

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

**Regular Meeting Minutes – March 11, 2021**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the March 11, 2021 meeting of the Western Butler County Authority Board of Directors to order at 7:02 p.m.

**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 (remote attendance)  
Thomas Tomayko  
Dave Weber (exited at 7:30 p.m. to attend Lancaster Township Planning Commission meeting)

**OTHERS PRESENT:**

Manager Autumn Crawford  
Solicitor Matt Racunas (teleconference)  
Consulting Engineer Chad Hanley (remote attendance, exited at 7:30 p.m. to attend Lancaster Township Planning Commission meeting)  
Samantha Schmucker of HRG (remote attendance)  
Facilities Manager Keith Warner  
Recording Secretary Nicole Peffer (remote attendance)

**MEMBERS ABSENT:**

No Board members were absent.

**VISITORS:**

No visitors were in attendance.

## **MINUTES:**

In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved the Feb. 11, 2021, Regular Meeting Minutes, as amended.

## **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$1,088,873.35 was presented to the Board in the form of Expense by Vendor summaries with checks dated March 11, 2021. Manager Autumn Crawford answered questions that board members had regarding the bills. Note: \$1 million was for transfer of funds from Northwest to Wesbanco.

In a motion made by Tom Tomayko and seconded by Daniel Karns, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated March 11, 2021.

## **REPORT OF THE SECRETARY:**

The Secretary had nothing to report.

## **REPORT OF THE COMMITTEES:**

### ***Personnel Committee***

- Two staff members were off work in February with COVID-19; both have recovered and have returned to work.
- Four staff members are scheduled for operator exams in June 2021.
- New employee David Gillespie passed his probation period in March 2021.

### ***Finance Committee***

The Manager reported that the Wesbanco transition is going smoothly.

### ***Facilities Maintenance Committee***

The Committee had nothing to report.

Ed Eckenrode requested an update on a replacement pump. The Manager said it was being delivered the week of March 15, 2021.

### ***Administrative Review Committee***

The Committee had nothing to report.

## **REPORT OF THE SOLICITOR:**

- Zelienople Borough responded to correspondence regarding its proposed meter reading cost increase. The Solicitor deferred additional discussion to Executive Session.
- Another appeal to the Pennsylvania Office of Open Records was received in response to a Right To Know request filed by a resident.
- Submitted correspondence to a contractor regarding insufficient work; a deadline was given to correct the issue.
- Worked with the Engineer to record documents needed for Herman Pump Station.
- Continued work on documents needed for the Authority revival.

## **REPORT OF THE ENGINEER:**

The Engineer highlighted the following report items:

- Herman Pump Station is progressing and on schedule.
- Harmony Borough and Jackson Township have adopted the Act 537 Plan by resolution. The Engineer and Board member Dave Weber will attend the Lancaster Township Planning Commission meeting to answer questions. The next step is for the commission to recommend adoption of the Act 537 Plan during the Supervisors meeting later in March.

Ron Lutz asked whether the resolution would be on the March Agenda. Dave Weber said he would find out.

Mr. Weber requested an update on Zelienople Borough's adoption of the Plan. The Manager said she and the Engineer planned to attend the next Borough Council meeting.

- Harmony Pump Station Upgrade Project field survey work is complete. Design work and field measurements have begun, along with mechanical work inside the station to confirm that the pumps in the dry well will fit.
- A draft of the Plant Upgrade Project report is 60% complete.
- Further discussion of a draft of the Act 57 tapping fee was deferred to Executive Session.
- Surveys for the Conveyance System Improvements Project on Tollgate School Road and Spruce Street are complete.

Greg Such asked about SCADA-equipped pump stations. The Manager said she was working

with Mission to resolve issues with the Foxwood Trails pump station integration.

## **REPORT OF THE MANAGER:**

### ADMINISTRATIVE

- Met with Indian Brave Campground regarding low-lying connection replacements. It will be mutually beneficial to the campground and WBCA if the Harmony Pump Station interceptor alignment is changed.
- USPS postal service delays have been resolved; the Manager credited business office staff for extensive efforts handling a significantly elevated volume of customer phone calls.
- The CBSW e-billing module is ready for launch and testing “beta” clients is underway.
- Received a 537 Plan study grant reimbursement in the amount of \$14,000.
- The Manager asked to attend the PennTec Annual Conference on June 20-23, 2021.
- The Manager discussed issues with WBCA’s computer server, and Houk Consulting recommended replacement at a cost of \$12,777.26. Daniel Karns stated, in his opinion, the cost of the hardware and software is reasonable, but the installation cost seemed high. He recommended that Houk be requested to do it for \$10,000. Ed Eckenrode also suggested negotiating a lower labor rate and for the server to be housed in a cabinet.

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board approved in a roll-call vote that Houk Consulting purchase and install a replacement for the Authority’s server at a cost of \$12,777.26. Roll call vote: Daniel Karns – NO; Paul Kremer – YES; Mark Butler - YES; Ed Eckenrode – NO; Ron Lutz – NO; Greg Such – YES; Tom Tomayko – YES.

- Penn American Water submitted a shut-off agreement, which the Solicitor will review.

### FACILITIES

- A Main Street main line sewer backup occurred in Mathews Jewelers. Televising the line revealed that the backup occurred as a result of FOG (fat, oil and grease) from Good Fellows and possibly Spring and Main Cafe. The Manager will send a letter informing them that they must correct the issue or face being fined.
- The Manager noted that late payments in March are half of what they were in February.

### SEWER SYSTEM REPORT

- Spring Valley as-built drawings have been submitted for Phases 1 and 2.

- The Manager said she anticipates account agreements in lieu of performance labor and materials bonds for Arden Woods Phase 2, Seneca Trails Phase 1, Foxwood Trails Phase 2 and 3 in the coming weeks. Drawings for the Frydrych site are under review, and application for capacity verification was made for the Singer project.
- A new development tapping into Tollgate will require an additional pump station.

**PAST DUE ACTIVITY**

On Feb. 9, 2021, a total of 35 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. 23, 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.

	<b>Zelienople</b>	<b>Jackson</b>	<b>Lancaster</b>	<b>Harmony</b>	<b>Total</b>
<b>January 2021</b>	\$2,2148.88	\$15,811.85	\$1,679.03	\$10,572.82	<b>\$50,212.58</b>
<b>February 2021</b>	\$10,026.42	\$4,474.10	\$692.02	\$6,855.63	<b>\$22,048.17</b>

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

- Ed Eckenrode requested an update regarding boring under Route 19 and Route 68. The Manager said two more manholes need to be surveyed before design drawings can be created, then the project will go out for bid, with construction beginning in summer 2021.
- Greg Such said the Edmund Street project in Harmony has been deferred to 2022.

**EXECUTIVE SESSION:**

The Board entered Executive Session at 8:03 p.m. to discuss litigation and exited at 8:40 p.m.

**ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Mark Butler, and the March 11, 2021 Regular Meeting adjourned at 8:42 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary  
Western Butler County Authority