole, the trough in the manhole has been exposed to the outdoors. The second will not hold water. Because they are both environmental issues, WBCA will be doing work on an emergency basis and not bid the project.

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 8/10/2023 Regular Meeting adjourned at 6:24 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority