

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

Regular Meeting Minutes – April 8, 2021

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the April 8, 2021 meeting of the Western Butler County Authority Board of Directors to order at 7 p.m. The Chairman then relinquished administration of the meeting to Vice Chairman Ed Eckenrode.

PRESENT ON ROLL CALL:

The following board members were in attendance:

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

OTHERS PRESENT:

Manager Autumn Crawford
Solicitor Matt Racunas (remotely)
Consulting Engineer Chad Hanley
Samantha Schmucker of HRG (remotely)
Facilities Manager Keith Warner
Recording Secretary Nicole Peffer (remotely)

MEMBERS ABSENT:

No members were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved the March 11, 2021, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$130,824.87 was presented to the Board in the form of Expense by Vendor summaries with checks dated April 8, 2021. Manager Autumn Crawford reviewed the summary with Board members and answered their questions regarding the bills.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved in a roll-call vote all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated April 8, 2021.

The Board wished to clarify that a large dollar amount paid under accounts payable from the operating account was due to a transfer of funds from Northwest to WesBanco, the Authority's new depository.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

With plant operator Greg Roman's recent retirement, the search has begun for his replacement. After advertising the position with a wage of \$18 to \$22 per hour, the Manager said she expects to interview candidates in the next couple of weeks.

Finance Committee

The Committee had nothing to report.

Facilities Maintenance Committee

The Committee had nothing to report.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

- Drafted and submitted another legal brief to the Pennsylvania Office of Open Records in

response to another Right to Know Request appeal filed by a resident.

- Resolved issues relating to Zelenople Borough's proposed meter reading cost increase and settled on .74 cents per reading. Management is working with the Borough to transfer meter readings in a format compatible with the Authority's billing software.
- Prepared a Memorandum of Understanding for some of the 537 Plan terms for Lancaster Township as part of its approval process.
- Prepared and filed easement documents related to the Foxwood Trails Development.
- Worked with the Engineer to record documents related to Herman Pump Station. Easements have been sent to the Butler County Recorder of Deeds for recording.
- Continued work on the Authority's revival documents. These will be distributed to incorporating municipalities along with the amended Articles of Incorporation.

REPORT OF THE ENGINEER:

- **Herman Pump Station:** Site clearing uncovered a Verizon communications pedestal that wasn't identified during the design phase, nor marked for the PA One-Call, or visible during the survey. The contractor damaged it while exposing it and Verizon requested that the contractor replace it. There will be a change order from the general contractor for this work; HRG will work with the Solicitor on receiving a refund payment from Verizon. The Public Utility Commission will render a judgement in this matter.

In a motion made by Ed Eckenrode and seconded by Dan Karns, the Board voted unanimously to approve payment to J.S. Boba Excavating in the amount of \$51,998.77.

In a motion made by Dave Weber and seconded by Ron Lutz, the Board voted unanimously to approve payment to Wagner Electric in the amount of \$1,419.30.

- **Act 537 Plan:** Updated the board on progress with the member municipalities' acceptance of the Plan. The Manager said that Zelenople Borough has formed a committee to review the Act 537 Plan. She and the Engineer plan to attend the Borough's monthly council meetings until they adopt the plan.
- **Harmony Pump Station Upgrade:** Updated progress, including plans to meet with property owners.
- **Water Pollution Control Plant Upgrade:** Briefly reviewed meeting schedule.
- **Conveyance System Improvements project:** Route 68 crossing at Spruce Street and Route 19 crossing at Tollgate School Road are involved and progressing.

Dave Weber said a Lancaster Township resident contacted him with concerns about earth-moving equipment left on his property along Route 19 for the Meinert Sewer Line Extension Project. The Manager explained that the equipment was left on a PennDOT easement.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- The Shut Off Agreement with Penn American Water was reviewed by the Solicitor and distributed to the Board for review.

In a motion made by Paul Kremer and seconded by Dan Karns, the Board voted unanimously to sign the Shut Off Agreement with Penn American Water.

- The Manger announced that annual Board Member Training will be online this year.

FACILITIES

Ed Eckenrode asked for an update about the new Godwin bypass pump. The Manager said it has been delivered and set up.

SEWER SYSTEM REPORT

- **Spring Valley:** As-built drawings have been submitted for Phases 1 and 2.
- **Arden Wood:** In a motion made by Ed Eckenrode and seconded by Mark Butler, the Board voted unanimously to a set aside agreement in lieu of the performance/labor and materials bond in the amount of \$497,781.90 for the Arden Woods development.
- **Foxwood Trails Gravity System:** In a motion made by Dave Weber and seconded by Ron Lutz, the Board voted unanimously to approve a sequestered account agreement in the amount of \$242,388.00 in lieu of the performance/labor and materials bond for Phases 3 and 2A of the Foxwood Trails Development.
- **Seneca Trails:** A bond was submitted in the amount of \$468,557.10.
- **Frydrych Development:** The site layout was submitted and capacity of the 48-unit apartment complex was approved.
- **Jeremiah Village:** Construction has started.
- **Morning Glory Farms** plans to switch development firms.
- The **Singer Property** applied for capacity verification for a planned 486-EDU commercial site on Route 68 in Jackson Township.

PAST DUE ACTIVITY

On April 5, 2021, a total of 36 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before March 20, 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.

	Zelienople	Jackson	Lancaster	Harmony	Total
February 2021	\$10,026.42	\$4,474.10	\$692.02	\$6,855.63	\$22,048.17
March 2021	\$9,531.98	\$5,111.38	\$89.38	\$7,741.88	\$22,474.60

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

- In a motion made by Ron Lutz and seconded by Mark Butler, the Board voted unanimously to approve the Act 57 Tap Fee Study conducted by HRG, which establishes a tapping fee of \$5,400 per tap, with \$5,267 as the capacity portion and \$133 for the collection portion.

In a motion made by Daniel Karns and seconded by Paul Kremer the Board voted to unanimously to adopt Resolution 04-21 of the Western Butler County Authority.

- Board members discussed a retirement gift for Greg Roman, who served the Authority for 30 years.

In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board voted unanimously to approve funds in the amount of \$1,500 for a retirement gift for Greg Roman.

- The Board recommended the Manager raise the credit limit from \$2,000 to \$5,000.

EXECUTIVE SESSION:

The Board entered Executive Session at 8:02 p.m. to discuss tapping fees and exited at 8:37 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ed Eckenrode motioned to adjourn, seconded by Ron Lutz, and the April 8, 2021 Regular Meeting adjourned at 8:47 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary
Western Butler County Authority