

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

**Regular Meeting Minutes – August 13, 2020**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the August 13, 2020 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 (via teleconference)  
Paul J. Kremer Jr.  
Ron Lutz  
Greg Such (via teleconference)  
Thomas Tomayko  
Dave Weber

**OTHERS PRESENT:**

Manager Autumn Crawford  
Solicitor Matt Racunas (via teleconference)  
Consulting Engineer Chad Hanley  
Samantha Cobb of HRG  
Facilities Manager Keith Warner

**MEMBERS ABSENT:**

Mark Butler was absent.

**VISITORS:**

No visitors were in attendance.

**MINUTES:**

In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board of Directors

unanimously approved the July 9, 2020, Regular Meeting Minutes, as amended.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$78,825.86 was presented to the Board of Directors in the form of an Expense by Vendor summary with checks dated August 13, 2020. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Western Butler County Authority Board of Directors unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated August 13, 2020.

**REPORT OF THE SECRETARY:**

The Secretary had nothing to report.

**REPORT OF THE COMMITTEES:**

*Personnel Committee*

The Manager reported that two employees completed quarantine and rejoined the workforce.

*Finance Committee*

The Committee had nothing to report.

*Facilities Maintenance Committee*

The Committee had nothing to report. A meeting is scheduled September 30, 2020.

*Administrative Review Committee*

Committee business was deferred to the Manager's Report.

**REPORT OF THE SOLICITOR:**

The Solicitor highlighted the following report items:

- Reviewed right-of-way and agreements for Jackson's Pointe development phases 2 and 3.
- Discussed Scenic Ridge recorded easements with the Manager and Engineer.
- Continued revisions to easement agreements for Herman Pump Station.
- Began drafting documents needed to revive the Authority. Revival resolutions and other documents must be executed and filed every 50 years. This involves revising articles of

incorporation, preparing resolutions, and incorporating municipalities also passing resolutions.

Greg Such asked when incorporated municipalities have to vote to revive the Authority. The Solicitor said he would provide each with a one month notice to add the resolution to their agendas. Mr. Racunas said because this was a resolution and not an ordinance, he expects them to simply pass the resolution and return it to the Authority to be recorded.

The Manager clarified that they are trying to get ahead of the issue, rather than having to address it amidst a plant upgrade. The Authority has until the end of 2022 to complete the revival.

Tom Tomayko asked whether the articles of incorporation needed to be updated. The Solicitor said that was not necessary, the only item that will change is the date of expiration.

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

The Engineer highlighted the following report items:

- Formatting of the revised Rules and Regulations is complete (includes Rules and Regulations, Manual of Procedures, Sewage Service and Construction Agreement, and Standard Detail Drawings).
- Worked with the Solicitor on complex easement agreements for the Herman Pump Station project. Contract documents are complete and ready for bid advertisement. Zelianople Land Development approval is contingent upon easement agreements being recorded. It is possible that documents will be prepared for the September Board meeting.
- The Act 537 Plan is not yet finalized. Progress has been made on the Harmony Pump Station basis of design. HRG modified the environmental impact reviews to expand the area of impact and resubmitted associated documents.
- The Administration building re-roofing project is underway. Water leaked into the conference room after the roof membrane was placed, but not installed, during a rainstorm. The Manager explained that a professional service was hired to clean the room. The contractor will replace the light diffusers that were stained. Clean-up will be reviewed to determine whether any other items need to be addressed.

Ron Lutz requested clarification regarding an item under General Services regarding Steamfitters Phase II; the Engineer explained that in July a capacity letter and EDU determination was provided.

Mr. Lutz also requested clarification on the Harmony Pump Station upgrade regarding alternative force main improvements. The Engineer explained that existing force main goes under Connoquenessing Creek twice, under the railroad, up through the industrial park, where some of the manholes are under buildings, and is not an ideal location to build a new force main, so they

explored alternative paths for a force main capable of handling peak wet weather flows.

The Board discussed issues posed by a force main upgrade. The Manager said she expected more construction in Zelienople Borough than Harmony Borough. Greg Such said he expected Harmony's primary concerns would be whether the upgrade would manage flows from Scholar's Run or cause any interference with the camp ground, and will it reduce any existing odor on Liberty Street and nearby. The Manager said they hadn't had any odor complaints this year, possibly because of the installation of the Wet Well Wizard. Because of its success, all new pump stations are being specified with the addition of a Wet Well Wizard.

## **REPORT OF THE MANAGER:**

### ADMINISTRATIVE

- The Audit results were advertised in the Butler Eagle on July 27, 2020.
- The Manager requested a motion to adopt the revised edition of the Rules and Regulations. She explained that this is intended to be a living document to be reviewed annually for recommended changes. In addition, much of the "legalese" has been toned down into language that is easier to understand.

In a motion made by Dave Weber and seconded by Paul Kremer, the Board voted unanimously to accept the revised edition of the Western Butler County Authority Rules and Regulations, effective August 14, 2020.

### FACILITIES

- A failed breaker in the Herman Pump Station control panel was replaced.
- The Manager requested a motion for payment application #1 for the Administration Building Re-Roof Project, as recommended by the Engineer.

In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board voted unanimously to approve payment application #1 in the amount of \$53,409.

### SYSTEM REPORT

- The Manager requested a motion on Foxwood Trails Release Request #3, substantiated by WBCA and the Engineer and recommended release of these funds from the account.

In a motion made by Paul Kremer and seconded by Dave Weber, the Board voted unanimously to approve Foxwood Trails Release Request #3 in the amount of \$367,875.70, leaving a remaining balance of \$91,044.70.

- The Manager requested a motion for the Seneca Trails Development Agreement.

In a motion made by Ed Eckenrode and seconded by Tom Tomayko, the Board voted to approve the Seneca Trails Development Agreement. Ron Lutz abstained.

- The Manager requested a motion on the PennDOT Resolution because it was revised to include 75% reimbursement for construction costs, because it does not consider manholes as directly impacted. This resolution pertains to the “Zelienople Curve” project.

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board voted unanimously to accept the PennDOT resolution as amended.

- Dave Weber requested clarification on Morning Glory Farms. The Manager explained that this is a proposed 106-unit agriculture development on Pattison Street Extension, at the edge of the service area, for which several options to get sanitary sewer service are being explored.

**PAST DUE ACTIVITY**

On July 31, 2020, a total of 50 customers failed to respond to the 30-day past due notification and were mailed notifications of their account status of water shut-off. Payments are due on or before 0/0/00 (no shut off was specified, because water companies are not shutting off water service). 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.

The Manager commented that when Jen Fassinger noticed that the number of past due accounts were getting high, that she performed a significant amount of work to contact customers individually to set up payment plans and reduced balances for the month.

	<b>Zelienople</b>	<b>Jackson</b>	<b>Lancaster</b>	<b>Harmony</b>	<b>Total</b>
<b>June 2020</b>	\$13,870.39	\$3,670.37	\$668.20	\$7,897.83	<b>\$26,106.79</b>
<b>July 2020</b>	\$13,094.89	\$3,340.86	\$810.40	\$7,309.75	<b>\$24,555.90</b>

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

- The Engineer presented a basis of design proposal for the Act 537 Plan segment pertaining to the waste water treatment plant upgrade. A field survey and a full property boundary survey need to be conducted, to ascertain all property owned by the Authority, all easements, and also prepare an existing conditions plan of the site. As part of that effort, an attempt would be made to identify underground facilities and, if needed, coordinate with a contractor to locate these facilities. Several more meetings will be held to focus on various units of the design.

Ron Lutz questioned the billable hours and the advantage of paying a lump sum verses hourly rate for engineering services on the Act 537 plan. The Engineer explained that, in reference to the Act 537 Plan, WBCA is benefitting from a lump sum, and that the firm has spent more on the hourly rate basis than it has billed WBCA for a lump sum.

The Manager recommended tabling the matter until the Engineer presented justification/summary of the billable hours and to provide a written anticipated payment schedule. The Solicitor suggested that a vote could be made via e-mail and then ratified at the next meeting.

Mr. Such said that the Board needs enough justification in case tax payers question the cost, so the Board will have answers for them. Mr. Lutz said that it would give the Board time to read the proposal more thoroughly. Mr. Eckenrode asked what happens after the design is presented. The Engineer said that the Act 537 Plan should be approved and he can present a full design proposal. The document will provide information that any engineer will be able to reference for design and construction purposes.

**ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the August 13, 2020 Regular Meeting adjourned at 8:41 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary  
Western Butler County Authority