

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

**Regular Meeting Minutes - January 21, 2020**

**CALL TO ORDER:**

Upon the conclusion of the 2020 Reorganization Meeting, Chairman Thomas Tomayko called the Jan. 21, 2020 meeting of the Western Butler County Authority Board of Directors to order at 7:10 p.m.

**PRESENT ON ROLL CALL:**

Paul J. Kremer Jr.  
Ron Lutz  
Greg Such  
Thomas Tomayko  
Dave Weber  
Mark Butler (new Lancaster Township representative)

**OTHERS PRESENT:**

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

**MEMBERS ABSENT:**

Tim Kenney  
Ed Eckenrode

**VISITORS:**

No visitors were in attendance.

**MINUTES:**

In a motion made by Greg Such and seconded by Ron Lutz, the Board of Directors unanimously approved the Dec. 12, 2019, Regular Meeting Minutes, as amended.

## **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$36,413.40 was presented to the Board of Directors in the form of Expense by Vendor summaries with checks dated Jan. 21, 2020. Manager Autumn Heckathorn answered questions that board members had regarding the bills.

In a motion made by Greg Such 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 Jan. 21, 2020.

## **REPORT OF THE SECRETARY:**

The Secretary had nothing to report.

## **COMMITTEE REPORTS:**

### *Personnel Committee*

The Manager will present unused employee personal and sick days for payout during the February meeting.

### *Finance Committee*

Ron Lutz made a motion to move \$250,000 from the capital account to make an additional payment on the Authority's loan, seconded by Greg Such. The motion passed on a unanimous roll call vote: Paul J. Kremer Jr., **YES**; Ron Lutz, **YES**; Greg Such, **YES**; Dave Weber, **YES**; and Thomas Tomayko, **YES**.

The Committee's goal is to pay an additional \$250,000 each quarter so that the debt is satisfied by the end of 2020.

Discussion took place about preparing for the Authority's dissolution in accordance with the charter expiring Dec. 7, 2023. The Authority was incorporated Dec. 6, 1973.

The Manager explained an issue with the interest income on the Profit & Loss report. The bank inaccurately coded one of the Authority's escrow accounts. The issue has been resolved, but still had to be recorded in the report. The correction will be included in the February report.

### *Facilities Maintenance Committee*

The Engineer said 537 Plan alternatives will be discussed when the committee meets Feb. 26, as well as the Herman Pump Station.

### *Administrative Review Committee*

The Manager continues to work on updating language in the Authority's developer's agreement.

The current language states that only maintenance bonds are accepted, but will expand to accept set asides, cash in lieu of bonding, letters/lines of credit, and sequestered accounts. Because of issues with certain developers, they will no longer be required to supply as-built drawings; instead, developers will provide the Authority with CAD data and the Engineer will create as-built drawings, with the costs covered by a developer's escrow. In addition, developers will be required to use Xypex Red – which incorporates a visible, oxide dye – for water permeability and corrosion inhibition in manholes. The Engineer will complete the technical revisions, and the Solicitor will review the legal description, so updates should be ready for committee review in February.

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

The Solicitor completed review of the WBCA employee handbook and suggested revisions. The Manager added that Tom Tomayko and Ed Eckenrode reviewed and made suggestions to update some of the language. The Personnel Committee approved a change to the vacation policy, so that after five years employees will receive a third week of vacation. The Manager will circulate it so the Board can comment and ratify the changes during the February meeting.

The Solicitor is in the process of reviewing the legal aspects of revisions to the Sewage Service and Construction Agreement.

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

- ***General Services***

The Engineer completed calculations for the BOD (biochemical oxygen demand) load. Based on water usage and Department of Environmental Protection standards, restaurants contribute about less than 1% of capacity of 3,760 pounds per day.

The Manager recommended purchasing two additional Wet Well Wizard units for installation at Harmony Pump Station. She said she will pursue getting quotes to present options for approval during the February meeting.

Dave Weber asked what is adding to unexpected BOD increases. The Engineer said a higher organic load is caused by new connections to the system. The Manager said that the primary focus has been hydraulic loading, because of heavy rain events. The Engineer said the BOD load is not an issue yet. The Chapter 94 report will present a more complete view of the situation, which the Board will review during the February meeting. The Manager reviewed how restaurants affect BOD loading and how it is monitored.

- ***Herman Pump Station Replacement***

HRG has continued the design and preparation of the environmental permit applications for the Herman Pump Station project, including WQM Part II (water quality) permit and the GP-11 (waterways encroachment), which is ready for submission. Geo-technical bores are complete at the wet-well location and near the railroad. Zelenople Borough permit applications are also complete.

- ***Act 537 Plan***  
Current efforts on the Act 537 Plan focus on Alternatives Analysis for the plant and pump stations. Alternatives have been identified and HRG is determining the sizing, technical feasibility, and cost estimations. Draft exhibits and cost estimates will be ready for WBCA staff review in February.
- ***Administration Building Re-Roof***  
HRG evaluated the use of a PVC system vs. an EPDM system for the administration building's new roof, and recommends that the Authority select the EPDM system. The Authority is evaluating the use of Co-Stars vs. traditional public bidding. HRG will assist with the chosen contract procurement method.
- ***Foxwood Trail Pump Station***  
The Water Quality Management Permit was approved. HRG is reviewing the shop drawings.
- ***Glade Run – Jeremiah Village***  
The Manager said a meeting is scheduled with the developer in January. Zelienople Borough has granted preliminary planning approval. The EDU count has been revised from 500 EDUs to less than 100 EDUs for both phases (mixed residential apartments and single family dwellings).

## **REPORT OF THE MANAGER:**

### **ADMINISTRATIVE**

- Pennsylvania Municipal Authorities Association Board Member Training is scheduled for March 25, 2020 at the Hilton Doubletree in Cranberry. Dave Weber requested to be signed up for the event.
- The Manager sought approval to apply for Act 537 grant reimbursement.
- Zelienople Borough notified the Authority that adjacent business A&H had filed for a sign variance.

### **FACILITIES**

- The Manager reviewed a power outage at Herman Pump Station as a result of a blown circuit breaker.

### **SYSTEM REPORT**

- In a motion made by Ron Lutz and seconded by Paul Kremer, the Board voted unanimously to approve Spring Valley Reduction Request #2 in the amount of \$21,724.35, leaving a remaining balance of \$52,423.46.

- In a motion made by Paul Kremer and seconded by Dave Weber, the Board voted unanimously to approve Arden Woods Release Request #4 in the amount of \$108,052.20, leaving a remaining balance of \$35,410.
- In a motion made by Paul Kremer and seconded by Ron Lutz, the Board voted unanimously to approve a set aside agreement in the amount of \$30,490 for Harmony Place.
- Sipple Development issued a maintenance bond. All terms have satisfied per the as built drawings and the lines have been turned over to the Authority.

PAST DUE ACTIVITY

On Dec. 20, 2019, a total of 48 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before Jan. 13, 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.

	<b>Zelienople</b>	<b>Jackson</b>	<b>Lancaster</b>	<b>Harmony</b>	<b>Total</b>
<b>November 2019</b>	\$8,856.03	\$4,174.89	\$1,238.26	\$4,944.40	<b>\$19,213.58</b>
<b>December 2019</b>	\$10,195.42	\$3,769.30	\$830.36	\$4,358.29	<b>\$19,153.37</b>

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

- The Manager raised the idea of paying board members a stipend for their service. The boroughs and townships are encountering difficulties finding appointees for board service. There is a concern that younger generations are not as civic-minded and it might be necessary to offer monetary compensation as an incentive. Ron Lutz suggested that as generations mature, they will have time to devote to community roles. Paul Kremer made a motion for Board members to collect a stipend, but after discussion, the Board tabled the matter for a future meeting.
- Dave Weber asked for an update on the 2020 sewer service rate increase. The Manager said the increase would be reflected on the February bill. The rate increased from \$15 per 1,000 gallons to \$16 per 1,000 gallons. Advance notices were not mailed to customers, but the increase was announced on the January billing post cards.
- Greg Such announced that The Strand Theater in Zelienople will host a presentation by Adams Township on ecological approaches to storm water management at 7 p.m. Jan. 30, 2020. The Manager said that would be a good venue once the Authority is closer to

completion of the design and expansion of the wastewater treatment plant, especially for providing a space for public comment.

- The Manager raised her standing invitation for tours of the facility and suggested conducting one in March.

**ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Greg Such, and the Jan. 21, 2020 Regular Meeting adjourned at 8:52 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary  
Western Butler County Authority