

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

Regular Meeting Minutes – December 8, 2022

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the December 8, 2022 meeting of the Western Butler County Authority Board of Directors to order at 4:03 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Ed Eckenrode
Mark Butler
Daniel Karns
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Thomas Tomayko
Dave Weber

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Matt Racunas (remotely)
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

No members were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved the November 10, 2022, Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$94,195.98 (Operating) and \$1,163,318.89 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated December 8, 2022. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated December 8, 2022 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:

- The Board previously approved a 10% cost of living pay raise for all employees. However, the Committee suggested a further 2% pay raise. In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved additional the 2% pay raise in a roll call vote.

Total 2023 wages consist of the following:

Keith Warner: \$43/hour
Thomas Soltesz: \$34/hour
Adam Wright: \$28.60/hour
Autumn Crawford: \$57.70/hour
Evan George: \$30/hour
Jack Scholl: \$28.50/hour
Jen Fassinger: \$30/hour
Albert Hronee: \$29.50/hour
Jeremy Houk: \$27.25/hour
Michael Keefe: \$24/hour

Lisa Weber: \$24/hour

- In a motion made by Ed Eckenrode and seconded by Daniel Karns, the Board unanimously authorized the Personnel Committee to begin a search for the Project and Construction Administrator and approved the job description.

Finance Committee

The Committee highlighted the following report items:

- In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the 2023 budget in a roll call vote.

Facilities Maintenance Committee

The Committee had nothing to report.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor received the final document with all necessary signatures from the Abbey Woods development.
- The Solicitor worked with the Manager about an issue with the drop box in Harmony.
- The Solicitor worked with the Manger about the changes in the Handbook regarding the self insurance.
- The Londonderry escrow agreement was drafted, and the Solicitor will submit it to the developers.
- The five resolutions are going out to the municipalities, and the Solicitor is hoping to have them back by mid-January.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **2021 WBCA Annual Report:** HRG's annual report was delivered to WBCA.

- **Route 19 South Sanitary Sewer Extensions:** The Engineer is expecting the executed agreement and is working on the planning module. They are preparing a H2O PA Grant Resolution and a BCIB Funding Resolution for the Board (see the Manager's report). WBCA is still waiting on Butler County MIP announcements.
- **Wastewater Facilities Planning Act 537:** DEP's technical review is due back to HRG on December 28.
- **Harmony Pump Station Upgrade:** The Engineer is finalizing the water quality management permit and will submit it to DEP after Jan. 1, 2023.
- **Conveyance System Improvements (Rt. 68 crossing at Spruce Street and Rt. 19 crossing at Tollgate School Road):** The project is almost substantially complete, and a payment application will be presented to the Board (see the Manager's report).
- **Administration Building:** The proposal for the Construction Documents Phase will be presented to the Board.
- **Woodland Reserve and Londonderry Ridge Pump Stations:** The Engineer is continuing to work on these projects.
- Ron Lutz asked for an update on the **Benscoter Parcel**. The Engineer replied that they are still waiting on executed documents from the owner.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- In a motion made by Greg Such and seconded by Paul Kremer, the Board unanimously passed Resolution 12-22 to open a PLGIT account for funds dedicated to self insurance in a roll call vote.
- In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously ratified the purchase of Microsoft Surface Tablets for board members for the sole use of Authority business.
- In a motion made by Dave Weber and seconded by Daniel Karns, the Board unanimously approved the H2O PA Grant Resolution 12-22b in the amount of \$1,000,000 in a roll call vote.
- In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously applied for the BCIB program (Resolution 12-22c) in the amount of \$10,500,000 to fund the Route 19 South Project and the Administration Building in a roll call vote.

- In a motion made by Ron Lutz and seconded by Daniel Karns, the Board unanimously agreed to move forward with the Administration Building Construction Documents (CD) Phase in the amount of time and materials not to exceed \$278,000 in a roll call vote.
- DEP renewed WBCA’s certification on their Accredited Laboratory status through Jan. 31, 2024.
- In a motion made by Greg Such and seconded by Daniel Karns, the Board unanimously added term life insurance coverage in the amount of \$30,000 per employee beginning on the first day following the employee’s 90 days of employment in a roll call vote. A lump sum payment of \$30,000 will be paid to the employee’s named beneficiary upon the submission of a certified government issued death certificate to the Authority. Term life insurance coverage will remain in effect only during the time that the full-time employee remains employed by the Authority and will terminate upon the employee’s last day of employment.

SYSTEM REPORT

- **WBCA Conveyance Project:** In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved payment for the payment application number 1 in the amount of \$221,544.83 in a roll call vote. This leaves the remaining balance at \$88,604.92.

PAST DUE ACTIVITY

A total of 51 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 12/19/2022. 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
October, 2022	\$9,268.19	\$4,124.33	\$438.05	\$8,837.68	\$22,668.20
November, 2022	\$8,192.31	\$9,375.84	\$901.34	\$9,573.59	\$28,043.10

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board did not go into Executive Session.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the 12/8/2022 Regular Meeting adjourned at 5:06 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority