

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

Regular Meeting Minutes – June 13, 2024

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the June 13, 2024 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
Mark Butler
Paul J. Kremer Jr.
Thomas Tomayko
Dave Weber
Marietta Reeb

OTHERS PRESENT:

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

MEMBERS ABSENT:

Greg Such and Ron Lutz were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Ed Eckenrode and seconded by Dave Weber, the Board unanimously approved the May 9, 2024, Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$107,704.01 (Operating) and \$94,151.70 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated June 13, 2024. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Tom Tomayko 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 June 13, 2024 in a roll call vote.

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 had nothing to report.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The next Facilities Committee meeting is scheduled for July 31 to discuss preliminary design for the water resource recovery facility.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor proceeded with collections on one delinquent account and filed a civil complaint, which is scheduled for June 20. The account holder's attorney has requested a continuance of that date.
- WBCA received a Right-To-Know request, which was six requests placed by one company, and the Solicitor is looking into the request to avoid cyber security issues.
- The Solicitor communicated with WBCA staff regarding a large commercial customer that is in bankruptcy.
- The Sheriff's Sale for one of the delinquent properties occurred on May 17, and the Solicitor is expecting distribution of those funds.
- The Solicitor helped the Authority look at an issue related to sanitary easements in Abbey Woods by pulling recorded documents to locate the sanitary easements. Ed Eckenrode asked for an update on the Abbey Woods project. The Manger said WBCA is working on design and beginning an existing utility survey. The Engineer said many of the existing easements don't line up with the existing sewer. As a result, all sewer mains need to be located. WBCA will need to acquire easements for sewers that do not have one.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **WBCA Annual Reports:** The Engineers have a draft of the annual report.
- **Route 19 South Service Area Extension:** The Engineers are starting a subdivision plan for the parcel where the pump station is going. All the permit applications except the building permit have been submitted, and the building permit will be submitted next month. They are entering the final design phase.
- **Harmony Pump Station Upgrade:** The Engineers are proceeding with permit applications for Zelianople and Harmony Boroughs. They met with Zelianople Borough

to talk about road opening permits and Harmony Borough to discuss road opening and building permits.

- **Water Resource Recovery Facility:** The Engineers had a meeting last week and would like to meet with the Facilities Committee next month.
- **Administration Building:** The Engineers reviewed submittals. They met with Butler County Conservation District for the pre-construction meeting. The first progress meeting was held last week.
- **CIP and Rate Study:** The Engineers intend to have the draft of the capital improvement plan done in June and the final version done in July.
- **NPDES Permit Renewal:** The Engineers were supposed to receive the NPDES permit renewal from DEP by May 30, but are still waiting.
- **Hartman Golf Course Properties Capacity Verification:** The Engineers received a new capacity verification request from Hartman Golf Course.
- **Heurich Property Masterplan Capacity Verification:** The Manger explained details about the Heurich Properties capacity verification request to the Board. Part of the sanitary sewer line will have to go through Franklin Township, so the Engineers and Solicitor are looking into this request.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Capital Funds Transfer:** In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously transferred \$500,000 to the capital account from the operating account in a roll call vote.
- **HR 7944:** The Water Systems PFAS Liability Protection Act would protect WBCA from being liable because of PFAS in the system. This would also allow them to avoid increasing rates to protect themselves from liability. Mike Kelly has agreed to co-sponsor the act, and the Manager has a meeting with his office in June.

DEVELOPER PROJECTS

- **Seneca Hills:** The Manger received the maintenance bond on June 13. In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously released the full

amount of the traditional bond to Seneca Hills in the amount of \$341,751.53 in a roll call vote.

- **Woodland Reserve:** Inspection will begin next week.

WBCA PROJECTS

- **HPSIIP:** The Manager is still working to obtain easements. Road opening meetings with Zelianople and Harmony Boroughs went well.
- **Admin Building:** Construction has started.

In a motion made by Paul Kremer and seconded by Tom Tomayko, the Board unanimously approved Payment Application No. 1 for McCurley Houston Electric, Inc. in the amount of \$6,300 in a roll call vote. WBCA and HRG find this request substantiated.

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 1 for Central Heating and Plumbing Co., Inc. in the amount of \$13,545 in a roll call vote. WBCA and HRG find this request substantiated.

- **Water Resource Recovery Facility:** The Manager is working through the process tanks.

PAST DUE ACTIVITY

A total of 45 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 6/20/2024. 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.

	Zelianople	Jackson	Lancaster	Harmony	Total
April, 2024	\$8,033.66	\$15,290.39+	-\$1,108.99	\$3,016.68	\$25,231.74
May, 2024	\$4,450.36	\$11,088.58	-\$1,670.60	-\$3,487.81	\$17,356.15

+Large past due amount is the Grove at Harmony.

- **CBSW Issues:** The current billing software that WBCA uses is being discontinued, so the Manager is researching alternative software companies. She expects to implement new billing software by January 1, 2025.

LABORATORY

- The Manager discussed plans for an employee working toward lab accreditation as another employee plans to retire.

BENEFITS ADMINISTRATION

- Three employees submitted receipts for the a la carte benefits plan this month.

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Rt. 19 South Extension:** The Project Administrator is working on easements.
- **HPSIIP:** The Project Administrator received 48 of the 60 agreements and is working through the rest of them.
- **Administration Building:** Contractors started clearing the site and relocating the electric utilities.
- **Water Resource Recovery Facility:** The geotechnical engineering firm will be on site next week to complete sampling.

DEVELOPER PROJECTS

- The Project Administrator has 7 as-builts and 6 preliminary drawings under review.
- **Woodland Reserve:** The next project the Project Administrator will be starting is the Woodland Reserve force main. Dave Weber asked if the homes are able to be occupied without a force main. The Manager responded that the Developer and Jackson Township will be issuing building permits but not occupancy permits.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 5:56 p.m. to discuss contracts and exited at 6:06 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ed Eckenrode motioned to adjourn, seconded by Mark Butler, and the 6/13/2024 Regular Meeting adjourned at 6:06 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority