

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

**Regular Meeting Minutes – November 14, 2024**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the November 14, 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.  
Ron Lutz  
Greg Such  
Thomas Tomayko  
Dave Weber  
Marietta Reeb

**OTHERS PRESENT:**

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

**MEMBERS ABSENT:**

No members were absent.

**VISITORS:**

Daniel Karns was in attendance remotely.

**MINUTES:**

In a motion made by Ed Eckenrode and seconded by Greg Such, the Board unanimously approved the November 14, 2024, Regular Meeting Minutes, as amended.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$104,400.64 (Operating) and \$2,981,077.13 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated November 14, 2024. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Mark Butler, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated November 14, 2024 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:

- Jeremy Houk passed his Lab Supervisor Exam.
- One new hire started on November 14. WBCA has a few more open positions; the Manager has made one offer and is discussing another position with the Committee.
- The Personnel Committee has a recommendation for the medical renewal (see Manager's Report).

*Finance Committee*

The Committee highlighted the following report items:

- The Manager distributed the budget to the Board. They will vote on the budget at the December board meeting.
- The Committee reviewed the Rate Study, which will be distributed to the Board. It will be voted on at the December board meeting.

#### *Facilities Maintenance Committee*

The Committee highlighted the following report items:

- The Committee will meet on November 20 at 3:00 pm.

#### *Administrative Review Committee*

The Committee had nothing to report.

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

The Solicitor highlighted the following report items:

- The Solicitor had discussions regarding land acquisition and consolidation and presenting it to Zelienople.
- The Solicitor worked with the Abbey Woods Right-Of-Way acquisition and POL.
- The Solicitor attended an administrative meeting relating to a delinquent customer account.
- The Solicitor monitored the large bankruptcy of a customer.

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

The Engineer highlighted the following report items:

- **Route 19 South Service Area Extension:** The Engineer opened bids last week and was pleased the bids came in just over \$2 million, which was about \$400,000 less than anticipated.

- **Harmony Pump Station Upgrade:** The Engineer received the submerged lands license agreement, the Chapter 105 Permit, and the railroad permit approvals from regulatory agencies.
- **Water Resource Recovery Facility:** The Engineer will attend the Facilities Committee meeting on November 20.
- **Administration Building:** The Engineer is working with the Contractor on the schedule and has three payment applications for the Board to approve this month.

**REPORT OF THE MANAGER:**

ADMINISTRATIVE

- The Manager filled out the PMRS MMO worksheet on behalf of WBCA.
- The Manager is moving forward with Paystart to replace Bluefin for online customer payments.
- In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved the MCA Gold EPO \$1,250 Premium Network Plan at a 7.7% increase for the 2025 medical renewals in a roll call vote.
- In a motion made by Dave Weber and seconded by Paul Kremer, the Board unanimously approved a gift of a ham or equivalent in the amount of approximately \$50 each to WBCA retirees and employees.
- In a motion made by Paul Kremer and seconded by Dave Weber, the Board unanimously approved Resolution 2024-11, authorizing the Manager to execute the Contract Right of Entry License Agreement between Buffalo & Pittsburgh Railroad and WBCA.

WBCA PROJECTS

- **Abbey Woods:** In a motion made by Tom Tomayko and seconded by Ed Eckenrode, the Board unanimously issued notice of intent to award and authorization for HRG to issue award upon receipt of executed contract documents for W.A. Petrakis Contracting in the amount of \$1,744,915 in a roll call vote.

In a motion made by Paul Kremer and seconded by Dave Weber, the Board unanimously issued notice of intent to award and authorization for HRG to issue award upon receipt of executed contract documents for McCurley Houston Electric, Inc., in the amount of \$276,100 in a roll call vote.

In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved the HRG Construction Administration Services Proposal-Lump Sum in the amount of \$104,000 in a roll call vote.

- **Administration Building:** In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved Payment Application No. 5 in the amount of \$472,185.28 for VendRick Construction, Inc., in a roll call vote. WBCA and HRG find this request substantiated and recommended approval.

In a motion made by Marietta Reeb and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 3 in the amount of \$24,208.70 for McCurley Houston Electric, Inc., in a roll call vote. WBCA and HRG find this request substantiated and recommend approval.

In a motion made by Ed Eckenrode and seconded by Marietta Reeb, the Board unanimously approved Payment Application No. 2 in the amount of \$11,110.50 for Newman Plumbing, Inc., in a roll call vote. WBCA and HRG find this request substantiated and recommend approval.

2024-01 Change Order No. 4 is pending, waiting on the Project Administrator’s review.

PAST DUE ACTIVITY

A total of 26 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 11/04/2024. 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.

	Zelienople	Jackson	Lancaster	Harmony	Total
September, 2024	\$3,615.84	\$4,528.17	\$1,937.96	\$2,826.35	\$12,944.32
October, 2024	\$1,623.83	-\$2,606.72	-\$693.67	\$1,783.31	\$106.75

+Jackson credit balance due to the Buncher Co.

**REPORT OF THE PROJECT ADMINISTRATORS:**

WBCA PROJECTS

- **Administration Building:** The steel is up, the decking is on, and the contractor is working on the roofing. Exterior framing is finished, and they are working on interior framing. They are working on in-floor heat, the garage slab, and site utilities. Change Order No. 4 is being negotiated.

- **Rt. 19 South Extension:** The Project Administrator is working on preparing the subdivision for the pump station parcel for the HOA. He has received 4 out of 12 easement agreements.
- **Harmony Pump Station:** The Project Administrator has received 57 of the 60 easement agreements and is working through design.
- **Water Resource Recovery Facility:** The Project Administrator is working with Zelenople Harmony Sportsman's Club to purchase 14 lots.

#### DEVELOPER PROJECTS

- The Project Administrator has 6 as-builts in review, 3 preliminary design drawings in review, and 4 projects under construction: Creekside Phase 2, Frydrych, Glade Run, and the Trails at Harmony Junction.

#### **OLD BUSINESS:**

No old business was discussed.

#### **NEW BUSINESS:**

The Solicitor reminded the Board to beware of scamming emails.

#### **EXECUTIVE SESSION:**

The Board went into Executive Session at 6:06 p.m. to discuss personnel, land acquisition, and ROW acquisition and exited at 6:21 p.m.

#### **ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Greg Such, and the 11/14/2024 Regular Meeting adjourned at 6:21 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority