

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

Regular Meeting Minutes – October 12, 2023

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Vice Chairman Ed Eckenrode called the October 12, 2023 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
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Dave Weber
Marietta Reeb

OTHERS PRESENT:

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

MEMBERS ABSENT:

Mark Butler and Tom Tomayko were absent.

VISITORS:

Daniel Karns was in attendance remotely.

MINUTES:

In a motion made by Greg Such and seconded by Paul Kremer, the Board unanimously approved the September 14, 2023, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$102,433.83 (Operating) \$78,902.37 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated October 12, 2023. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated October 12, 2023 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 highlighted the following report items:

- The Manager is retaining the 5-year depreciation method for the newest vehicle instead of pursuing the accelerated depreciation method.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Committee met on October 11 to discuss the Administration Building. They reviewed the design documents and discussed options for bidding the project, including deducts and alternates.

The Committee noted the following: 1) The parking lot may be removed. 2) Zelinople will adopt the paper street ordinance. 3) A retaining wall may be needed. 4) Five contracts will be issued to build the building. 5) The electric will need to be relocated from the substation.

The Committee discussed closing on the property, which is scheduled for October 17, and the construction schedule. The Committee's goal is to bid the project in April.

Administrative Review Committee

The Committee highlighted the following report items:

- The Rules and Regulations will be distributed to the Board by next month's meeting.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor drafted and submitted an ordinance relating to the vacating of paper streets around the Administration Building to Zelinople Borough.
- The Solicitor had continued discussions with the Engineer regarding the Harmony pump station project property acquisition. It is being turned over to Special Counsel.
- The Solicitor reviewed the set aside agreement for Jackson Plaza.
- The Pennsylvania Department of State formally approved WBCA's renewal.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **WBCA Rules and Regulations Review:** The Engineer sent the Rules and Regulations to the Manager.
- **Dollar General Store, SR 19, Jackson Township:** The Engineer received their plan drawings this week and is reviewing them.
- **Jackson Village:** The Engineer is meeting with them next week.
- **Route 19 South Service Area Extension:** The Engineer received authorization from the property owner, so the survey crew is scheduled to go out next week. The H2O PA Grant

status is delayed until November. The planning module was submitted, and the Engineer is following up with DEP. The Engineer will have a proposal for the final design of the gravity system, the force main, and pump station at the next board meeting.

- **Harmony Pump Station Upgrade:** The Engineer is preparing easement exhibits and has been meeting with Dillon McCandless King Coulter & Graham (DMKC&G) to discuss paper streets and possible impacts on the easement.
- **Water Pollution Control Plant Upgrade:** The Engineer is investigating phase 2 considerations to determine the required hydraulics to push flow through the membranes via gravity instead of using pumps. The Engineer is working on offsite stormwater management.
- **Conveyance System Improvements:** The Engineer submitted final draft as-built drawings to the Authority.
- **Administration Building:** The Engineer received preliminary approval from Zelenople Counsel on the land development plan. Then the plan will go to the Planning Commission for final approval. Zelenople also authorized the advertisement of the paper street abandonment ordinance. The Engineer received comments back from Butler County about the NPDES permit application. The Engineer will submit the MIPs grant application on October 13.
- **NPDES Permit Renewal:** The permit renewal application was submitted to DEP, and it is in technical review. WBCA's permit expires in December.
- **The Villages Acres Area Sanitary Extension:** The Engineer is investigating sanitary service to the Villages Acres area.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **WBCA Power Transfer Switch:** The Manager had no response from Eaton and is waiting on a quote from Schultheis Electric. It might be difficult to find the correct replacement part due to the age of the switch. If and when she gets a quote, she will notify the board members.
- **HPSIIP HOP Resolution:** In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously adopted the HOP Resolution.

DEVELOPER PROJECTS

- **Jackson Village:** In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously adopted the Developer’s Agreement.

In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously adopted the Set-Aside Agreement in an amount to be determined.

- **Arden Wood:** The Manager does not find Release Request #2 in the amount of \$44,928.93 substantiated based on outstanding walk-through deficiencies, so the Board took no action.
- **Seneca Hills:** The project is ready for construction, which should be started on Monday.
- **Frydrych:** The Developer wants to turn the sanitary over to WBCA.
- **Woodland Reserve:** Gravity construction is ongoing, and the wet well is pending delivery.
- **Glade Run Farms:** Glad Run Farms would like the drawing review back next week.
- **Old Dominion:** Old Dominion has open escrow with WBCA.

PAST DUE ACTIVITY

A total of 47 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 10/19/23. 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
August, 2023	\$4,607.38	\$4,565.12	\$1,316.55	\$4,670.89	\$15,159.90
September, 2023	\$7,458.25	\$6,575.26	\$1,711.38	\$2,736.85	\$18,481.74

REPORT OF THE PROJECT ADMINISTRATORS:

The Project Administrators highlighted the following report items:

WBCA PROJECTS

- **Conveyance System Improvements:** The Project Administrators are reviewing the as-builts.
- **Rt. 19 South Extension:** Survey is to begin on October 16.
- **Harmony Pump Station Upgrade:** The Project Administrators met with DMKC&G on October 6 to review properties impacted by the project and discuss outreach strategy.
- **Administration Building:** The storage unit property closing is scheduled on October 17. The Project Administrators received all preliminary approvals needed. The Project Administrators finalized the access agreement with the Zelianople Harmony Sportsman's Club.
- **Water Resource Recovery Facility:** The Project Administrators met with vendors for plant equipment at WefTec.

DEVELOPER PROJECTS

- **Jackson Ridge and Seneca Trails:** The Project Administrators worked on easement issues and delivered easement agreement packages for both projects. They received Seneca Trails' easement agreement package back and are still waiting on Jackson Ridge.
- **Treadstone:** The Project Administrators received as-builts and are reviewing them.
- **Arden Wood Phase 2 and 3:** The Project Administrators received as-builts and are reviewing them, along with two new easement issues.
- **Woodland Reserve Pump Station:** The pump package and wet well are approved. The wet well is being ordered.
- **Seneca Hills Townhomes:** It is all set for construction.
- **Arden Wood Phase 4 and 5:** The Project Administrators did a final walk through and found a list of deficiencies.

OTHER

- **Standard Operating Procedure (SOP):** The Project Administrators finalized the first SOP, and it is ready for publication.

- **Plant Operations and Collection:** The Project Administrators replaced two manholes on West Grandview Ave. They also investigated manhole damage by Davey Tree Service. Davey Tree Service's insurance company denied the claim.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 6:05 p.m. to discuss property acquisition and exited at 6:17 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Greg Such, and the 10/12/23 Regular Meeting adjourned at 6:17 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority