

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

**Regular Meeting Minutes – December 12, 2024**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the December 12, 2024 meeting of the Western Butler County Authority Board of Directors to order at 4:00 p.m.

**PRESENT ON ROLL CALL:**

The following board members were in attendance:

Ed Eckenrode  
Mark Butler  
Paul J. Kremer Jr. (remotely)  
Ron Lutz  
Thomas Tomayko  
Dave Weber  
Marietta Reeb

**OTHERS PRESENT:**

Manager: Autumn Crawford  
Solicitor: Matt Racunas (entered at 4:15 p.m.)  
Consulting Engineer: Chad Hanley  
Samantha Schmucker of HRG  
Project and Construction Administrator: Jason Mack  
Assistant Project Administrator: Lauren Shaw

**MEMBERS ABSENT:**

Greg Such was absent.

**VISITORS:**

No visitors were in attendance.

**MINUTES:**

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the November 14, 2024, Regular Meeting Minutes.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$93,885.04 (Operating) and \$642,500.63 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated December 12, 2024. 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 December 12, 2024 in a roll call vote.

**REPORT OF THE SECRETARY:**

The Secretary had nothing to report.

**REPORT OF THE COMMITTEES:**

*Personnel Committee*

The Committee had nothing to report.

*Finance Committee*

The Committee had nothing to report.

*Facilities Maintenance Committee*

The Committee highlighted the following report items:

- The Committee met on November 20 and reviewed several items, including garage floor coating.

### *Administrative Review Committee*

The Committee had nothing to report.

### **REPORT OF THE SOLICITOR:**

The Solicitor highlighted the following report items:

- The Solicitor worked on the Zelenople Harmony Sports Club Sales Agreement and proceeded with the lot consolidation plan.
- The Solicitor reviewed the Paystar agreement and proposed changes, which were accepted by Paystar.

### **REPORT OF THE ENGINEER:**

The Engineer highlighted the following report items:

- The Engineer reviewed several capacity verification requests.
- **Route 19 South Area Extension:** The Engineer issued the notice to proceed after the pre-construction meeting. The notice to proceed is only for procurement of equipment and materials.
- **Harmony Pump Station:** The Engineer is working on final design and is waiting on road opening permits from Zelenople. The subsurface utility engineering (SUE) is ongoing.
- **Water Resource Recovery Facility Upgrade:** The Engineer is working on design. This month, the Engineer met with the Facilities Committee to present the latest cost estimate.

### **REPORT OF THE MANAGER:**

#### ADMINISTRATIVE

- In a motion made by Ed Eckenrode and seconded by Mark Butler, the Board unanimously approved the 2025 budget as proposed in a roll call vote.
- Heater units were replaced in the Old Garage and Sand Filter rooms.
- The Safety Committee renewal application was submitted.

- The Board discussed rate increases proposed by the Finance Committee. In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved a rate increase of \$0.75 for the year 2025 in a roll call vote.

#### DEVELOPER PROJECTS

- **Arden Wood:** In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously adopted the Set-Aside Agreement in lieu of Performance/Labor & Materials Bonding in the amount of \$434,474.40 with \$15,000 remaining in a roll call vote.

WBCA recommends release of the funds in the Set Aside. In a motion made by Tom Tomayko and seconded by Dave Weber, the Board unanimously released the remaining funds in the Set Aside in lieu of Performance/Labor & Materials Bond in a roll call vote.

- **Glade Run Farm:** WBCA finds the Set-Aside Agreement reduction request No. 2 substantiated. In a motion made by Marietta Reeb and seconded by Mark Butler, the Board unanimously accepted the Set-Aside Agreement reduction request No. 2 in the amount of \$130,461.66, leaving \$239,027.63 remaining, in a roll call vote.

#### WBCA PROJECTS

- **Administration Building:** WBCA and HRG recommend payment of Payment Application No. 6. In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 6 for VendRick Construction, Inc., in the amount of \$245,942.49 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 5. In a motion made by Ron Lutz and seconded by Mark Butler, the Board unanimously approved Payment Application No. 5 for McCurley Houston Electric, Inc., in the amount of \$50,265 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 3. In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously approved Payment Application No. 3 for Newman Plumbing in the amount of \$74,277.95 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 1. In a motion made by Dave Weber and seconded by Marietta Reeb, the Board unanimously approved Payment Application No. 1 for Pennsylvania Roofing Systems, Inc., in the amount of \$423,083.70 in a roll call vote.

#### PAST DUE ACTIVITY

A total of 32 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 12/04/2024. 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
October, 2024	\$1,623.83	-\$2,606.72	-\$693.67	\$1,783.31	\$106.75
November, 2024	\$2,226.83	\$3,398.48	-\$1,459.02	\$1,428.15	\$5,594.44

**REPORT OF THE PROJECT ADMINISTRATOR:**

WBCA PROJECTS

- **Administration Building:** The Project Administrator gave an update on construction progress. The projected completion date is the end of August 2025.
- **Rt. 19 South Extension:** The Project Administrator received an additional easement.

DEVELOPER PROJECTS

- The Project Administrator has 5 as-builts and 4 preliminary drawings under review.

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

No new business was discussed.

**EXECUTIVE SESSION:**

The Board went into Executive Session at 4:49 p.m. to discuss personnel and exited at 5:00 p.m.

**ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the 12/12/2024 Regular Meeting adjourned at 5:00 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority