

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

Regular Meeting Minutes – November 9, 2023

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the November 9, 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
Thomas Tomayko
Dave Weber
Marietta Reeb

OTHERS PRESENT:

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

MEMBERS ABSENT:

Mark Butler was absent.

VISITORS:

Daniel Karns was in attendance remotely. A representative from Simple Development was in attendance to discuss billing and meter readings.

MINUTES:

In a motion made by Greg Such and seconded by Paul Kremer, the Board unanimously approved the October 12, 2023, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$187,882.16 (Operating) and \$1,194,052.60 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated November 9, 2023. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated November 9, 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 Committee proposed moving \$500,000 to the PLIGIT account. The Manager will put it on the Agenda for next month's board meeting.

- The preliminary 2024 budget will also be included in the Agenda for next month's board meeting.

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 has been working with administration on collection on delinquent accounts. He sent two collection demand letters, and one recipient has made arrangements to pay.
- The Solicitor prepared a complaint for litigation in regard to a contractor that hit a manhole and caused a significant amount of damage. He pursued a claim with both the electric company and the tree clearing company. They have both denied responsibility, despite clear evidence that they caused the damage.
- The Solicitor reviewed the Rules & Regulations.
- The Solicitor is working with the Manger on financing options as they look forward to the plant expansion and Administration Building.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Dollar General Store, SR 19, Jackson Township:** The Engineer received the plan review back and will issue final approval of the plans pending Jackson Township's agreement about the retaining wall over the sewer main.
- **Premier Custom Paint & Collision Renovation & Addition:** The Engineer issued a capacity verification letter.
- **2022 WBCA Annual Report:** The Engineer has the report ready for the Board.

- **Route 19 South Service Area Extension:** The Engineer completed the survey. They are asking that the Board consider a design and permitting proposal (see Manager’s Report). The sewage facilities planning module should be issued by the DEP soon.
- **Harmony Pump Station Upgrade:** The Engineer is continuing permit applications. The HOP was submitted. The NPDES and railroad permit applications are in process. The Engineer met with Dillon McCandless King Coulter & Graham (DMKC&G) to review easement exhibits.
- **Water Resource Recovery Facility:** The Engineer is finishing preparing a scope in order to submit the report and preliminary design to the Board.
- **Conveyance System Improvements:** The Engineer submitted the final as-builts.
- **Administration Building:** The Engineer received a comment from Butler County Conservation District asking for infiltration testing, which the Engineer completed.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Bad Debt:** In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously wrote off bad debt in the amount of \$2,666.80 in a roll call vote.
- **BCIB:** In a motion made by Marietta Reib and seconded by Ed Eckenrode, the Board unanimously moved \$10,200,000 to a PLGIT account to earn the interest rate of 5.5% in a roll call vote.
- **RedZone Robotics:** RedZone Robotics requires WBCA to do land clearing before a few of the lines can be accessed.
- **Cafeteria Benefits Plan:** The Personnel Committee is proposing using a Cafeteria Benefits Plan (“a la carte” plan) on a reimbursable basis for the following benefits in the amount of a max of \$5,000/employee annually: childcare benefits, gym membership, student loan repayment assistance, relocation assistance, lost wages under FMLA, child tuition assistance savings (529 plan), employee assistance programs, eldercare benefits, dependent care benefits, medical deductible/coinsurance, boots, and glasses. This would allow employees to select the benefits that are most helpful for them.

The employees would file monthly (due by the last day of the month), and it would be voted on at the monthly Authority administration meeting. Employees are not eligible for these benefits until after their first year of employment.

- **Health Insurance Renewal:** In a motion made by Ron Lutz and seconded by Dave Weber, the Board unanimously approved the UPMC Gold EPO MCA \$1,250 \$35/\$50 at an annual premium for covered eligible employees at a cost of \$185,147.40 in a roll call vote. It is a 17% increase in cost from the previous year.
- **Dental Renewal:** In a motion made by Greg Such and seconded by Dave Weber, the Board unanimously approved the Highmark/Concordia Plan F8W 50/150 at an annual premium of \$10,152 at a 0% increase in a roll call vote.
- **Christmas Hams:** In a motion made by Marietta Reeb and seconded by Ed Eckenrode, the Board unanimously authorized the purchase of Christmas Hams through Brittner's Smokehouse for employees and retirees of WBCA.
- **Rules & Regulations:** In a motion made by Ron Lutz and seconded by Dave Weber, the Board unanimously accepted the Rules & Regulations revision in a roll call vote.
- **Overtime Mitigation Plan:** The Manager proposed that if an employee is scheduled to work overtime on a weekend (Saturday or Sunday), then they would be allowed to leave early on that Friday afternoon prior to their overtime.
- **Rt 19 South Abbey Woods:** In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously accepted the Rt 19 South Abbey Woods Design and Permitting Proposal for the lump sum of \$110,400 including preliminary station design, preliminary gravity main design, preliminary force main design, premitting, wetland delineation, and final design of station/gravity/force main in a roll call vote.
- **WBCA Christmas Party:** The Christmas Party is on December 14 at 6:30pm, so the board meeting will start early, at 4:30pm.

FACILITIES

- **Main Plant Generator Transfer Switch:** The Manager had several diagnostic technicians look at the switch and is still looking at options for a temporary fix.

DEVELOPER PROJECTS

- **Arden Woods:** The Manager continues to find Release Request #2 in the amount of \$44,928.93 unsubstantiated based on outstanding walk-through deficiencies and does not recommend payment.
- **The Views at Harmony (previously Seneca Heights):** A capacity verification request was submitted for 158 EDUs.

PAST DUE ACTIVITY

A total of 41 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
September, 2023	\$7,458.25	\$6,575.26	\$1,711.38	\$2,736.85	\$18,481.74
October, 2023	\$4,257.34	\$4,709.82	\$2,421.10	\$2,894.45	\$14,282.71

REPORT OF THE PROJECT ADMINISTRATORS:

WBCA PROJECTS

- **Conveyance System Improvements:** The Project Administrators are wrapping up this project.
- **Administration Building:** WBCA now owns the property, and the Project Administrators are moving forward on permitting.

DEVELOPER PROJECTS

- **Jackson Village:** Jackson Village’s plans need approval by WBCA.
- **The Views at Harmony:** This is a new project ready for capacity verification.
- **Trails at Harmony Junction:** This is a new project ready for capacity verification.

OTHER

- The Project Administrators began writing Standard Operating Procedures (SOPs) for the Seneca Pump Station.

- The Project Administrators investigated manhole damage by Davey Tree Service.
- The Project Administrators finished manhole replacement on W. Grandview and put down temporary paving. Final paving will happen in Spring 2024.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 5:17 p.m. to discuss finance and exited at 5:27 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Greg Such, and the November 9, 2023 Regular Meeting adjourned at 6:56 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority