

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

Regular Meeting Minutes - Feb. 13, 2020

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the Feb. 20, 2020 regular meeting of the Western Butler County Authority Board of Directors to order at 7:10 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Mark Butler
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Thomas Tomayko
Dave Weber

OTHERS PRESENT:

Manager Autumn Heckathorn
Solicitor John Rushford
Consulting Engineer Chad Hanley
Dylan Casey of HRG
Facilities Manager Keith Warner

MEMBERS ABSENT:

Ed Eckenrode

Tim Kenney resigned Feb. 10, 2020

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Greg Such and seconded by Ron Lutz, the Board of Directors unanimously approved the Jan. 21, 2019, Regular Meeting Minutes, as amended.

In a motion made by Greg Such and seconded by Dave Weber, the Board of Directors unanimously approved the Jan. 21, 2019 Reorganization Meeting Minutes, with the correction of the addition of committee members' names in the committees section.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$75,514.17 was presented to the Board of Directors in the form of Expense by Vendor summary with checks dated Feb. 13, 2019. The Manager answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Greg Such, the Western County Authority Board of Directors unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summary with checks dated Feb. 13, 2019.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee had nothing to report.

Finance Committee

An additional payment of \$250,000 was made on the Authority's loan in January.

Facilities Maintenance Committee

The Committee will meet at 6:30 p.m. Feb. 26, 2020.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- Continuing work on the WBCA Employee Handbook
- A Right to Know request about the Authority's industrial water pre-treatment program

was received. The Manager explained that the requestor is a sales company seeking sales contacts, and the Authority is not required to provide this information.

- Awaiting response from owners of Spruce street property for potential acquisition
- Preparing applications for Herman pump station project
- Revising current Sewage Service and Construction Agreement

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Herman Pump Station:** The GP-11 (waterways encroachment) and Water Quality Management Part II permit applications were prepared for submission. Permit applications for Zelenople Borough have been submitted and a meeting is slated with the Borough on Feb. 27, 2020. A design review meeting was held with Authority staff on Jan. 7, 2020. The Engineer introduced a program to the Finance Committee through Penn Vest that allows to Authority to bundle projects together. The Engineer is investigating how the program could be used to fund the pump station and other projects.
- **Act 537 Plan:** Progressing with alternatives that utilize a phasing implementation of a 3.4 MGD (million gallons per day) facility expandable to a 4.5 MGD. Wastewater treatment plant layouts were discussed during a Jan. 30, 2020 meeting with WBCA staff.
- **Administration Building Roof:** Submitted a building permit application to Zelenople Borough and evaluating the potential use of Co-Stars vs. traditional bidding.
- Paul Kremer asked about progress with the Scenic Ridge lines, which still have not been accepted. The Manager explained that a term of agreement was set and expired, with the developer only completing one of the items listed on the agreement. The Manager contacted the developer and the developer's engineer and explained that these items must be completed and that no new tap-ins would be permitted until all items have been remediated. Mr. Kremer asked about whether the low pressure collection line had been turned over to the Authority. The Manager said the low pressure collection has been turned over.
- Foxwood Trails Pump Station: Reviewed shop drawings.
- Starting to incorporate some of the as-builts in the GIS system.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- The Manager distributed the annual Ethics Form to Board members due for submission of May 1, 2020.
- In a motion made by Dave Weber and second by Tom Tomayko, the Board unanimously voted to approve the new WBCA Employee Handbook.
- In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved to pay out WBCA employee's unused personal and sick days.
- Pennsylvania Department of Transportation's Zelenople Curve (Route 68) project will require relocation of utility holes. The lines will be televised, and replacement and repair will be included in the Authority's contract with the state. The Engineer said that the work will be 75% reimbursable.
- The Manager will attend the PennTec Conference at Penn State, where she has been asked to moderate a technical session and assist with the Operators Challenge and Operator Olympics.

In a motion made by Paul Kremer and seconded by Greg Such, the Board voted unanimously to approve funds for the Manager's attendance at the annual PennTec Conference at a cost of \$1,006.

- The Manager requested that Board members review a proposal from an IT consultant. The current provider is focused on reactive, rather than proactive, maintenance. The Manager is considering new technologies needed for the plant expansion. A proposal will be presented during the March 2020 meeting.

SEWER SYSTEM REPORT

- **Spring Valley:** The remaining balance of \$52,423.47 LOC reduction request #3 in the amount of \$39,466.46, leaving a remaining balance of \$12,957.01 was not substantiated, and the Manager recommended retaining \$20,000.

In a motion made by Ron Lutz and seconded by Greg Such, the Board voted unanimously to reduction request #3 in the amount of \$32,423.47, retaining \$20,000.

- **Arden Woods:** Vac testing and mandrel testing are complete. Final walk through scheduled for offsite and RACP (Redevelopment Assistance Capital Program) and Phase VII.
- **Buncher Phase 3:** Lines are under review.
- **Jeremiah Village:** Planning is active and has changed substantially. It is now less than 100 EDUS including apartments, duplexes, and single family dwellings.

- In a motion made by Ron Lutz and seconded by Dave Weber, the Board unanimously approved to open an escrow account for the Trails at Harmony Junction.
- In a motion made by Greg Such and seconded by Mark Butler, the Board unanimously approved to open an escrow account for Seneca Trails, with the exception of Ron Lutz, because it involves his property.
- Southwest Pennsylvania Commission is conducting a study to show where all the sewer service is and who the sewer authorities are for sewer service.
- Working with HRG's Mark McGuire on maps.
- Bob Barbish will install a deduct flume meter at Zelianople Community Pool.

PAST DUE ACTIVITY

On Jan. 28, 2020, a total of 50 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before Feb. 11, 2020. 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.

	Zelianople	Jackson	Lancaster	Harmony	Total
December 2019	\$10,195.42	\$3,769.30	\$830.36	\$4,358.29	\$19,153.37
January 2020	\$10,275.56	\$3,316.67	\$658.03	\$5,404.23	\$19,654.49

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

The Manager suggested the Board tour the wastewater treatment plant in April.

EXECUTIVE SESSION:

The Board went into Executive Session at 7:59 p.m. to discuss contract negotiations and exited at 8:41 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Mark Butler, and the Feb. 13, 2020 Regular Meeting adjourned at 8:42 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary
Western Butler County Authority