

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

Regular Meeting Minutes – August 12, 2021

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the August 12, 2021 meeting of the Western Butler County Authority Board of Directors to order at 7 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Ed Eckenrode
Daniel Karns (joined remotely at 7:14 p.m.)
Paul J. Kremer Jr.
Ron Lutz
Greg Such (remotely)
Thomas Tomayko
Dave Weber

OTHERS PRESENT:

Manager Autumn Crawford
Solicitor Dennis Barry
Consulting Engineer Chad Hanley
Samantha Schmucker of HRG
Facilities Manager Keith Warner
Recording Secretary Nicole Peffer (remotely)

MEMBERS ABSENT:

Mark Butler

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board voted unanimously to approve the July 8, 2021 Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$80,062.27 (Operating) and \$50,904.02 (Capital) was presented to the Board in the form of Expenses by Vendor summaries with checks dated August 12, 2021. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board voted unanimously in a roll-call vote to approve all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated August 12, 2021.

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 reported that the Authority's annual audit was advertised in the Butler Eagle.

The Manager briefly reviewed a plan to open a new Capital account for the purpose of transferring funds from Operating.

Executed loan documents for the Butler County Infrastructure Bank loan have not been received.

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:

- No new delinquent accounts or Right to Know requests were reported.
- Finalized easement documents for the Zelenople Firebrick Corporation and Glade Run properties.
- Continued work and held ongoing discussions regarding the approval of the Authority's proposed Act 537 Plan with Lancaster Township and Zelenople Borough.
- Reviewed the appraisal report and held discussions with the Manager related to the proposed purchase of the storage unit property. The next step will be a title search.
- Began drafting documents needed to revive the Authority. Revival resolutions and other documents must be filed and executed every 50 years. The current plan is to present the revival documents to the incorporating municipalities as soon as they are drafted.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Seneca Valley Middle School Practice Field:** The school provided plans proposing the construction of a turf practice field over an existing WBCA sanitary easement, which contains existing gravity truss pipe and a ductile iron force main.
- **Herman Pump Station:** Payment applications were deferred to the Manager's Report. The Engineer advised the Board to expect a change order for time extension due to extenuating circumstances. Estimated time to completion of construction is six to eight weeks.
- **Act 537 Plan:** The Harmony Pump Station Planning Module is complete and advertised Aug. 2, 2021 for a public comment period, which ends Sept. 1, 2021. No comments have been received thus far. The planning module was separated from the Act 537 Plan to keep the project moving forward.
- **Water Pollution Control Plant upgrade:** Not much movement; instead, concentrating on Harmony Planning Module and new administration building plans.
- **Conveyance System Improvements (Route 68 crossing at Spruce Street and Route 19 crossing at Tollgate School Road):** Highway Occupancy Permits are complete. One easement has been executed and two others are pending.
- **PNDI (Pennsylvania Natural Diversity Inventory) Search:** An HRG staff member is now certified to conduct the search for the possible existence of an endangered Northern Water Plantain to satisfy the state Department of Conservation of Natural Resources' call for a PNDI search. This will enable the permitting process for the Conveyance System Improvements Project to proceed.

- **Zelienople Curve Project:** HRG is coordinating with PennDOT and Golden Triangle Construction on manhole replacement.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Act 537 Plan:** After proposing that a steering committee comprised of two representatives from each municipality be formed, Harmony Borough appointed Mayor Cathy Rape and Dave Szakelhidi.
- **Zelie Mini Storage property:** Discussion was referred to executive session.
- **Abby Woods:** Attended a joint meeting with Jackson Township and representatives of the Abbey Woods Home Owners Association to discuss options for their treatment plant. As the Township determines the direction of the Route 19 corridor later this year, the Manager will continue to work with the HOA to outline options and plans for residents.

FACILITIES

- **Herman Pump Station Payment Application #5:** In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board voted unanimously to approve Payment Application #5 in the amount of \$77,298.75 to Bova Construction.

In a motion made by Paul Kremer and seconded by Tom Tomayko, the Board voted unanimously to approve Payment Application #5 in the amount of \$38,900.70 to Wagner Electric.

SEWER SYSTEM REPORT

- **Arden Woods Phase 2 release request #2:** In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board voted unanimously to approve Arden Woods Phase 3 Release Request #2 in the amount of \$152,337.90, leaving a remaining balance of \$198,532.40 in escrow.
- **Arden Woods Phase 3 Developer's Agreement:** In a motion made by Ron Lutz and seconded by Paul Kremer, the Board voted unanimously to approve the Developer's Agreement for Arden Woods Phase 3.
- **Arden Woods Phase 3 Set Aside Agreement:** In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board voted unanimously to accept the Set Aside Agreement in the amount of \$357,063.70 for Arden Woods Phase 3.
- **Seneca Trails Maintenance Bond:** In a motion made by Ed Eckenrode and seconded by

Dave Weber, the Board voted to approve the Seneca Trails Maintenance Bond in the amount of \$71,522.00, with Ron Lutz abstaining.

In a motion made by Dave Weber and seconded by Tom Tomayko, the Board voted unanimously to approve the remaining funds from the Seneca Trails performance and labor materials bond in the amount of \$65,019.15.

- The Manager clarified that one of the development concepts for Conn Ridge and Lindsay roads will be called Londonberry and proposes the construction of 180 units.

PAST DUE ACTIVITY

On June 7, 2021, a total of 22 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before June 21, 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.

Greg Such questioned past due increases month-over-month. The Manager attributed them to actual meter readings and adjustments.

	Zelienople	Jackson	Lancaster	Harmony	Total
June 2021	\$6,564.02	\$4,245.98	\$107.87	\$5,842.32	\$16,760.19
July 2021	\$11,106.03	\$6,839.47	\$1,258.50	\$7,747.74	\$26,951.74

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 7:49 p.m. to discuss the Zelienople Mini Storage property and exited at 8 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Dan Karns, and the August 12, 2021 Regular Meeting adjourned at 8 p.m.

Respectfully Submitted,

Nicole Pepper, WBCA Recording Secretary