

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

Regular Meeting Minutes – December 14, 2023

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the December 14, 2023 meeting of the Western Butler County Authority Board of Directors to order at 4:00 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Ed Eckenrode
Mark Butler
Paul J. Kremer Jr. (entered at 4:20 p.m.)
Ron Lutz
Thomas Tomayko
Dave Weber (remotely)
Marietta Reeb

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:

Greg Such was absent.

VISITORS:

Dale Benedum was in attendance to inquire about the closure of Ridge Street. The Manager showed him the section of Ridge Street that WBCA planned to close, explained why, and promised him a reply in writing. (See the attached letter.)

MINUTES:

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the November 9, 2023, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$87,598.74 (Operating) and \$218,882.11 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated December 14, 2023. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated December 14, 2023 in a roll call vote.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee had nothing to report.

Finance Committee

The Committee highlighted the following report items:

- In a motion made by Ron Lutz and seconded by Tom Tomayko, the Board unanimously added to the agenda moving \$500,000 from the Operating account to the PLIGIT account.

In a motion made by Ed Eckenrode and seconded by Marietta Reeb, the Board unanimously moved \$500,000 from the Operating account to the PLIGIT account 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 began collections for two delinquent accounts. One account has made arrangements to pay, but the other account is moving toward litigation.
- The Solicitor drafted and filed a civil complaint relating to Davey's Tree Service damaging a manhole.
- The Solicitor looked at a Indemnification Agreement relating to a retaining wall issue on one of WBCA's sewer projects for Dollar General.
- The Solicitor drafted two resolutions for the board meeting and worked with the Manager on the a la carte benefits plan.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Dollar General Store, SR 19, Jackson Township:** The Engineer approved the Dollar General drawings and discussed revising the tap fee calculation based on historical water use.
- **Premier Custom Paint & Collision Renovation & Addition:** The Engineer received a capacity letter. Premier Custom Paint will not have to pay the tap fee because they have a credit from previous tap fees and continued bill payments.
- **WBCA Rules & Regulations Review:** The Engineer provided final copies of the Rules & Regulations, which were approved at last month's board meeting.
- **2022 WBCA Annual Report:** The Engineer provided final copies of the report to the Board.
- **The Views of Harmony Development:** The Engineer received a capacity verification letter.
- **Sewer System Contract Services:** The Engineer updated the GIS database to include as-built information.

- **Route 19 South Service Area Extension:** The Engineer received sewage facilities planning approval. The Engineer is finishing the base map for survey and working on outlining the pump station design and sewer extension.
- **Harmony Pump Station Upgrade:** The Engineer submitted the railroad permit application and is submitting the Chapter 105 permit this week. The Engineer also helped with the easement acquisition by preparing easement exhibits.
- **Conveyance System Improvements:** The Engineer incorporated the as-built information into GIS.
- **Administration Building:** The building was delayed because of issues with paper streets, but the project is still progressing.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Fraud Update:** The Manager distributed a docket sheet to the Board. WBCA did not comment to the newspaper about the investigation, but there is a warrant out for the arrest of the offender.
- **Cafeteria Benefits Plan:** In a motion made by Marietta Reeb and seconded by Ed Eckenrode, the Board authorized proceeding with the adoption of a cafeteria benefits plan on a reimbursable basis for the following benefits in the amount of a max of \$5,000/employee annually: childcare benefits, gym membership, student loan repayment assistance, relocation assistance, lost wages under FMLA, child tuition assistance savings (529 plan), employee assistance programs, eldercare benefits, dependent care benefits, medical deductible/coinsurance, boots, glasses in a roll call vote: No (Paul Kremer); Yes (Ed Eckenrode, Mark Butler, Ron Lutz, Thomas Tomayko, Dave Weber, Marietta Reeb). This will be effective on January 1, 2024.
- **2024 Personnel Wages:** In a motion made by Ed Eckenrode and seconded by Tom Tomayko, the Board unanimously approved the 2024 wages, which includes a 3.74% raise, effective January 1, 2024 in a roll call vote.
- **2024 Draft Budget:** In a motion made by Ron Lutz and seconded by Marietta Reeb, the Board unanimously approved the 2024 Draft Budget in a roll call vote.
- **Resolution 12-23a:** In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved Resolution 12-23a amending the fee for Sanitary Line Inspection to \$115/hour in a roll call vote.

- **Resolution 12-23b:** In a motion made by Marietta Reeb and seconded by Paul Kremer, the Board unanimously approved Resolution 12-23b establishing a fee for Hauled Waste at \$0.10/gallon in a roll call vote.

DEVELOPER PROJECTS

- **Arden Wood:** In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved Release Request #2 in the amount of \$44,928.93.

PAST DUE ACTIVITY

- The Manager met with Doug Sippel and Pennsylvania American Water (PAW) regarding issues with incorrect readings from a PAW meter. The PAW employee was still not able to read the meter.
- WBCA billed Belsterling warehouse for sewer usage dating back to October 2019.

A total of 54 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 12/19/23. 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
October, 2023	\$4,257.34	\$4,709.82	\$2,421.10	\$2,894.45	\$14,282.71
November, 2023	\$-478.20	\$5,361.39	\$1,599.54	\$2,773.06	\$9,255.79

REPORT OF THE PROJECT ADMINISTRATORS:

WBCA PROJECTS

- **Administration Building:** The Project Administrators met with the Zelienople Planning Commission, who gave their recommendation for final land development approval and a street vacating ordinance. It will be on Zelienople’s agenda for their January 8th meeting. The building permit was submitted on November 30. The Project Administrators received the first review comments and are sending their comments back.

DEVELOPER PROJECTS

- **Seneca Trails Phase 2a:** The Project Administrators are closing out Seneca Trails Phase 2a. They received the final approved as-builts.

OTHER

- **Seneca Pump Station Standard Operating Procedure:** The Project Administrators are reviewing the first draft with Authority staff.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

The Solicitor is preparing litigation for Enchanted Evening.

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 Tom Tomayko, and the 12/14/2023 Regular Meeting adjourned at 5:16 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority