

# **WESTERN BUTLER COUNTY AUTHORITY**

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

## **Regular Meeting Minutes – July 8, 2021**

### **CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the July 8, 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:

Ed Eckenrode  
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  
Facilities Manager Keith Warner  
Recording Secretary Nicole Peffer (remotely)

### **MEMBERS ABSENT:**

Mark Butler  
Daniel Karns

### **VISITORS:**

Alex J. Weidenhof from the Butler Eagle was in attendance. Recent retiree Greg Roman visited briefly to thank the Board for his retirement gift.

**MINUTES:**

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved the June 10, 2021, Regular Meeting Minutes, as amended.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$84,245.63 (Operating) and \$820,517.54 (Capital) was presented to the Board in the form of Expenses by Vendor summaries with checks dated July 8, 2021. Manager Autumn Crawford answered questions the board members had about the bills.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board voted unanimously to approve all of the bills for payment as presented by the Manager in Expenses by Vendor summaries with checks dated July 8, 2021.

**REPORT OF THE SECRETARY:**

Secretary Greg Such, along with Solicitor Matt Racunas, attended the closing of the loan from the Butler County Infrastructure Bank on June 21, 2021.

**REPORT OF THE COMMITTEES:**

*Personnel Committee*

The Manager reported that the two new hires are doing well.

*Finance Committee*

In a motion made by Greg Such and seconded by Ron Lutz, the Board voted unanimously in a roll-call vote to move \$1,000,000 from Operating to Capital.

Mr. Lutz and the Manager reported that the Authority received a clean audit.

*Facilities Maintenance Committee*

The Committee had nothing to report.

*Administrative Review Committee*

The Committee had nothing to report.

**REPORT OF THE SOLICITOR:**

- **Act 537 Plan:** The Solicitor deferred updates to Engineer's report.

- **BCIB loan:** Attended the closing on the Authority's Butler County Infrastructure Bank loan, which was quick and without issues.
- **Property Acquisition:** The storage unit property is being appraised, and the Solicitor is putting together a sales agreement.
- **WBCA Revival:** Work continues on documents needed for the Authority's revival.
- **Sunshine Act changes:** Changes to the Sunshine Act recently enacted by the State go into effect in 60 days.

Agendas must be publicly displayed online, the main office, and the meeting location 24 hours in advance of the meeting. The Manager confirmed that the agenda is posted on the bulletin board in the administration building lobby and posted on the WBCA web site. Copies of the agenda also must be available to meeting visitors, which the Authority currently provides.

The Board cannot vote on matters not listed in the agenda; however, there are three main exceptions: voting is permitted for instances of an emergency involving danger to property or life; anything that does not involve spending money; an item requiring a vote can be added to the agenda by a majority vote as long as the reason for adding it is announced before the meeting. The Board would have to make a motion to add an item to the agenda, and explain to the public why the item was not included in the original agenda.

## **REPORT OF THE ENGINEER:**

The Engineer highlighted the following report items:

- **Herman Pump Station Replacement Project:** Two payment applications were recommended.

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board voted to approve payment application #4 for Bova Construction in the amount of \$20,005.26.

In a motion made by Greg Such and seconded by Paul Kremer, the Board voted to approve payment application #4 for Wagner Electric in the amount of \$16,488.90.

Ron Lutz was not in the conference room for these votes.

- **Act 537 Plan:** The Department of Environmental Protection will not review the plan without Zelienople Borough's adoption, but indicated that the Harmony project could be completed as a separate planning module.

The Engineer released a letter to the four member municipalities informing them that WBCA intends to proceed with preparing the Harmony planning module and to revise the Act 537 Plan. The Harmony planning module will be submitted to member municipalities and advertised for public comment. After the public comment period concludes, the planning module will be presented to member municipalities for adoption and then submitted to the DEP for approval, tentatively scheduled in December 2021.

The Manager spoke about the DEP meeting and the letter, and said that it informed municipalities that the Authority is aware of their concerns and that it would like to approach the Plan collaboratively. She and the Engineer proposed the creation of a steering committee comprised of two appointed members from each municipality to determine specific concerns and solutions.

The Manager summarized attempts and challenges in determining what the municipalities want from the Plan. One example was that one member wants more funding dedicated to inflow and infiltration correction in the boroughs. Two matters that could be addressed via the steering committee include the Authority's revival and the possibility that Zelienople Borough intends to sell their collection system to Penn America. The Solicitor explained that he was told Zelienople might be reluctant to revive the Authority if it impacts the sale of the collection system, but he said in his experience it would not impact the sale. If a private company purchases the collection system, the purchase agreement won't dissolve Authority, as its primary interests are assets and customers.

In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board voted unanimously in a roll-call vote to approve \$13,400.00 to authorize HRG to move forward with the Harmony Project Planning Module.

Mr. Such asked if there would be an additional fee to amend the 537 Plan. The Engineer said yes, but it would fall under the basis of design work.

- **Wastewater Treatment Plant Upgrade:** Moving forward on the administration building.
- **Zelienople Curve Project:** Manholes were replaced.
- **Conveyance System Improvements Project:** One easement has been signed, one has a verbal agreement, and another still needs sent out. The Highway Occupancy Permit is under review.
- **PNDI (Pennsylvania Natural Diversity Inventory) Search:** An endangered plant (northern water plantain) might be present within the mapping area. The Department of Conservation and National Resources sent list of qualified people to search for and confirm whether the plant exists. Their findings will be submitted to the DCNR and the permitting process for the Conveyance System Improvements Project cannot continue until this is complete.

**REPORT OF THE MANAGER:**

ADMINISTRATIVE

- **Capital Projects:** Moving forward with the COSTAR Project with Insight Pipe for lining for 2,727’ of 8” line on South Main Street and Halstead Boulevard in Zelenople.

SYSTEM REPORT

- **Foxwood Trails Gravity:** The Manager recommended delaying a motion on Release Request #2 until a maintenance bond is presented.
- **Seneca Trails:** In a motion made by Ed Eckenrode and seconded by Tom Tomayko, the Board voted, with Ron Lutz abstaining because the development is being built on property he sold, to approve Seneca Trails release request in the amount of \$276,317.16, or 15% of the onsite until maintenance bond is presented, leaving a remaining balance of \$65,019.15.

PAST DUE ACTIVITY

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 June 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>Zelenople</b>	<b>Jackson</b>	<b>Lancaster</b>	<b>Harmony</b>	<b>Total</b>
<b>May 2021</b>	\$6,072.40	\$4,204.04	\$341.44	\$5,453.44	<b>\$16,071.32</b>
<b>June 2021</b>	\$6,564.02	\$4,245.98	\$107.87	\$5,842.32	<b>\$16,760.19</b>

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

No new business was discussed.

**ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Greg Such, and the July 8, 2021 Regular Meeting adjourned at 7:58 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary  
Western Butler County Authority