

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

**Regular Meeting Minutes – January 11, 2024**

**CALL TO ORDER:**

A quorum was reached, and Chairman Thomas Tomayko called the January 11, 2024 meeting of the Western Butler County Authority Board of Directors to order at 5:14 p.m.

**PRESENT ON ROLL CALL:**

The following board members were in attendance:

Ed Eckenrode (remotely)  
Mark Butler  
Paul J. Kremer Jr.  
Ron Lutz  
Greg Such (remotely)  
Thomas Tomayko  
Dave Weber  
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:**

No members were absent.

**VISITORS:**

Daniel Karns was in attendance remotely.

**MINUTES:**

In a motion made by Ron Lutz and seconded by Mark Butler, the Board unanimously approved the December 14, 2024, Regular Meeting Minutes, as amended.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$101,475.12 (Operating) and \$50,716.30 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated January 11, 2024. 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 January 11, 2024 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 had nothing to report.

*Facilities Maintenance Committee*

The Committee highlighted the following report items:

- The Committee scheduled a meeting about grant funding on Jan. 24, 2024 at 3 p.m. They will discuss how to allocate grant funding and have a report to the Board before the next meeting.

### *Administrative Review Committee*

The Committee highlighted the following report items:

- The Committee recently accepted the revised Rules & Regulations.

### **REPORT OF THE SOLICITOR:**

The Solicitor highlighted the following report items:

- The Solicitor continued with collections for one delinquent account. It is moving toward litigation.
- The Solicitor is waiting for a hearing date relating to a damaged manhole caused by Davey's Tree Service and is expecting the hearing to occur sometime in late January or February.
- Two properties are up for Sheriff's Sale (126 Scott Ridge Road and 218 North Charles Street) and the Solicitor will attend to preserve WBCA's lien.

### **REPORT OF THE ENGINEER:**

The Engineer highlighted the following report items:

- Bidding thresholds have increased for 2024 and are as follows: Contracts or purchases under \$12,600 require no formal bidding or price quotations; Contracts or purchases between \$12,600 and \$23,200 require three written/telephonic price quotes; Contracts or purchases greater than \$23,200 require formal bidding and public notice.
- **2023 WBCA Annual Report:** The Engineer will begin working on the Annual Report this month.
- **Route 19 South Service Area Extension:** WBCA received a grant for \$500,000 from the H2O PA Grant Program and the Engineer continued working through design. They will discuss how the grant money will change the scope of the design.

- **Harmony Pump Station Upgrade:** The Engineer has been working through permits and easement preparation. They are preparing to have conversations with impacted property owners. The Engineer decided against boring off the existing sewer alignment to avoid stream impacts; instead the sewer will be open cut along the existing alignment and will include a stream restoration project. They are working with Zelenople Borough on this plan.
- **Water Resource Recovery Facility:** The Engineer is working on the basis of design and will have an internal meeting next week to discuss the design phase. They are planning to have a proposal to the board in March for preliminary design.
- **Administration Building:** The Engineer received conditional approval of the land development and the NPDES approval from Butler County Conservation District. The Engineer submitted the interim report for the MIPs grant last month, and will submit a quarterly report this week.
- **Dollar General Store, SR 19, Jackson Township:** Dollar General's tap fee was reduced.

## **REPORT OF THE MANAGER:**

### ADMINISTRATIVE

- The Manager distributed Statement of Ethics forms to board members, which are due on May 1, 2024.
- In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously retained Maher Duessel for a three year engagement for auditing services upon the following fee schedule: 2023-\$14,500; 2024-\$15,250; 2025-\$16,000 in a roll call vote.
- In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved HRG and HDG's Administration Building Bid Phase for time and materials not to exceed \$29,000 in a roll call vote.
- **Plant Filter Status Update:** WBCA is looking into cost-effective options for fixing the plant's sand filters, which are operating at a significantly reduced function, including options for cleaning them or replacing them.

### FACILITIES

- There were odor complaints in Scenic Ridge, so lines were cleaned. There have been no additional complaints.

DEVELOPER PROJECTS

- **Jackson Village:** Construction is ongoing.
- **Arden Woods:** In a motion made by Dave Weber and seconded by Tom Tomayko, the Board unanimously accepted Release Request #3 in the amount of \$196,285.80 leaving \$15,000 remaining. WBCA finds this request substantiated based on work completed.

WBCA PROJECTS

- **Rt. 19 South Project/Abbey Woods:** The next step for the project is the meeting with the Facilities Committee to discuss grant funding. The Manager explained her recommendations for the Committee.

PAST DUE ACTIVITY

A total of 59 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 1/08/2024. 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
November, 2023	\$-478.20	\$5,361.39	\$1,599.54	\$2,773.06	\$9,255.79
December, 2023	\$-8,076.81	\$6,585.86	\$2,206.65	\$2,399.48	\$3,115.18

**REPORT OF THE PROJECT ADMINISTRATORS:**

WBCA PROJECTS

- **Rt. 19 South Extension:** The Project Administrators have more design work to complete and the permitting is in progress.
- **Harmony Pump Station Infrastructure Improvement Project:** The Project Administrators are working on the easement letters and agreements.

- **Administration Building:** The Project Administrators received conditional final approval.

DEVELOPER PROJECTS

- **Seneca Trails Phase 2a:** The Project Administrators completed this portion of Seneca Trails.

**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 Mark Butler, and the 1/11/2024 Regular Meeting adjourned at 6:34 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority