

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

Regular Meeting Minutes – May 12, 2022

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the May 12, 2022 meeting of the Western Butler County Authority Board of Directors to order at 6:00 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Ed Eckenrode
Mark Butler
Daniel Karns
Paul J. Kremer Jr.
Ron Lutz
Thomas Tomayko
Dave Weber

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Deven Spirit
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Recording Secretary: Natalie Hacker

MEMBERS ABSENT:

Greg Such was absent.

VISITORS:

Mark Duane, Kristy Costanzo, and Juliane O'Day from Hayes Design Group were in attendance.

MINUTES:

In a motion made by Ed Eckenrode and seconded by Dave Weber, the Board unanimously approved the April 12, 2022, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$67,811.93 (Operating) and \$59,464.44 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated May 12, 2022. Manager Autumn Crawford answered questions the Board members had regarding the bills.

In a motion made by Ed Eckenrode and seconded by Dan Karns, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated May 12, 2022 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

Hayes Design Group and HRG presented the plans for the new **Administration Building** to the Board.

- The Engineer worked with the land development group and Zelienople borough on the site design, including site ordinances, parking requirements, stormwater storage, solar energy, etc. The Engineer presented the building footprint to the Board.
- Ron Lutz asked if the excavated material would remain on site or be hauled out. The Engineer replied that it would be disposed of off site. The cost estimate for the project will include this expense.
- Hayes Design Group presented the building design to the Board. The original plans were over budget (approximately \$11 million). WBCA agreed to remove the basement, the

geo-thermal system, and two bays of the 5-bay garage from the design to cut costs. Hayes Design Group is also trying to reuse everything they can, including space from the old administration building. The new estimated cost is \$7,136,131.

- Dan Karns asked about stormwater storage. The Manager and Engineer replied that they will probably manage stormwater off site.
- Dan Karns asked if the size of the new building was appropriate for growth. The Manager replied yes; the facility will have flexible space that can be adapted based on need.
- The Manager explained that the project could be financed through a Pennvest pilot program given to Butler County. The interest rate through the program is 1.5%.
- Ron Lutz asked for a general project timeline. The Engineer and Hayes Design Group replied that they were about 9-12 months out from finishing the design process, but most of the timeline depends on approvals. There are three phases of design: schematic design, design development, and construction documents. Near the end of the design period, the Manager would hire a project manager for construction.
- Hayes Design Group's proposal for the design development phase will be given to the Board (through HRG) before the next board meeting.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor had additional calls with opposing counsel regarding the asbestos lawsuit.
- The Solicitor drafted a MOU for the Abby Woods development.
- The Solicitor is working with the Manager and Engineer to address the HOA comment.
- The Solicitor is awaiting approval from the Steering Committee or municipalities regarding the Charter renewal and proposed 537 plan process.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Harmony Pump Station Upgrade:** The project was adopted by all municipalities and sent to DEP. The Engineer is waiting on a checklist from Zelienople.

- **Conveyance System Improvements (Rt. 68 crossing at Spruce Street and Rt. 19 crossing at Tollgate School Road):** The Engineer opened bids on the project on May 11, 2022. They only received three bids. The lowest bid was over expected costs, at \$315,810. However, the Manager and Engineer agreed to move forward.

In a motion made by Tom Tomayko and seconded by Ed Eckenrode, the Board unanimously authorized the Engineer to issue the notice of intent to award the Conveyance System Improvements project in the amount of \$315,810 in a roll call vote. In the same motion, the Board authorized the chairman to sign and execute the agreement once it's received and reviewed by the Engineer.

- Dave Weber asked if WBCA received any public comments regarding the **Act 537 Plan**. The Manager replied yes; there were eight comments. WBCA is addressing and answering each comment. The public comment period ended on May 11, 2022.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **400 W Beaver St.:** Three manholes were affected by a PennDOT project, and the PennDOT Contractor replaced one of them. Since this manhole was atypical, they did not identify the lateral connected to the manhole and failed to reconnect it. Therefore, the house at 400 W Beaver St. has been without sanitary sewer service since the project's completion. WBCA will relay the sewer lateral to connect on Jefferson Street.
- **CISA** conducted an audit and penetration test of WBCA's IT systems. The report from CISA is due to WBCA on May 13, 2022, and Next7IT is potentially attending the next board meeting to explain the report further.

SYSTEM REPORT

- **Seneca Trails:** In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the Seneca Trails set aside agreement in the amount of \$298,733.60 in a roll call vote.
- **Treadstone:** In a motion made by Dan Karns and seconded by Ron Lutz, the Board unanimously accepted the Developer's Agreement for Treadstone in a roll call vote.
- **Abbey Woods** returned the MOU and asked WBCA to buy their facilities, which WBCA is not willing to do.

PAST DUE ACTIVITY

On 4/04/2022, a total of 23 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 4/18/2022. 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
March 2022	\$4,451.28	\$5,955.94	\$1,306.26	\$5,116.34	\$16,829.80
April 2022	\$9,688.33	\$4,951.36	\$805.51	\$4,739.59	\$20,184.79

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

The Recording Secretary will begin working remotely.

EXECUTIVE SESSION:

The Board went into Executive Session at 7:52 p.m. to discuss the asbestos lawsuit and litigation and exited at 7:54 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the 5/12/2022 Regular Meeting adjourned at 7:54 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority