

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

**Regular Meeting Minutes – September 8, 2022**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Vice Chairman Ed Eckenrode called the September 8, 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.  
Ron Lutz  
Greg Such  
Dave Weber

**OTHERS PRESENT:**

Manager: Autumn Crawford  
Solicitor: Dennis Very  
Consulting Engineer: Chad Hanley  
Samantha Schmucker of HRG  
Facilities Manager: Keith Warner  
Billing Coordinator: Jen Fassinger  
Recording Secretary: Natalie Hacker (remotely)

**MEMBERS ABSENT:**

Tom Tomayko and Mark Butler were absent.

**VISITORS:**

No visitors were in attendance.

## **MINUTES:**

In a motion made by Dan Karns and seconded by Ron Lutz, the Board unanimously approved the August 11, 2022, Regular Meeting Minutes.

## **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$74,830.62 (Operating) and \$35,005.50 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated September 8, 2022. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated September 8, 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 Manager has two good candidates for the open position and will make a decision between the two tomorrow. She hopes the new candidate will start on September 26, 2022.

### *Finance Committee*

The Committee had nothing to report.

### *Facilities Maintenance Committee*

The Committee highlighted the following report items:

- The Committee met on August 31, 2022 to discuss the design of the Administration Building, focusing on technology such as solar canopies, solar roofing, and green roofing. The estimated cost of solar canopies is \$18.60/square foot, for a total of \$93,000, with a return on investment of 6.62 years. The estimated cost for solar roofing is \$117,600 with a return on investment of 4.26 years. The Committee told Hayes Design Group to continue to move forward with the design of the Administration Building.

### *Administrative Review Committee*

The Committee had nothing to report.

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

The Solicitor highlighted the following report items:

- The Solicitor drafted an Agreement and submitted it to the Abbey Woods HOA for a vote by the residents. He is waiting to hear back from them.
- The Solicitor worked on an issue regarding billing for a resident's bill and the possibility of installing a deduct meter.
- The Solicitor had discussions with the Manager about a Developer Maintenance Bond.
- The Solicitor is waiting for the signed settlement agreement language for the asbestos litigation.
- The Solicitor had ongoing discussions with Management regarding the Charter renewal and the proposed 537 plan process. He will be sending out the five resolutions for renewing the Authority to each of the municipalities.

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

The Engineer highlighted the following report items:

- **Harmony Pump Station Upgrade:** The Engineer received additional comments from DEP. Ed Eckenrode asked if there were any problems with the comments. The Engineer replied that they had answers to all the comments and some inconsistencies were fixed. The Engineer is also ready to submit the water quality permit in October, but is waiting on the planning approval letter.
- **Act 537 Plan:** The Engineer replied to administrative comments on August 22, 2022 and is working on replies to technical comments for next week.
- **Abbey Woods and Route 19 South Sanitary Sewer Extensions/Butler County MIP:** WBCA submitted all three MIP applications on time and is waiting on a decision by the end of September.
- **Herman Pump Station Replacement:** The Herman Pump Station Replacement project is complete and ready for the final payment.

- **Conveyance System Improvement (Rt. 68 crossing at Spruce Street and Rt. 19 crossing at Tollgate School Road):** The Contractor is postponing their schedule by about three weeks.
- **Administration Building:** The Engineer is waiting on comments from Zelianople Borough in order to finalize the subdivision and make the payment to the owner.
- **Londonderry Ridge Residential Development:** Ron Lutz asked if the pump station at Tollgate Road would be able to handle the extra capacity from the project. The Engineer replied yes because the pump station is currently operating around 20-25% capacity.
- **Jackson Pointe Phase III:** Dan Karns asked if the poor quality As-Built Plans would be an issue. The Manager replied no because WBCA would simply wait to move to the next phase until the developer's engineers submit As-Built Plans that are acceptable.

## **REPORT OF THE MANAGER:**

### ADMINISTRATIVE

- **Rt. 19 South Planning Module (previously Abbey Woods Planning Module):** In a motion made by Greg Such and seconded by Paul Kremer, the Board unanimously approved to pay a lump sum of \$12,500 and time and materials cost of \$2,000 to HRG for the work pertaining to the conversion of the Abbey Woods treatment plant to a pump station.
- **NPDES Permit Renewal Proposal from HRG:** In a motion made by Dave Weber and seconded by Dan Karns, the Board unanimously approved the NPDES Permit Renewal Proposal from HRG with a lump sum portion of \$8,700 for Phase 1 and time and materials portion of \$1,500 for Phase 2.
- **Hermon Pump Station:** In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously approved the Hermon Pump Station final payment application in the amount of \$5,000.

### FACILITIES

- **Foxwood Generator:** The generator does not run on its scheduled start up. The Manager is monitoring the situation and working on a solution.

### SYSTEM REPORT

- **Woodland Reserve-Formerly Morning Glory Farms:** In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved the Woodland

Reserve Pump Station Agreement where the developer will post the escrow in full prior to starting work.

- **Londonderry Ridge-Conn Property:** In a motion made by Dan Karns and seconded by Paul Kremer, the Board unanimously approved the Londonderry Ridge Pump Station Agreement where the developer will post the escrow in full prior to starting work.

PAST DUE ACTIVITY

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
July, 2022	\$2,366.36	\$2,591.83	\$932.58	\$3,468.54	\$9,359.31
August, 2022	\$3,174.26	\$3,546.00	\$1,019.25	\$4,017.08	\$11,756.59

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

No new business was discussed.

**EXECUTIVE SESSION:**

The Board went into Executive Session at 6:14 p.m. to discuss personnel and exited at 6:26 p.m.

**ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Paul Kremer, and the 09/08/22 Regular Meeting adjourned at 6:26 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority