

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

**Regular Meeting Minutes – June 11, 2020**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the June 11, 2020 meeting of the Western Butler County Authority Board of Directors to order at 7 p.m.

**PRESENT ON ROLL CALL:**

The following board members were in attendance:

Ed Eckenrode  
Mark Butler (via tele-video conference)  
Daniel Karns (via tele-video conference)  
Paul J. Kremer Jr.  
Ron Lutz  
Greg Such (via tele-video conference)  
Thomas Tomayko  
Dave Weber

**OTHERS PRESENT:**

Manager Autumn Heckathorn  
Solicitor Matt Racunas  
Consulting Engineer Chad Hanley  
Samantha Cobb of HRG  
Facilities Manager Keith Warner

**MEMBERS ABSENT:**

No members were absent.

**VISITORS:**

No visitors were in attendance.

**MINUTES:**

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board of Directors

unanimously approved the May 14, 2020, Regular Meeting Minutes, as amended.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$95,815.44 was presented to the Board of Directors in the form of an Expense by Vendor summary with checks dated June 11, 2020. Manager Autumn Heckathorn reviewed noteworthy bills.

In a motion made by Ed Eckenrode and seconded by Dave Weber, the Western Butler County Authority Board of Directors unanimously approved all of the bills for payment as presented by the Manager in an Expense by Vendor summary with checks dated June 11, 2020.

**REPORT OF THE SECRETARY:**

The Secretary had nothing to report.

**REPORT OF THE COMMITTEES:**

*Personnel Committee*

Evan George obtained his Geographic Information Systems certificate from Penn State University. The Manager proposed that he be awarded a .50 cent raise.

In a motion made by Ed Eckenrode and seconded by Daniel Karns, the Board voted to award Evan George a .50 raise, because he obtained his Geographic Information Systems certificate from Penn State University, in a roll call vote: Ed Eckenrode, Mark Butler, Daniel Karns, Paul Kremer, Greg Such, Thomas Tomayko and Dave Weber voted Yes; Ron Lutz voted No.

*Finance Committee*

The Committee had nothing to report.

*Facilities Maintenance Committee*

The Committee met and information was prepared for distribution to Board members.

*Administrative Review Committee*

The Committee is scheduled to meet.

**REPORT OF THE SOLICITOR:**

The Solicitor spoke about the workshop scheduled after the Board meeting and stressed that it is for the purpose of gathering information only, and that the Board is not permitted to deliberate in anticipation of a vote. Mr. Racunas also reviewed the following report items:

- Reviewed the legal descriptions for the Herman Pump Station.
- Worked on Scenic Ridge-related unfinished items, which included issuing a letter to the developer's attorney regarding alterations made to WBCA's written agreement on the release of the low pressure line.
- Reviewed the maintenance bond for the Jackson Trails development.
- Still awaiting homeowner releases for the Scenic Ridge development.
- Finalizing revisions to current Sewer Service and Construction Agreement, which he expects to have ready for the July Board meeting.

The Manager raised the issue of discussing the Authority's reorganization during the July Board meeting. The Solicitor concurred.

**REPORT OF THE ENGINEER:**

The Engineer highlighted the following report items:

- Mark Smith will meet with the Manager and staff to review final editing for revisions to WBCA's Rules and Regulations.
- The Engineer will meet with the Manager and staff to review the Herman Pump Station Replacement plans. Mr. Hanley requested approval to advertise for construction bids, likely to be opened between the July and August Board meetings.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved HRG to advertise for construction bids on the Herman Pump Station Replacement project.

- Still expecting correspondence from Jackson Township regarding the Perry Highway South Sewer Extension.
- The Administration Building Re-Roof project was bid upon, and the notice to proceed was issued June 10, 2020.
- Hydraulic work associated with the influent sewers on the Harmony Pump Station Upgrade is ongoing. Progress has been made on the electrical upgrades, and force main improvement alternatives are being drafted.

**REPORT OF THE MANAGER:**

ADMINISTRATIVE

- In a motion made by Dave Weber and seconded by Tom Tomayko, the Board unanimously approved to award the bid for the 1995 Kubota mower, as is, to Keith Warner in the amount of \$576.
- The audit final draft has been reviewed; the Manager will have the Accountant review the recommended journal entries. The final draft will be presented to the Board during the July meeting.
- The Manager pulled one of the pick-up trucks from field use because it is rusted through and deemed unsafe. She requested permission to advertise it for bid.

Daniel Karns recommended using Municibid because there are no buyer fees and expands the advertising reach nationally. The Manager brought up Ron Lutz's suggestion to donate it to Harmony Fire Department. The Manager also raised the issue of having the Solicitor review the listing before it is posted to make sure it is clear the WBCA is not responsible for liability, safety, or health issues and that the truck is for parts only.

In a motion made by Ron Lutz and seconded by Dave Weber, the Board unanimously approved to donate the out-of-service vehicle to the Harmony Fire Department.

The Manager then discussed purchasing a replacement vehicle. Used vehicles present issues with bidding requirements, and she recommended purchasing a new truck through the COSTARS program. The price of a new truck is \$37,065 MSRP, but it is \$27,558 through COSTARS.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved to purchase a 2019 Ford F150 single cab 4 x 4 through the COSTARS program at a cost of \$27,558.

- The Manager discussed the Heroes Act, which tracks hazard pay and grand opportunities for payouts. If the act is passed, she would like to apply for a grant.
- In a motion made by Ron Lutz and seconded by Paul Kremer, the Board approved to open an escrow account for the Jeremiah Village development.

### FACILITIES

Ron Lutz requested more information about Mercer Road repairs. The Manager explained that PA American Water bored through the lateral and the main lines when installing a water line. Miller Plumbing made repairs, and when WBCA receives the invoice she will seek reimbursement from PA American Water.

### SEWER SYSTEM REPORT

- **Scenic Ridge:** WBCA received the outstanding releases for homes sold to date relating to

the low pressure line; easement corrections have been made and recorded, but have yet to be received; and the maintenance bond is outstanding. In addition, the current LOC will be held until the maintenance bond is presented, and new taps-in are now allowed.

- **Spring Valley:** Two manholes failed and have been corrected, inspected and passed.
- **Jackson Trails:** WBCA accepted the lines contingent upon receipt of CAD files, Mylar as-built drawings, and recorded easements.

In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved to reduce the Set Aside in Lieu of Performance/Labor & Materials Agreement in the amount of \$30,468.49 reduced to \$0, and replace it with a Maintenance Bond.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved a Set Aside in Lieu of Maintenance Bond in the amount of \$30,468.49, set to expire Dec. 11, 2021.

- Arden Woods set-asides were summarized.
- In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously approved Foxwood Trails Release Request #3 in the amount of \$43,548.64 for gravity line work completed through June 4, 2020.

The Manager also recommended drawing the account down to \$15,000 until the maintenance bond is presented.

In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved Foxwood Trails Release Request #2 in the amount of \$9,200 for the pressure and force main lines.

- Harmony Place: The escrow account is underfunded.
- In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved extending penalty relief through July 2020.

**PAST DUE ACTIVITY**

On June 9, 2020, a total of 40 customers failed to respond to the 30-day past due notification and were mailed notifications of their account status of water shut-off. Only customers on a public water service are included for shut off. Customers with a balance in excess of \$20 are included.

	<b>Zelienople</b>	<b>Jackson</b>	<b>Lancaster</b>	<b>Harmony</b>	<b>Total</b>
<b>April 2020</b>	\$12,455.94	\$3,079.93	\$936.43	\$7,607.92	<b>\$24,080.22</b>
<b>May 2020</b>	\$11,854.12	\$3,575.881	\$696.40	\$6,727.18	<b>\$22,853.58</b>

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

No new business was discussed.

**ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Tom Tomayko, and the June 11, 2020 Regular Meeting adjourned at 7:48 p.m.

Respectfully Submitted,

Nicole Pepper, Recording Secretary  
Western Butler County Authority