

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

Regular Meeting Minutes – January 13, 2025

CALL TO ORDER:

A quorum was reached, and Chairman Thomas Tomayko called the January 13, 2025 meeting of the Western Butler County Authority Board of Directors to order at 4:38 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Paul J. Kremer Jr. (remotely)
Ron Lutz
Greg Such (entered at 4:55 p.m.)
Thomas Tomayko
Dave Weber
Marietta Reeb

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Matt Racunas
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Project and Construction Administrator: Jason Mack
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

Mark Butler and Ed Eckenrode were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved the December 12, 2024, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$95,922.03 (Operating) and \$864,547.25 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated January 13, 2025. 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 January 13, 2025 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:

- Jack Scholl obtained his CDL A with manual transmission and airbrake endorsement.
- The Manager has interviews for an open position starting on Thursday.

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 Solicitor has been working through issues with the Sales Agreement and lot consolidation plans for the Sportsmans Club.
- The Solicitor prepared the new Rate resolution for the Board.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- The Engineer noted that bidding thresholds have increased for 2025 and provided the new thresholds to the Board.
- **Route 19 South Service Area Extension:** The Engineer has been proceeding with RFI's and submittal reviews while working with the Authority as needed on easement acquisitions. No construction activity will begin until all easements are acquired, but the Engineer estimated the notice of issue to proceed will be given in June.
- **Harmony Pump Station Upgrade:** The project will go out to bid this quarter. The Engineer is going through the quality assurance process.
- **Water Resource Recovery Facility Upgrade:** The Engineer is attending design meetings.
- **Administration Building:** The Engineer issued the MIPs grant report last week.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously transferred \$700,000 from the PLGIT account to the Capital account in a roll call vote.
- In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously passed Resolution 01-25, a resolution of WBCA's sewer rates establishing a usage charge per 1,000 gallons of \$18.75/1,000 gallons, a minimum residential charge of \$18.75, and a minimum monthly non-residential charge of \$37.50, in a roll call vote. This is for one year and there will be meetings to discuss rates further into the future.

WBCA PROJECTS

- **Administration Building:** WBCA and HRG recommend payment of Payment Application No. 7 for VendRick Construction, Inc., in the amount of \$335,186.10. In a motion made by Ron Lutz and seconded by Dave Weber, the Board unanimously approved Payment Application No. 7 for VendRick Construction, Inc., in the amount of \$335,186.10 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 6 for McCurley Houston Electric, Inc., in the amount of \$21,870.00. In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved Payment Application No. 6 for McCurley Houston Electric, Inc., in the amount of \$21,870.00 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 3 for Central Heating and Plumbing Co., Inc., in the amount of \$123,917.91. In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved Payment Application No. 3 for Central Heating and Plumbing Co., Inc., in the amount of \$123,917.91 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 4 for Newman Plumbing, Inc., in the amount of \$20,302.66. In a motion made by Ron Lutz and seconded by Marietta Reeb, the Board unanimously approved Payment Application No. 4 for Newman Plumbing, Inc., in the amount of \$20,302.66 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 1/03/2025. 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 |
|----------------|------------|------------|-------------|------------|------------|
| November, 2024 | \$2,226.83 | \$3,398.48 | -\$1,459.02 | \$1,428.15 | \$5,594.44 |
| December, 2024 | \$2,577.32 | \$6,891.49 | -\$1,479.45 | \$809.18 | \$8,798.54 |

REPORT OF THE PROJECT ADMINISTRATORS:

WBCA PROJECTS

- **Administration Building:** The Project Administrator gave an update on construction progress to the Board, including updates on roofing, garage doors, boiler, and exterior finishes. He also went over several Change Orders for the Board.

- **Rt. 19 South Extension:** The Project Administrator recently sent the subdivision documents to the HOA.

DEVELOPER PROJECTS

- The Project Administrator has 4 as-builts and 6 preliminary drawings in review and 4 projects under construction.

OTHER

- The Project Administrator completed the Seneca Bypass Pump Standard Operating Procedure (SOP) and is starting on the Foxwood Pump Station SOP.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 5:31 p.m. to discuss easement acquisitions and exited at 5:41 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Greg Such, and the 1/13/2025 Regular Meeting adjourned at 5:41 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority