

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

Regular Meeting Minutes – July 13, 2023

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the July 13, 2023 meeting of the Western Butler County Authority Board of Directors to order at 5:00 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Ed Eckenrode
Mark Butler
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Thomas Tomayko
Dave Weber
Marietta Reeb

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Matt Racunas
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Office Administrator: Evan George
Project and Construction Administrator: Jason Mack
Project and Construction Administrator: Dean Berkebile
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

Mark Butler was absent.

VISITORS:

Bob Belicose from Maher Duessel was in attendance. He summarized the audit report for the Board and answered questions board members had regarding the report. In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously accepted the audit report in a roll call vote.

MINUTES:

In a motion made by Ed Eckenrode and seconded by Greg Such, the Board unanimously approved the June 8, 2023, Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$105,043.59 (Operating) and \$90,659.24 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated July 13, 2023. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Marietta Reeb, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated July 13, 2023 in a roll call vote.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee highlighted the following report items:

- In a motion made by Marietta Reeb and seconded by Tom Tomayko, the Board unanimously changed WBCA's policy in order to give a raise of \$1/hour (previously \$.50/hour) when employees obtain their Operator License.
- In a motion made by Ed Eckenrode and seconded by Greg Such, the Board unanimously approved a raise for Lisa Bailey to bring her wage to \$26/hour.

- The Manager suggested raising the boot allowance for employees.

Finance Committee

The Committee had nothing to report.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Committee will have a meeting before the next board meeting to discuss the Administration Building.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor had conference calls with the Developer's attorney working through language for the proposed Right of Way for Jackson's Pointe.

In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved the Right of Way Agreement for Jackson's Pointe Phase 3.

- The Solicitor continued to work on the property acquisition for the Harmony pump station.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **WBCA Rules & Regulations Review:** The Engineer provided the draft version of the Word Document in June and sent standard details last week.
- **2022 WBCA Annual Report:** The Engineer gave the report to WBCA staff and will incorporate the staff's comments before submitting it to the Board.
- **Route 19 South Service Area Extension:** The sewage facilities planning module was submitted to Jackson Township for their approval. The next step is to start the survey.

The H2O grant award has been delayed, and the Engineer is hoping to find out in September whether or not WBCA was awarded the grant.

- **Harmony Pump Station:** The Engineer continues to work on the easement exhibits. The water quality permit was issued after HRG addressed a few comments. The next steps are to continue the local and railroad permitting processes.
- **Conveyance System Improvements:** The Engineer continued working with the Authority and the Contractor to finish paving.
- **Administration Building:** The Engineer continues coordinating with Zelianople on the subdivision. They also revised the site layout plan to reduce parking and fix zoning issues. The Engineer is working on the quarterly report for the MIPs grant, which is due tomorrow and will be submitted tomorrow.
- **NPDES Permit Renewal:** The application for the permit was submitted in time.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **RedZone Robotics:** They have finished inspecting 182,000 feet of the 221,000 feet in WBCA's service area. They have finished 650 manhole inspections out of 1,000.
- Ed Eckenrode and Greg Such attended the BCIB Loan Closing on June 28 on behalf of WBCA.
- **WBCA Security:** The Manager recommends purchasing a keypad, camera, and initial base station from Simplisafe so that WBCA has interactive monitoring. The initial purchase is \$239.18 with an ongoing \$24.99 monthly payment.
- The Manager sent a letter on behalf of WBCA to the US Senate Environment and Public Works Committee (EPW) on PFAS and PFOAS, commenting on CERCLA liability because WBCA does not believe EPW is utilizing the "polluter pays" correctly and there are no municipal exemptions. WBCA would be liable because the perfluoroalkyl and polyfluoroalkyl substances touch their system.
- **Advance Rehabilitation Technology:** The Manager is moving forward with the OBIC Project, a lining project for corrosion affected manholes. It is COSTAR Certified and will be used with a quantity of 91 linear feet.

- In a motion made by Ed Eckenrode and seconded by Greg Such, the Board unanimously adopted Resolution 07-23 to change the fixed asset capitalization policy from \$2,500 to \$5,000 in a roll call vote. It will not be effective until the new fiscal year.
- **Charter Renewal Status:** Zelinople special counsel sent a list of stipulations to WBCA that they wanted added to the agreement before they will agree to renew WBCA’s charter. The Board discussed how to respond to these stipulations.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the WBCA Agreement Response Proposed Resolution of the Zelinople Borough #499-23 in a roll call vote. Marietta Reeb abstained because she is on Zelinople counsel.

SYSTEM REPORT

- **Rt. 19 South Project/Abbey Woods:** The Engineer is hoping to have the adoption of the resolution for the sewage facilities planning module next week. They will then send it to DEP for their approval and initiate a site survey.
- **Woodland Reserve:** Dave Weber asked if sewers are currently being installed. The Manager said yes, but they have run into issues with rock hammering and will be blasting instead.
- **Seneca Hills:** This project is in a revision process because the Contractor had a more cost effective solution to complete the project.

PAST DUE ACTIVITY

A total of 85 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 7/14/2023. 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.

	Zelinople	Jackson	Lancaster	Harmony	Total
May, 2023	\$3,490.80	\$4,360.24	\$805.23	\$2,471.15	\$11,127.40
June, 2023	\$3,723.81	\$3,700.40	\$1,586.25	\$2,884.23	\$11,894.69

REPORT OF THE PROJECT ADMINISTRATORS:

The Project Administrators highlighted the following report items:

- The Project Administrators have been working on both Developer and WBCA Projects with HRG staff.
- **Project Management Software:** The project management software called Monday helps keep the Project Administrators organized and the Developers accountable. They have entered all projects and statuses into the software.
- **Workflow Management Software:** The Project Administrators have updated the workflow management software from version 6 to version 7 of Antero and are looking into alternatives.
- **Standard Operating Procedure:** The Project Administrators are developing standard operating procedures for pump stations. They visit pump stations with staff to become familiar with pump station operations.
- The Project Administrators renewed industrial user agreements for the NPDES permit.

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 Greg Such, and the July 13, 2023 Regular Meeting adjourned at 6:42 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority