

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

**Regular Meeting Minutes – October 13, 2022**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Vice Chairman Ed Eckenrode called the October 13, 2022 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  
Daniel Karns  
Paul J. Kremer Jr.  
Greg Such  
Dave Weber

**OTHERS PRESENT:**

Manager: Autumn Crawford  
Solicitor: Matt Racunas  
Consulting Engineer: Chad Hanley  
Samantha Schmucker of HRG  
Facilities Manager: Keith Warner  
Recording Secretary: Natalie Hacker

**MEMBERS ABSENT:**

Thomas Tomayko, Ron Lutz, and Mark Butler 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 September 8, 2022, Regular Meeting Minutes.

### **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$107,218.19 (Operating) and \$53,524.31 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated October 13, 2022. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated October 13, 2022 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 Committee met on September 8 to discuss a restructuring of WBCA's organization model, wages and inflation, benefits, and a job description for the construction administrator position. WBCA is moving toward a team-based organization model, and this system will go into effect at the beginning of the new year. The Manger recommends that WBCA switch from UPMC to United Healthcare for health insurance benefits this coming year. The Manager is also looking into adding dental insurance. The Board will vote on benefits at the next board meeting.
- In a motion made by Greg Such and seconded by Daniel Karns, the Board unanimously ratified a 10% salary increase for all employees.

- A new employee, Lisa Weber, started on September 6 as a customer billing coordinator at \$21/hour. There is also an open position currently being advertised.

### ***Finance Committee***

The Committee had nothing to report.

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

The Committee had nothing to report.

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

The Committee had nothing to report.

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

The Solicitor highlighted the following report items:

- The 80% vote needed on the Abbey Woods contract has been received, but the Solicitor is still waiting for the signed contract.
- The Solicitor received the signed agreement from opposing counsel on the asbestos lawsuit.
- The resolutions for the renewal of the Authority are prepared and will be going out to the different municipalities within the week.
- The Solicitor worked on an issue regarding the WBCA mailbox at Harmony Borough, and it is now resolved.

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

The Engineer highlighted the following report items:

- **Wastewater Facilities Planning Act 537:** The Engineer provided responses to DEP by the requested date for both the Act 537 Plan and the Harmony Pump Station Improvements Project.
- **Conveyance System Improvement (Rt. 68 crossing at Spruce Street and Rt. 19 crossing at Tollgate School Road):** Construction started, and the Contractor finished the

bore under Route 19 and is working on the Route 68 bore. The Route 68 bore needs to be changed because of a utility conflict (see the Manager's report for the change order).

- **Administration Building:** Geotechnical drilling will begin on Monday. The Engineer met with Hayes Design Group, and they plan to have a presentation at the November board meeting. The subdivision is acceptable to the Borough, so the Engineer hopes to close on the property by the end of the year.
- **Londonderry Ridge Pump Station and Woodland Reserve Pump Station:** The Engineer had several meetings with the Developer and is moving forward with the design of each pump station.

## **REPORT OF THE MANAGER:**

### ADMINISTRATIVE

- **Franklin Township, Beaver County:** Franklin Township and Beaver County have inquired about capacity in the WBCA System for potential future developments near the Butler/Beaver County line. They do not currently have infrastructure for WBCA to service. Their developers might contact WBCA in the future.

### FACILITIES

- **Harmony Pump Station:** The failing grinder needs to be fixed. The cost to replace the lower unit of the grinder is \$33,862, and the cost to replace the complete unit is \$49,188. The Manager recommends replacing the lower unit. In a motion made by Paul Kremer and seconded by Dave Weber, the Board unanimously approved replacing the lower unit at a cost of \$33,862.
- **Ford Utility Crane Truck Replacement:** The Manager has been pursuing a quote from Baierl Ford for a F550 Chassis Cab. Baierl Ford is opening municipal bids on October 13 (a week earlier than general bids). In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously authorized WBCA to put in a purchase order with Baierl Ford.
- **Rt. 19 South Project/Abbey Woods:** The Abbey Woods Pump Station Contract received 87% approval, but the Manager does not have the executed agreement from the HOA attorney.

### SYSTEM REPORT

- **WBCA Conveyance Project:** In a motion made by Greg Such and seconded by Daniel Karns, the Board unanimously amended the agenda to include a motion to approve the change order #1 in the amount of \$6,000 for independent contractors.

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved the change order #1 in the amount of \$6,000 for independent contractors.

- **Woodland Reserve:** In a motion made by Daniel Karns and seconded by Paul Kremer, the Board unanimously accepted the Woodland Reserve Developer’s Agreement.
- **Londonderry Ridge:** In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously accepted the Londonderry Ridge Developer’s Agreement.
- **Glade Run Farm:** The Developer submitted a capacity verification request for 408 EDUs. WBCA has a meeting with them on Monday, October 17, 2022.
- **Old Dominion:** The Developer submitted a capacity verification request to WBCA last week, but has not submitted sanitary line drawings. WBCA will return capacity verification by the end of next week.

PAST DUE ACTIVITY

A total of 20 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 10/13/2022. 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
August, 2022	\$3,174.26	\$3,546.00	\$1,019.25	\$4,017.08	\$11,756.59
September, 2022	\$8,593.58	\$5,620.28	\$1,155.55	\$4,983.85	\$20,353.26

**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, Daniel Karns motioned to adjourn, seconded by Paul Kremer, and the 10/13/2022 Regular Meeting adjourned at 6:48 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority