

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

Regular Meeting Minutes – March 12, 2020

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the March 12, 2020 meeting of the Western Butler County Authority Board of Directors to order at 7 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Ed Eckenrode
Paul J. Kremer Jr.
Ron Lutz
Thomas Tomayko
Dave Weber

OTHERS PRESENT:

Manager Autumn Heckathorn
Solicitor Matt Racunas
Consulting Engineer Chad Hanley
Dylan Casey of HRG
Samantha Cobb of HRG
Facilities Manager Keith Warner

MEMBERS ABSENT:

Mark Butler and Greg Such

VISITORS:

Dylan Casey of HRG thanked the Board for the opportunity to observe the meetings and the learning experience it provided. He is moving on to other responsibilities within the company, and Samantha Cobb will attend the monthly meetings moving forward.

Don Houk presented background on himself and Houk Consulting in Cranberry Township, which offers small business IT support services. The Manager explained that there are deficiencies with

the firm the Authority currently contracts with for IT services, which led her and office manager Evan George to pursue other service providers. She said she vetted the firm's proposal with board member Greg Such. She asked about deficiencies or security concerns Mr. Houk found with the current system. Mr. Houk raised the points of two factor password authentication and securing the expansion's infrastructure and computer components. Dave Weber asked how many people the firm employs and its structure; Mr. Houk said there are nine employees and the structure is broken down into reactive and proactive support. Tom Tomayko asked about backup locations; Mr. Houk explained there are several methods to perform backups, and recommended a local and a remote copy of data backup that can be activated remotely and quickly. Ed Eckenrode asked about new equipment requirements; Mr. Houk suggested creating a three year budget and plan based on what the Authority currently has, and the firm would recommend setting a life cycle on all equipment, cycling out obsolete equipment so that not all equipment is replaced at one time to reduce costs. Mr. Weber asked what similar-sized operations the firm serves, and Mr. Houk cited examples.

Daniel Karns came to observe the meeting as a potential new board member representing Zelienople Borough.

MINUTES:

In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board of Directors unanimously approved the Feb. 13, 2020, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$70,796.34 was presented to the Board of Directors in the form of Expense by Vendor summaries with checks dated March 12, 2020. Manager Autumn Heckathorn answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Western County Authority Board of Directors unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated March 12, 2020.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Manager reminded members of the Board Member Training on March 25, 2020.

Finance Committee

Committee items were deferred to the Engineer's report.

Facilities Maintenance Committee

Committee items were deferred to the Engineer's report.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

- Attended the Zelienople Borough Planning Commission to present the Authority's land development plan for the Herman pump station project; the Commission recommended approval of the plan, which was presented to Zelienople Borough during the March 9, 2020 meeting and approved contingent upon WBCA acquiring easement agreements.
- Worked through issues and unfinished items pertaining to the Scenic Ridge development.
- Reviewed documents for the Arden Woods development.
- Continued work on acquiring Spruce Street properties for possible plant expansion.

REPORT OF THE ENGINEER:

- **Herman Pump Station Replacement:** The Water Quality Management and GP-11 (waterways encroachment) permits were submitted to the Department of Environmental Protection. The geo-technical report was received and will be reviewed for incorporation in the final design.
- **PennVest Program:** The Engineer reviewed the PennVest program for capital improvement plans, with the intent of funding the Herman and Harmony pump stations, along with the interceptor and forced main upgrades needed for Harmony pump station. The Board discussed options and decided to delay pursuing PennVest funding until Hermon pump station replacement preparations are complete.
- **Act 537:** Mr. Lutz said the Facilities Committee would be recommending that the new treatment facilities utilize a treatment process that was not the lowest cost option in order that anticipated, more stringent treatment standards can be met at the lowest possible cost in the future.
- A meeting is planned March 13, 2020, with Xylem to review the plan and options.
- The Engineer presented a timeline for final reporting and submissions. Two to two-and-a-

half years would be needed for design and permitting, with another two to two-and-a-half years for construction. He recommended performing some preliminary engineering before the plan is submitted to the DEP, and will present a proposal for the work in the coming months. The Manager recommended endorsing the preliminary approval to give HRG ample time to complete the plan. The total estimated cost for the project is approximately \$65 million.

- **Perry Highway South Sewer Extension:** A proposal for planning, permitting and design will be prepared for sewer service for presentation to the Board. The tap fees gained would cover the engineering fees associated with the project.
- **WBCA Administration Building:** Zelienople Borough granted permit approval for the re-roofing project, pending the selection of a contractor. CoStars pricing will be obtained and presented during the April Board meeting.
- **Route 68 Sewer Extension:** HRG determined the project is technically feasible, but will require a pump station. Mr. Lutz stated his opinion to put off the project for the future because of the plant expansion and other projects, and that he sees this as a speculation development. The Manager recommended that the Authority continue with the study, contingent that Butler County and Jackson Township contribute 1/3 each to the cost. After further discussion, the Board decided not to pursue the study.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **IT Consulting Services:** The Board decided not to renew WBCA's contract with Consensus as IT consultant and to switch to Houk Consulting. The contract with Consensus expires in May, with one month of overlap should the Board decide to hire Houk Consulting in April.

In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously voted to accept the proposal from Houk Consulting as IT consultant at a cost of \$1,450 per month for eight stations.

SEWER SYSTEM REPORT

- **Scenic Ridge:** The Manager reviewed the disposition of the acceptance of sanitary sewer lines. Because the developer did not meet agreement requirements, the Authority ceased accepting tap fees. In addition, Lancaster Township will not issue building permits without sewer tap fees. Owner agreements and as-built drawings have posed the primary issues, but it was discovered that one manhole was constructed on private property with no easement negotiated with the property owner, and sanitary easements have not been verified. Mr. Weber asked whether there have been any positive developments. The Manager said no, and the developer has continued to build without owner agreements.

- **Arden Woods Offsite:** Final walk-through is complete. A release request and bond will be ready in April.
- **Arden Woods Phase I RACP:** The cost of construction set aside is \$312,905, with a remaining balance of \$35,410.

In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously voted to release the remaining escrow funds of \$35,410 for Arden Woods Phase I RACP.

In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously to approve the Set Aside in Lieu of Maintenance Bond for Arden Woods Phase I RACP presented in the amount of \$46,935.75 for a term of 18 months, set to expire in August 2021.

- **Arden Woods Phase VII:** Prevailing wage and non-prevailing wage total cost of construction is \$466,371.

In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously approved to release the remaining escrow funds for Arden Woods Phase VII in the amount of \$16,000.

In a motion made by Tom Tomayko and seconded by Paul Kremer, the Board unanimously approved the Set Aside in Lieu of Maintenance Bond for Arden Woods Phase VII presented in the amount of \$69,955.65 for a term of 18 months, set to expire in August 2021.

- **Foxwood Trails:** Phase I gravity construction is about 85% complete.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved Release Request #1 for the Foxwood Trails development in the amount of \$142,852.38 for work completed through March 4, 2020.

The engineers cost estimate for the Foxwood Trails pump station was rejected because of cost. The developer's cost assessment came in low because he factored in free labor. HRG prepared an estimate and came to an agreement on the cost of the pump station.

In a motion made by Tom Tomayko and seconded by Ed Eckenrode, the Board unanimously approved the Foxwood Trails Pump Station and Force Main Sequestered Account Agreement in Lieu of Performance and Labor and Materials Bond in the amount of \$529,000.

- **Sippel Development:** In a motion made by Paul Kremer and seconded by Dave Weber, the Board unanimously approved to adopt Resolution 03-2020 formally accepting sanitary sewer lines at the Sippel Development.

- **Buncher Development Phase II:** Construction is complete, but the lines failed mandrel and vac tests.
- **Buncher Phase III:** The line is failing under Route 19 and the developer wants to continue building. The Authority has told them they cannot continue until the line is repaired.

PAST DUE ACTIVITY

On Feb. 24, 2020, 49 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before March 9, 2020. 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
January 2020	\$10,275.56	\$3,316.67	\$658.03	\$5,404.23	\$19,654.49
February 2020	\$9,797.31	\$2,866.33	\$548.03	\$6,105.28	\$19,316.95

OLD BUSINESS:

- None

NEW BUSINESS:

- None

EXECUTIVE SESSION:

The Board went into Executive Session at 8:43 p.m. to discuss professional services and exited at 8:51 p.m.

ADJOURNMENT:

As there was no further business to discuss, Tom Tomayko motioned to adjourn, seconded by Ed Eckenrode, and the March 12, 2020 Regular Meeting adjourned at 8:54 p.m.

Respectfully Submitted,

Nicole Pepper, Recording Secretary
Western Butler County Authority