

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

**Regular Meeting Minutes – September 14, 2023**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the September 14, 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  
Paul J. Kremer Jr.  
Ron Lutz  
Greg Such  
Thomas Tomayko  
Dave Weber  
Marietta Reeb

**OTHERS PRESENT:**

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

**MEMBERS ABSENT:**

Mark Butler was absent.

**VISITORS:**

Daniel Karns was in attendance remotely.

**MINUTES:**

In a motion made by Greg Such and seconded by Marietta Reeb, the Board unanimously approved the August 10, 2023, Regular Meeting Minutes.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$85,929.04 (Operating) and \$191,556.15 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated September 14, 2023. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Greg Such and seconded by Paul Kremer, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated September 14, 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:

- The Manager is extending an employee's probation period from 6 months to 9 months.

*Finance Committee*

The Committee highlighted the following report items:

- In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously decided to increase petty cash from \$300 to \$500 in a roll call vote.

- With the purchase of the Authority's most recent vehicle, the Committee recommends adopting an accelerated depreciation method at the next month's meeting.
- **Administration Building:** The Manager is looking at ways to cut costs on the Administration Building, depending on whether or not WBCA receives H20 grant funding. The award of the H20 grant funding will be announced on September 19.

***Facilities Maintenance Committee***

The Committee highlighted the following report items:

- The Manager is waiting on preliminary design approval from Zelienople Borough.

***Administrative Review Committee***

The Committee highlighted the following report items:

- The final draft of the detail review will be submitted to the Board for approval in time for the October board meeting.

**REPORT OF THE SOLICITOR:**

The Solicitor highlighted the following report items:

- The Solicitor worked with items related to the Harmony pump station. It will require property acquisitions, and the Solicitor recommends retaining Special Counsel to help obtain the Rights-of-Way.
- The Solicitor worked on items related to the Zelienople Planning Commission's concerns on the paper streets for the Administration Building. He prepared access agreements to be presented to the homeowners and reached out to Zelienople Borough, who agreed to vacate the paper streets.
- The Solicitor expects the Authority's renewal to be approved by the Department of State by next month.

**REPORT OF THE ENGINEER:**

The Engineer highlighted the following report items:

- HRG met with Authority staff to discuss The Village Acres Sewer Extension and prepared a proposal for the Board.
- **WBCA Rules & Regulations:** The Engineer met with the Committee and Authority staff and is working on getting revisions finished for the October board meeting.
- **Route 19 South Service Area Extension:** The Engineer resolved issues with one property owner, but is still working on getting an agreement signed with a second property owner before doing a survey. The Engineer toured the Abbey Woods treatment plant at the beginning of August to help with pump station design.
- **Harmony Pump Station Upgrade:** The Engineer is finalizing permits and should have them out by the end of the month.
- **Conveyance System Improvements:** The Engineer is presenting a change order to the Board and then, upon approval of the change order, recommends final payment to the Contractor. The Engineer worked through revisions on as-builts.
- **Administration Building:** The Engineer is refining items with Zelianople Borough.
- **Woodland Reserve Residential Development:** The Engineer has been reviewing submittals and force main drawings.

## REPORT OF THE MANAGER:

### ADMINISTRATIVE

- **Zelianople Mini Storage:** The purchase of the property has been held up by the bank.
- **RedZone Robotics:** Jen Fassinger presented the report from RedZone Robotics to the Board. They are still finishing and rechecking about 10,000 ft. of line that requires traffic control and a few manholes that they were unable to open or were in rough areas.
- **Village Acres Proposal:** In a motion made by Greg Such and seconded by Dave Weber, the Board authorized HRG to assess different options of providing sanitary sewer to the location in the amount of \$7,800 in a roll call vote. NO: Paul Kremer; YES: Ed Eckenrode, Ron Lutz, Dave Weber, Greg Such, Marietta Reeb, Tom Tomayko.

### FACILITIES

- The power transfer switch on the main generator at the treatment plant is not working correctly, so when the power goes out, the main plant power does not automatically transfer to generator power. The Manager is looking into options of repairing or replacing the switch because it is a critical piece of the plant. She asked the Board to be prepared for an emergency vote if necessary.

DEVELOPER PROJECTS

- **Buncher:** In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously released \$156,937.88 from cash in escrow leaving \$27,694.92 in lieu of a maintenance bond. It must be retained until 3/14/25.
- **Seneca Hills:** In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously accepted the Developer’s Agreement between Metcalf Management, LLC and WBCA for the construction of 70 townhomes.

WBCA PROJECTS

- **WBCA Conveyance Project:** In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved the Final Payment Application #3 and Change Order #2 in the amount of \$37,796.20.
- **Administration Building:** The Manager authorized Hayes Design Group to attend zoning meetings and planning commission meetings with Zelienople Borough on behalf of WBCA.
- **HPSIIP:** In a motion made by Greg Such and seconded by Marietta Reeb, the Board unanimously approved hiring Dillon McCandless King Coulter & Graham at \$195/hour as the Special Counsel representative on the HPSIIP project in a roll call vote.

PAST DUE ACTIVITY

A total of 60 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 9/19/2023. 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.

	Zelienople	Jackson	Lancaster	Harmony	Total
July, 2023	\$4,544.81	\$4,621.17	\$1,527.47	\$2,650.65	\$13,344.10
August, 2023	\$4,607.38	\$4,565.12	\$1,316.55	\$4,670.89	\$15,159.90

## REPORT OF THE PROJECT ADMINISTRATORS:

The Project Administrators highlighted the following report items:

### WBCA PROJECTS

- **Conveyance System Improvements:** The Project Administrators worked on closing out the Conveyance System Project.
- **Rt. 19 South Extension:** The Project Administrators are developing schedules for the project.
- **Harmony Pump Station Upgrade:** The Project Administrators will begin addressing the property issues and easements, working with Dillon McCandless King Coulter & Graham on permitting and construction.
- **Water Pollution Control Plant:** The Project Administrators met with the team to review the basis of design.
- **Administration Building:** The Project Administrators reviewed the 75% drawings with HRG and drafted an agreement for the Zelenople Sportsmans Club. They sent out notices to property owners in regards to the paper street issue. They are waiting on the final documents from the seller for closing on the storage unity property.

The Project Administrators also created a permitting schedule. The next important date in the process is the planning commission meeting on September 20.

### DEVELOPER PROJECTS

- The Project Administrators dealt with easement issues with Jackson Ridge and Seneca Trails. They received the final exhibits and both projects have gone through the review process.
- **Treadstone:** The Project Administrators are working with the Developer's engineer to get final review notes and are closing out the project.
- **Woodland Reserve Pump Station:** The Project Administrators are working on the review process with HRG and the pump manufacturer.
- **Frydrych:** The Project Administrators reviewed drawings and will send notes to the Developer.

## ADMINISTRATIVE

- **Standard Operating Procedure:** The Project Administrators completed a final review of the standard operating procedure of the Harmony Pump Station.
- **Project Management Software:** The Project Administrators are continuing to develop the Monday project management software.
- **Workflow Management Software:** The Project Administrators demoed two software programs to facilitate workflow management and are waiting on costs to make a decision.
- **Plant Operations & Collections:** The Project Administrators worked on an issue with a Contractor who hit a manhole. The administrators and contractors looked into options for fixing or replacing it.

## **OLD BUSINESS:**

No old business was discussed.

## **NEW BUSINESS:**

- Jen Fassinger and Jason Mack attended an educational class and reported their experience to the Board.
- The Board discussed the Accountant who made a mistake in not informing the Board that non-standard reimbursement for commuting was taxable.

## **EXECUTIVE SESSION:**

The Board went into Executive Session at 6:14 p.m. to discuss eminent domain and exited at 6:25 p.m.

## **ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the 9/14/2023 Regular Meeting adjourned at 6:57 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority