

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

Regular Meeting Minutes - September 10, 2020

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the September 10, 2020 meeting of the Western Butler County Authority Board of Directors to order at 7:01 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Daniel Karns
Ed Eckenrode
Paul J. Kremer Jr.
Ron Lutz
Greg Such (via teleconference)
Thomas Tomayko
Dave Weber

OTHERS PRESENT:

Manager Autumn Crawford
Solicitor Matt Racunas (via teleconference)
Consulting Engineer Chad Hanley
Samantha Schmucker of HRG
Facilities Manager Keith Warner

MEMBERS ABSENT:

Mark Butler was absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Ron Lutz and seconded by Dave Weber, the Board of Directors

unanimously approved the August 13, 2020, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$62,969.69 was presented to the Board of Directors in the form of Expenses by Vendor summary with checks dated September 10, 2020. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Western Butler 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 September 10, 2020.

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 Manager reminded the Board about upcoming preparations for the 2021 budget.

Facilities Maintenance Committee

The Committee is scheduled to meet Sept. 30, 2020.

Administrative Review Committee

The Manager and the Engineer discussed making the revised rules and regulations a searchable document.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following items:

- **Municipal Liens/Delinquent Accounts:** Filed three municipal liens for three delinquent accounts.
- **Right-to-Know Requests:** Received one Right-to-Know Request regarding employee information that was not submitted on the proper form and notified the requester.
- **General Issues:** Drafted final amendments to the easement documents relating to the

Herman Pump Station; worked with the Manager and the Engineer on a sanitary line issues at Glade Run, concluding that portions of the line are owned and operated by WBCA and other sections are private lines not owned or operated by WBCA; drafted a Memorandum of Understanding for the Jeremiah Village project, which will require the developer to deposit an amount equal to ten taps prior to construction; reviewed the proposed Letter of Credit for Scenic Ridge; working on the documents needed to revive the Authority, Harmony Borough approved a Resolution reviving the Authority during its last meeting, and Resolutions will be sent to other incorporating municipalities.

REPORT OF THE ENGINEER:

The Engineer highlighted the following items:

- **Wastewater Treatment Plant Basis of Design Proposal:** Developing a sampling plan for testing influent sewage entering the waste water treatment plant and setting up internal meetings.
- **Herman Pump Station Replacement Project:** The project is out for bid. Bids will be opened Oct. 6, 2020, and HRG will review bids and prepare a recommendation for the Oct. 8, 2020 Board meeting.
- **Act 537 Plan:** Focusing on Harmony Pump Station Basis of Design in preparation for a presentation during the upcoming Facilities Committee meeting.
- **Administration Building Roof Project:** Physical work is complete, and the Engineer requested a motion on Request for Payment #2 in the amount of \$8,759.00. The final payment will be approximately \$1,000.

In a motion made by Ed Eckenrode and seconded by Daniel Karns, the Board unanimously voted to approve Request for Payment #2 in the amount of \$8,759.00.

- **Developer Projects:** Foxwood Trail Pump Station is nearing start-up.

Ron Lutz asked about testing the pump station. The Engineer said water would be brought in to fill the wet well to test the pump station. The Manager said the station still needs the electric to be turned on.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- The Herman Pump Station project bid advertisement was placed in the Butler Eagle.
- **Bypass pumping:** Received a CoStars quote from Xylem for bypass pumping in the amount of \$41,551.33 which included the cost of a Godwin 6-inch pump, fittings, hose,

and suction screen. The cost for bypass pumping at the pump stations is about \$4,000 per month. The proposed equipment is mobile and will service all existing pump stations. The Manager suggested keeping the option in mind should the Board decide to purchase a system rather than lease one.

- **South High Street Wye Connection:** A sewer lateral failure occurred on Aug. 27, 2020, with the sewer backing up into the basement of a rental unit owned by Curtis Graf. Metarko Excavating dug from the foundation of the house to the main line, and it was determined that the line was blocked at a broken wye connection, which the Authority owns. The site required hydro-excavation performed by Insight Pipe Services, road closure, and cleaning of the main line by State Pipe Services.

Mr. Graf requested reimbursement for the project because it was caused by the Authority's broken wye connection. The Manager asked him to submit his request along with invoices. She recommended that WBCA is not responsible for repair or reconnection of the water line or the storm sewer. She hopes to have Mr. Graf's request information available during the October meeting.

FACILITIES

- **Treatment Plant Pump #1 Failure:** Experienced a wastewater treatment plant raw sewage pump failure on Aug. 28, 2020. Bypass pumping was set up the following day. Wagner Electric and Dumbaugh Electric were contacted to help determine the issue. A short was found in the motor. Additional diagnostics are pending to determine the location of the short and repair costs. Cincinnati Insurance was notified.

Ed Eckenrode asked whether the Authority could purchase a used pump, so that an extra pump is available in the event of another pump failure. The Manager stated that there is not a lot of value in purchasing a pump for the main plant while the Authority is planning the construction of a wastewater treatment plant upgrade.

SEWER SYSTEM REPORT

- **Scenic Ridge:** The Manager requested a motion on a Letter of Credit in Lieu of Maintenance Bond for Phase 3 with S&T Bank letter #SB-004397 with a balance of \$15,453.75.

In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously voted to accept the Letter of Credit in Lieu of Maintenance Bond with S&T Bank letter in the amount of \$15,453.75 expiring March 4, 2022.

- **Foxwood Trails:** The Manager requested a motion to release the remaining \$15,000.00 on their sequestered account because they have presented a maintenance bond issued for \$36,977.70 expiring Jan. 28, 2022.

In a motion made by Daniel Karns and seconded by Paul Kremer, the Board unanimously voted to approve to the release of \$15,000.00 from the Foxwood Trails sequestered account for the gravity portion of the sanitary sewer line.

- **Foxwood Pump Station and Force Main:** Release Request #4 is for \$79,954.70, with a current balance of \$91,644.70. HRG recommended the release of \$46,644.70, leaving a remaining balance of \$45,000 until start-up is complete.

In a motion made by Ron Lutz and seconded by Tom Tomayko, the Board unanimously approved Release Request #4 in the amount of \$46,644.70 for the Foxwood Pump Station and force main.

The Phase 2 design has been approved, and Phase 3 approval and construction is expected to begin during the winter. Until the pump station is in operation, the developer will delay constructing homes.

- **Harmony Place:** No release requests or outstanding items have been received. Tap fees will not be issued until this has been completed.
- **Buncher Phase 3B:** Construction began Sept. 3, 2020.
- **Seneca Trails:** Construction began Sept. 1, 2020.
- **Frydrych Development:** Submitted new site layout at the end of August 2020.
- **Jeremiah Village:** The sanitary line beneath Route 68/Spruce Street has an inside diameter of 7 inches, which does not meet Department of Environmental Protection standards and cannot be allowed to connect to the sanitary sewer system. In order for this project to move forward, the line must be replaced.

The Manager proposed forgoing the remaining end-to-end lining budget and using the \$120,000 left in the budget to replace and upgrade this section of line, instead.

In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously approved forgoing the remaining end-to-end lining capital project and allocate the remaining \$120,000 in that budget to replace the Route 68/Spruce Street sanitary line.

- **Morning Glory Farms:** Options to provide the Jackson Township development's sanitary sewer service were reviewed. The Manager and the Engineer are investigating an alternative plan for a WBCA-owned collection system, with treatment owned by Evans City. This would require an intergovernmental agreement between WBCA and Evans City Water & Sewer Authority.

Paul Kremer asked what is prompting WBCA to take on capacity; the Manager said

additional customers will help secure a lower rate for system users and open the area to future service.

Greg Such asked whether there was a risk if Evans City didn't have sufficient capacity to handle future and additional development. The Manager said the risk becomes Evans City's, not WBCA's. The Engineer said the service agreement would spell out terms regarding responsibility. He also said Evans City has the ability to expand their wastewater treatment plant fairly easily. The plant went on line five years ago and is completely new.

The project would involve installing approximately 1,200 feet of sanitary sewer line. The Engineer said that if the developer solves the sewer issue, it is an attractive location for housing developments, and it is a good area to establish a presence for future expansion.

In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously authorized HRG to meet with Evans City Water & Sewer Authority to discuss providing sanitary sewer service for the Morning Glory Farms development.

PAST DUE ACTIVITY

On August 31, 2020, a total of 51 customers failed to respond to the 30-day past due notification and were mailed notifications of their account status of water shut-off. 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 Borough is resuming water service shutoffs in October and November; Penn America Water and Harmony Borough are not performing water service shut offs at this time.

The Manager recommended resuming posting customers with a shutoff date to spur payments. She said she is concerned that balances will continue to rise to the point where customers will be unable to pay them.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved to resume water shut offs for non-payment for the purpose of collection.

| | Zelienople | Jackson | Lancaster | Harmony | Total |
|--------------------|-------------------|----------------|------------------|----------------|--------------------|
| July 2020 | \$13,094.89 | \$3,240.86 | \$810.40 | \$7,309.75 | \$24,555.90 |
| August 2020 | \$12,968.56 | \$2,954.96 | \$1009.45 | \$7,579.12 | \$24,512.09 |

OLD BUSINESS:

- In a motion made by Ron Lutz and seconded by Tom Tomayko, the Board voted unanimously to close the Sippel Development Escrow account.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 8:13 p.m. for information distribution and exited at 9:02 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the September 10, 2020 Regular Meeting adjourned at 9:02 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary
Western Butler County Authority