

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

**Regular Meeting Minutes – July 14, 2022**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the July 14, 2022 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  
Daniel Karns  
Paul J. Kremer Jr.  
Ron Lutz  
Greg Such (remotely)  
Thomas Tomayko  
Dave Weber

**OTHERS PRESENT:**

Manager: Autumn Crawford  
Solicitor: Dennis Very  
Consulting Engineer: Chad Hanley (remotely)  
Samantha Schmucker of HRG  
Office Administrator: Evan George  
Recording Secretary: Natalie Hacker (remotely)

**MEMBERS ABSENT:**

Mark Butler was absent.

**VISITORS:**

No visitors were in attendance.

### **MINUTES:**

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the June 9, 2022, Regular Meeting Minutes, as amended.

### **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$82,613.44 (Operating) and \$131,672.13 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated July 14, 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 July 14, 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:

- A new employee is reaching 90 days of employment and will be eligible for benefits.

#### ***Finance Committee***

The Committee had nothing to report.

#### ***Facilities Maintenance Committee***

The Committee highlighted the following report items:

- The Committee met to discuss the plans for the Administration Building, including the building design, elevation and grading, and stormwater management. They decided to move forward with one story instead of two and five garage bays instead of three.

### *Administrative Review Committee*

The Committee had nothing to report.

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

The Solicitor highlighted the following report items:

- The Solicitor worked with the Manager and Engineer on issues relating to the Abbey Woods Development. He drafted a formal contract for approval by the Abbey Woods Board, which will assist in the Authority's application for grant funding.
- The Solicitor worked with the Manager to address another RTK request relating to the 537 Plan.
- The Solicitor addressed an unpaid sanitary lien issue following a transfer of property.
- The Solicitor has been working with opposing counsel on finalizing the settlement agreement language for the asbestos litigation.
- The Solicitor is continuing discussions regarding the charter renewal and the 537 Plan process.
- The Solicitor is researching and discussing the approval of the 537 Plan by Lancaster, Zelenople, and the Steering Committee.
- The Solicitor is awaiting word that the 537 resolutions were approved before moving on to present resolutions for renewing the Authority.

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

The Engineer highlighted the following report items

- **2021 WBCA Annual Report:** The Manager and Engineer are working on the report and will have it to the Board shortly.

- **Abbey Woods and Route 19 South Sanitary Sewer Extensions/Butler County MIP:** The Engineer and WBCA had a meeting with Jackson Township and Abbey Woods HOA to discuss grants.
- **537 Plan:** Zelienople adopted the plan, and the Engineer is waiting on an adoption from Jackson Township.
- **Conveyance System Improvements (Rt. 68 crossing at Spruce Street and Rt. 19 crossing at Tollgate School Road):** The contract has been executed, and the Engineer had a preconstruction meeting with the Contractor on July 6. Now, they are waiting on the Contractor's schedule.
- **Administration Building:** The Engineer met with the Facilities Committee and will proceed with their decisions. They will begin the Design Development phase and are working on site options for the garage layout to reduce costs.
- Tom Tomayko asked for an explanation of the report on the **Trails at Harmony Junction**. The Manager replied that the township requested an updated capacity verification request. Even though they have not requested a change in their capacity, they have changed the amount of EDUs that are in each portion because of a rearrangement in the layout of their homes/apartments.

## **REPORT OF THE MANAGER:**

### ADMINISTRATIVE

- **Zelienople Mini Storage:** Zelienople Mini Storage has started moving out of their current location.
- **County Municipal Infrastructure Program (MIPs) Applications:** WBCA is working to submit applications for grant funding. The county released grant funding two weeks ago, with a deadline in August.

The first application is for the Rt. 19 South Corridor and will be a joint application with Jackson Township for water and wastewater. This project will be a pump station serving the Rt. 19 South Corridor and possibly the Abbey Woods Development. The application can't be submitted or a cost determined until Abbey Woods makes a final decision on whether or not they sign the contract. (See System Report > Abbey Woods.) WBCA is having ongoing meetings with them.

The second application is for the Administration Building and will be a joint application with Zelianople Borough for stormwater. WBCA is meeting with Zelianople to determine the cost of the project for the grant application.

The third application is for Infrastructure via RedZone Robotics for \$250,000. This project will use robotics to check the interior condition of sewer pipes. The total project cost will be around \$385,000.

- **WET Testing:** The annual Whole Effluent Toxicity Test was submitted.
- **PA DEP Waste Hauler:** The DEP Waste Hauler Program was renewed.

SYSTEM REPORT

- **Abbey Woods:** WBCA is still working on the contract with Abbey Woods to turn an abandoned treatment plant into a pump station and connect it with WBCA.

Dave Weber asked where the pump station would be located. The Manager replied that it depended on Abbey Woods’s decision. If they sign the contract, the pump station will replace the abandoned treatment plant; if they do not, the pump station will be located at the end of Russell Road.

- **Seneca Trails:** The set aside agreement is in the amount of \$298,733.60.

In a motion made by Dan Karns and seconded by Ed Eckenrode, the Board unanimously released \$145,606.08, leaving \$153,127.52 in the set aside.

In a motion made by Paul Kremer and seconded by Dave Weber, the Board unanimously released \$126,029.92, leaving \$27,097.60 in the set aside.

- **Glad Run Farm:** Zelianople is expected to approve the ordinance.

PAST DUE ACTIVITY

On 07/01/2022, a total of 56 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 07/18/2022. 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.

	Zelianople	Jackson	Lancaster	Harmony	Total
May, 2022	\$8,803.41	\$3,610.00	\$677.94	\$6,289.71	\$19,381.06
June, 2022	\$8,517.02	\$1,186.82	\$361.08	\$10,398.15	\$21,163.07

**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 Dan Karns, and the July 14, 2022 Regular Meeting adjourned at 6:07 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority