

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

Regular Meeting Minutes – April 14, 2022

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Ed Eckenrode called the April 14, 2022 meeting of the Western Butler County Authority Board of Directors to order at 6:00 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Ed Eckenrode
Daniel Karns
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Dave Weber

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Matt Racunas
Consulting Engineer (HRG): Chad Hanley
Samantha Schmucker of HRG
Recording Secretary: Natalie Hacker

MEMBERS ABSENT:

Mark Butler and Thomas Tomayko were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Greg Such and seconded by Daniel Karns, the Board unanimously approved the March 10, 2022, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$118,592.59 (Operating) and \$71,805.04 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated April 14, 2022. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz 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 April 14, 2022 in a roll call vote.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee reported that the second new hire starts on April 18, 2022.

Finance Committee

The Committee had nothing to report.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- After meeting with the board of Abbey Woods, the Committee agreed to present them with a Memorandum of Understanding (MOU) so they can vote on the project.
- Ed Eckenrode asked for an update about Jackson Township's Belsterling property. The Manager said a meeting with Jackson Township is scheduled for April 21, 2022 to discuss the Rt. 19 South Corridor and the parcel of land owned by the Belsterlings.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor had nothing to report.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Act 537 Plan:** The Steering Committee meetings are completed and each member has all the information to present to their respective municipalities. The public comment period opened on April 11, 2022 and will close on May 11, 2022. Larson Design Group's Steering Committee Conclusion report was presented. The 537 Plan will be ready for municipal adoption on May 12, 2022.
- Greg Such asked if the **Harmony Pump Station Upgrade** was included in the 537 Plan. The Engineer explained that it was a separate planning module, and three municipalities have adopted it. The Engineer attended the Zelienople Planning Commission meeting last month and is hopeful that Zelienople will also adopt the planning module. After it is adopted, HRG will submit the plan to DEP. They will take about three months to review it. Then HRG will submit the permits for the project.
- **Singer Properties, SR68 @ I-79:** The Engineer met with the Singer property owner to discuss their connection ability to either the Syco Pump Station or directly to the Harmony Force Main. The Engineer gave them more information so that they can make a decision between the two. The development will be around 300 EDUs.
- **Conveyance System Improvements (Rt. 68 at Spruce St. and Rt. 19 at Tollgate School Rd.):** The project will be ready for bid shortly.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Office Admin Report (CD):** The Finance Committee is waiting to move the \$250,000 over to a third CD until the CDs mature in December 2022.
- **Office Admin Report (IT):** WBCA was contacted by the Cybersecurity and Infrastructure Security Agency (CISA) and asked to participate in their 2-week internal

and external penetration assessment. If CISA finds deficiencies in the security system, they will pay for the upgrade. The assessment starts next week.

Facilities

- **Influent Grinder:** The lower end for the grinder failed and the upper end is in bad condition. The repair cost for the lower end would be \$34,000, while the replacement cost for the whole grinder is \$43,282.00. The Manager decided to replace the entire grinder and expects it to take more than 12 weeks to arrive. An exact timeline was not provided at the time of purchase.

SYSTEM REPORT

- **Abbey Woods:** The Manager briefly mentioned HRG’s Proposal for the preparation of the Abbey Woods Planning Module, but the Board is waiting to vote on it.
- **Seneca Trails:** The Manager will most likely have the Set Aside Agreement for the next Board meeting.
- Dave Weber asked for an update on the potential freight site for **Old Dominion**. The Manager said she hasn’t received any updates, but had told Old Dominion the project would require relocating an existing sanitary line.

PAST DUE ACTIVITY

On 04/04/2022, a total of 23 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 04/18/2022. 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 2022	\$10,572.95	\$5,259.68	\$1,029.61	\$10,317.92	\$27,180.16
March 2022	\$4,451.28	\$5,955.94	\$1,306.26	\$5,116.34	\$16,829.80

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 6:54 p.m. to discuss the asbestos lawsuit and exited at 7:05 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Dan Karns, and the 4/14/2022 Regular Meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority