

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

Regular Meeting Minutes – March 14, 2024

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the March 14, 2024 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
Mark Butler
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Thomas Tomayko
Dave Weber
Marietta Reeb

OTHERS PRESENT:

Manager: Autumn Crawford
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Counsel to the Authority: Anthony W. Cosgrove
Project and Construction Administrator: Jason Mack
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

No members were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved the February 8, 2024, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$97,785.95 (Operating) and \$56,453.73 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated March 14, 2024. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode and seconded by Marietta Reeb, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated March 14, 2024 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:

- WBCA sent flowers to several staff members who lost family members.
- The Committee is seeing continued professional development and education of employees.

Finance Committee

The Committee had nothing to report.

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 continued with collections for two delinquent accounts. The Manager and Solicitor participated in a conference call relating to one of these delinquencies. The account is still moving toward litigation.
- The Solicitor worked with the Manager on issues relating to an easement located in Jackson Manor and an alleged noise complaint from a resident. The noise complaint was investigated and was unfounded. The Solicitor prepared a letter to the resident regarding continued calls and emails to Authority staff about the nonexistent noise complaint; all communications should be directed toward the general inbox.
- The Manager and Solicitor discussed two liens that were rescheduled for May 17, 2024.
- The Solicitor reviewed the proposed Developer's Agreement for Glade Run Phases 1 & 2.
- The Manager and Solicitor discussed the *a la carte* benefits plan.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Administration Building:** The Engineer is answering questions from and issuing addenda to the plan holders. He plans to issue the last addendum on Monday, March 18, and bids open on Thursday, March 21 at 2pm. The Engineer has an internal call scheduled at 2:30 that day to discuss the low bidders. On Thursday, March 28, at the special board meeting, he hopes to award the contracts.

- **Harmony Pump Station Upgrade (HPSIIP):** The Engineer plans to submit the NPDES permit and the general permits tomorrow, March 15, since modifications have been made to address the stream crossing. The Engineer will replace the current sewer line, which runs directly under the stream. DEP may have concerns because the project impacts the stream, but the Engineer is prepared to discuss it with them. There has been positive feedback from property owners. The Engineer has also been helping with the easement acquisitions.
- **Village Acres Area Sanitary Extension:** The Engineer will have a draft of the report next month.
- **Penndot Coordination:** The Engineer is representing WBCA in communications.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Board Member Surfaces:** The Manager will discuss alternatives to board member tablets at the next board meeting.
- **Plotter Issues:** The plotter is no longer working. Since print heads for the current plotter are no longer being manufactured, the Authority must buy a new plotter. The Manager recommended the Print-O-Stat HP T2600.

In a motion made by Greg Such and seconded by Tom Tomayko, the Board unanimously approved purchasing printer model HP T2600 for \$9,084, with a \$650 trade in value, from Print-O-Stat in a roll call vote.

- The Manager passed out a simplified copy of Robert's Rules of Order and the Pennsylvania Municipal Authority's Act to board members.
- **Plant Filter Status Update:** Veolia sent their report back, and the Authority is going to begin a regular dosing schedule of HTH (calcium hypochlorite of high test hypochlorite) either every other month or quarterly.
- Statement of Ethics forms are due no later than May 1, 2024.
- **HRG Proposals:** The first HRG contract for Route 19 South Service Area/Abbey Woods did not include a building, which was added because of the PA H2O grand funding. In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously

approved the Route 19 South Service Area/Abbey Woods Supplement #1 in the amount of \$26,000.

The original HRG contract for the HPSIIP project did not include the design, CAD, or permitting of stream restoration between S Jefferson and S Green Ln. In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved the HPSIIP Design and Permitting Supplement #1 in the amount of \$10,500.

The Water Resource Recovery Facility Preliminary Design is the next stage in the facility design process. The Manager and Engineer answered questions board members had regarding the WRRF Preliminary Design proposal. In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the WRRF Preliminary Design Proposal in the amount of \$1,350,000 in a roll call vote.

The Capital Improvement Plan has not been updated since pre-Act 537 planning. Also, since COVID and inflationary costs have significantly affected project costs, goods, and services over the past several years, the Manager recommends conducting a rate study to analyze CIP costs, ongoing operations and maintenance costs, and the overall impact to rate payers to re-assess an appropriate rate schedule. This would avoid large increases in rates for customers. In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the CIP and Rate Study phase 1 (\$14,800) and phase 2 (\$16,500) in the total amount of \$31,300 in a roll call vote.

- **Funds Transfer:** In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously moved \$500,000 from the operating fund to the capital fund in a roll call vote.
- **Resolution 03-2024:** In a motion made by Paul Kremer and seconded by Greg Such, the Board unanimously approved Resolution 03-2024 of the Western Butler County Authority authorizing the Manager to execute the Facility Encroachment Agreements with CSX Transportation Inc on behalf of the Authority.

DEVELOPER PROJECTS

- **Glade Run Farm:** In a motion made by Greg Such and seconded by Ron Lutz, the Board unanimously approved the Developer's Agreement for Phase 1 & 2 for 28 townhomes and 44 single family homes.

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 03/20/2024. 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, 2024	\$31,678.60	\$10,812.04	\$2,124.02	\$2,774.08	\$47,388.74
February, 2024	\$26,411.26	\$8,469.95	\$1,219.34	\$3,600.67	\$39,701.22

LABORATORY

- **Fecal Coliforms:** WBCA violated the instantaneous maximum limit of 10,000 in February during the weeks of the 12th and 19th. The violations will be reported to the PADEP in the February EDMR. The Authority is taking steps to address this violation, especially through the plans to build a new plant, and the Manger does not anticipate another violation this month.

REPORT OF THE PROJECT ADMINISTRATORS:

WBCA PROJECTS

- **HPSIIP:** In regard to easements, the Project Administrators held a townhall meeting at the end of February, sent out a second letter to property owners, and held meetings with property owners. The Project Administrators will also be working on the stream restoration design.
- **Administration Building:** Bid opening is March 21, 2024.

DEVELOPER PROJECTS

- The Project Managers have 5 as-built drawings in review and are working on 6 preliminary drawings.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 6:49 p.m. to discuss HPSIIP project eminent domain and personnel and exited at 7:13 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Greg Such, and the 3/14/2024 Regular Meeting adjourned at 7:14 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority