

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

**Regular Meeting Minutes – March 10, 2022**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the March 10, 2022 meeting of the Western Butler County Authority Board of Directors to order at 7:00 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 (remotely)  
Thomas Tomayko  
Dave Weber

**OTHERS PRESENT:**

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

**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 10, 2022 Regular Meeting Minutes, as amended.

## **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$125,298.17 (Operating) and \$58,462.21 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated March 10, 2021. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode and seconded by Dan Karns, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated March 10, 2021.

## **REPORT OF THE SECRETARY:**

The Secretary had nothing to report.

## **REPORT OF THE COMMITTEES:**

### ***Personnel Committee***

The Committee reported that a new hire started on February 28, 2022. A second new hire will start on April 18, 2022.

### ***Finance Committee***

The Committee highlighted the following report items:

- **Bad Debt Write Off:** In a motion made by Greg Such and seconded by Ron Lutz, the Board unanimously agreed to write off bad debt from closed and inactive accounts in the amount of \$6,844.98.
- **CD Transfer:** In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the transfer of funds in the amount of \$8,910.83 from a first and second CD to a third CD.

### *Facilities Maintenance Committee*

The Committee highlighted the following report items:

- **Abbey Woods:** The Manager is planning a meeting between Abbey Woods, Jackson Township, and the Facilities Maintenance Committee to identify the number of EDU's for the project and to gain more information before the Board votes on HRG's proposal.

Paul Kremer asked if WBCA would absorb the full expense of the project. The Manager replied that each resident from Abbey Woods would only pay a tap fee, since the infrastructure is already in place and the pump station will be used for multiple projects. The Manager briefly suggested taking on debt for this project to create a rate district.

The Manager gave an overview of the funding history of this project. Originally, Jackson Township was going to pay for the pump station through grant funding, but they were not awarded the grant. Now, the current plan is for WBCA to pay for the pump station, Russell Road, and the force main portion; the township or developers will pay for the gravity line from the Rt. 19 Corridor to the pump station.

Ron Lutz asked for an estimated cost for WBCA. The Manager and Engineer replied that cost estimates are not available because the project is only in preliminary stages.

### *Administrative Review Committee*

The Committee had nothing to report.

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

The Solicitor highlighted the following report items:

- The Solicitor reviewed the easement issue related to Abbey Woods.
- The Solicitor had discussions with opposing counsel regarding the asbestos exposure lawsuit. He will be talking about possible settlement options, which would cost less than litigation. He reviewed four deposition transcripts from the plaintiff, and WBCA is hardly mentioned in them.
- The Solicitor and the Engineer are working on the subdivision plan for the storage unit property. Once the subdivision plan is complete, they will close on the property.

## REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Harmony Pump Station:** The Engineer is hopeful Lancaster will approve the planning module this month. The Engineer is attending a meeting with the Zelianople Planning Committee on March 16, 2022 to resolve further issues.
- **Act 537 Plan:** The Engineer is encouraged by the Steering Committee meetings. HRG and WBCA conducted a treatment plant review with the Steering Committee on March 9, 2022 in Altoona to demonstrate a similar technology.

Important dates pertaining to the 537 Plan: the next Steering Committee meeting is scheduled for March 21, 2022; HRG's new 537 Plan is due on March 22, 2022; Larson Design Group's conclusion of the new 537 Plan is due on March 29, 2022; and another possible Steering Committee meeting is scheduled for March 30, 2022.

The April 14, 2022 WBCA Board Meeting was moved to 6:00pm to discuss the plans for the Administration Building.

- **Conveyance System Improvements at the Intersection of Rt. 19 and Tollgate and the Intersection of Rt. 68 and Spruce:** The Engineer is working on the final project manual, acquiring a road opening permit for Zelianople this week, and will be getting the project out to bid.
- Ed Eckenrode asked for an update on **Herman Pump Station Replacement**. The Contractor is waiting for warmer weather prior to painting the interior of the valve vault.
- **Benscoter Parcel:** The property had a 20-foot easement recorded, but it was about 60 feet off the actual sanitary line. The landowner is willing to give WBCA a 25-foot easement, and the Engineer is willing to assist WBCA with the agreement.

## REPORT OF THE MANAGER:

### ADMINISTRATIVE

- **Act 537:** The Manager reviewed the schedule of important dates relating to the Act 537 Plan.

The Manager also thought the treatment plant review in Altoona went well. When the Altoona plant conducted their I&I project, their flow got worse. They replaced terracotta pipe with PVC pipe, causing the water to flow faster and I&I to increase. The Manager explained the difference between terracotta pipe and pvc pipe, and how the difference changes I&I and flow. The Manager answered questions the Board members had regarding pipes and I&I.

- **Xylem Dewatering Solution Quote for Bypass Pump:** The Manager got a quote for a larger pump.

Ron Lutz asked about additional costs for the pump and maintenance. The Manger estimated additional cost would be \$5,000.

Tom Tomayko asked if this contract would have to go out to bid. The Manager replied no because it is a COSTAR contract.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the purchase of the Xylem Dewatering Solution Quote HL80M Critically Silenced Pump-Costars Contract in the amount of \$62,593.00 in a roll call vote.

- **Tollgate:** Ron Lutz asked if the rag and grease buildup was an ongoing problem. The Manager replied yes because the wet well is very large, creating more buildup. It is likely that the Tollgate Pump Station will need to be upgraded and changed to a submersible pump. HRG will investigate possible options.

#### SYSTEM REPORT

- **Abbey Woods:** The Manager is not advertising the Herman Generator because it can be reused for the Abbey Woods project.

#### PAST DUE ACTIVITY

On 2/07/2022, a total of 43 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 02/17/2022. 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
January 2022	\$10,292.20	\$7,500.27	\$1,298.33	\$12,156.20	\$31,247.10
February 2022	\$10,572.95	\$5,259.68	\$1,029.61	\$10,317.92	\$27,180.16

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

No new business was discussed.

**EXECUTIVE SESSION:**

The Board went into Executive Session at 8:02 p.m. to discuss contract negotiation and potential litigation and exited at 8:53 p.m.

**ADJOURNMENT:**

As there was no further business to discuss, Dan Karns motioned to adjourn, seconded by Ron Lutz and the 3/10/2022 Regular Meeting adjourned at 8:53 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority