

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

Regular Meeting Minutes - October 8, 2020

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Vice Chairman Ed Eckenrode called the October 8, 2020 meeting of the Western Butler County Authority Board of Directors to order at 7:05 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 (via teleconference)
Thomas Tomayko (via teleconference)
Dave Weber

OTHERS PRESENT:

Manager Autumn Crawford
Solicitor Matt Racunas (via teleconference)
Consulting Engineer Chad Hanley
Samantha Schmucker of HRG

MEMBERS ABSENT:

No members were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Dave Weber and seconded by Ron Lutz, the Board voted unanimously to approve the September 10, 2020, Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$101,632.39 was presented to the Board in the form of an Expense by Vendor Summary with checks dated October 8, 2020. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Dan Karns, the Board voted unanimously to approve all of the bills for payment as presented by the Manager in an Expense by Vendor Summary with checks dated October 8, 2020.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee requested a motion to ratify its termination of employee #09-11-2020.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board voted unanimously to ratify the Personnel Committee Termination of Employee #09-11-2020.

A preliminary round of interviews was conducted and the committee planned to hire a new entry-level maintenance utility employee from a final round of interviews scheduled Oct. 21, 2002.

Finance Committee

The Committee requested a motion to transfer funds to pay down the Authority's debt.

In a motion made by Ron Lutz and seconded by Greg Such, the Board voted unanimously to approve the transfer of \$250,000 from the capital fund to pay down the Authority's debt.

The Authority's repository, Northwest, is closing 42 branches, including Zelienople, as a result of the COVID 19 pandemic. The Authority goes to the bank three to five times per week to deposit customer checks and make cash deposits. The nearest open branch will be located in Cranberry Township. The Manager reviewed concerns and options.

Northwest's Express Deposit costs .25 cents per deposit (6 cents per item, \$300 per month). The Manager wants to discuss this option with the Auditor. Northwest DocuSign is acceptable for check signing. The Manager recommended that the Authority continue to use Northwest as its repository, rather than bidding it out in the midst of various projects, and re-evaluate the situation during re-organization in 2021.

Dave Weber asked whether it was possible to renegotiate repository terms. The Manager said she negotiated a reduced price-per-deposit rate from 8 cents to 6 cents.

Facilities Maintenance Committee

The Committee planned a workshop session Oct. 9 for the plant expansion.

The Manager set up a One Drive for Board members and Professional Services to organize information and files.

The Engineer presented an overview of the Harmony facilities project, including the Scholars Run interceptor, pump station, new force main and gravity sanitary sewer lines.

The basis of design is 90% complete. A report will be presented during the November Board meeting.

The Engineer reviewed financing for the project, and the rate recommendation that include a .50 cent increase per year the next four years and a \$1 increase at 10, 20 and 30 years. Construction costs for the project have been refined to \$10.6 million.

The project includes replacement of 7,200 feet of the Scholars Run sanitary sewer line up to the pump station north of Fanker Drive. The old truss pipe is in poor condition and needs to be upsized. It will benefit the overall infrastructure to update and replace the line. Upgrades to the pump station will include structural changes, an electrical building, a new electrical system, and conversion from a dry pit to a wet well/submersible station. The existing force main will stay in place, and can handle average flows. A peak-flow force main will address wet weather event flows and can act as a secondary force main. A new, expanded gravity sewer will handle higher flows.

The Manager said property owners affected by construction will be invited to attend a meeting to get a sense of who is willing and who will require additional meetings.

The Engineer said it will take 18 months for the design and permit phase of the project and an additional 15 to 18 months for construction. The Engineer proposed using the Butler County Infrastructure Bank to fund the project. It loans funds at 1/2 percent. Butler County uses Act 13 Marcellus Shale funds to lend at the same rate they borrow to subsidize the loan and offer a fair interest rate. The maximum is a 10-year term. The Authority would pay for “soft costs” out of capital fund, and the loan would pay for construction costs.

Administrative Review

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- Reviewed and approved final changes made by HRG to the Herman Pump Station project

easements.

- Prepared documents and held discussions relating to the termination of an Authority employee.
- Finalized the Memorandum of Understanding for the Jeremiah Village project. The MOU will require the Developer to deposit an amount equal to ten taps prior to construction.
- Preparing revival agreements for the Authority.
- Researched an issue related to water meter reads for Authority billing.
- Discussed a gas line installed in close proximity to an existing sanitary line with the Manager.

Ron Lutz asked where the gas line was installed. The Manager said it is located in the Foxwood development on Youngblood Road.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- Bids for Herman Pump Station were opened Oct. 6, 2020. The cost estimate was \$2 million, and the total bids came in at \$1.193 million.

The Engineer presented two bids for consideration for the completion of the Herman Pump Station replacement project and requested the Board make a motion to present a notice of intent to award.

In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously voted to approve HRG to issue the notice of intent to award to J.S. Bova Excavating.

- Act 537 Plan update will be addressed in the workshop session Oct. 9, 2020.
- The Foxwood Trails pump station official startup is set for Oct. 19, 2020.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **South High Street:** The Manager is still waiting for Curtis Graf to submit a reimbursement request.
- **Pennsylvania Municipal Retirement System:** A Minimum Municipal Obligation

worksheet was submitted for 2021.

The Manager requested a motion for Resolution 10-2020 for PMRS Pennsylvania Municipal Retirement Plan.

In a motion made by Ed Eckenrode and seconded by Dan Karns, the Board voted unanimously to approve Resolution No. 10-2020.

FACILITIES

- **Administration Roof Project:** A 20-year warranty on the roof was delivered, and a release for final payment was requested.

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board voted unanimously to approve Final Payment Application #3 in the amount of \$3,272.00.

- **Repairs:** Blistering paint was removed and revealed compromised concrete on the walkway between Digester 1 and Aeration Basin 1. The walkway was closed due to structural integrity and safety.

Ron Lutz requested clarification on an item related to manholes.

SYSTEM REPORT

- **Spring Valley:** Working on as-built drawings for Phases 1 & 2.
- **Arden Woods:** Awaiting final approval on as-built drawings for the offsite and Phase 1.
- **Foxwood Trails:** Pump station start-up is scheduled.
- **Buncher:** Phase 3B is ongoing.
- **Meinert:** New HRG design has been approved. Awaiting cost of construction from excavator, bonding, material submitted, and pre-constructing meeting.
- **Seneca Trails:** The offsite portion is complete and passed air testing. Cash in lieu of bonding was posted for the offsite and initial portion of onsite. After construction is complete the bond will be replaced with a maintenance bond. Cash in escrow will be released after a performance, labor and materials bond is posted.
- **Jeremiah Village:** Awaiting Developer's Agreement.

PAST DUE ACTIVITY

On 10/1/2020, a total of 37 customers failed to respond to the 30-day past due notification and

were posted for water shut-off. Payment was due on or before 10/13/2020. 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.

The Authority will resume water shut offs at the end of October 2020.

	Zelienople	Jackson	Lancaster	Harmony	Total
August 2020	\$12,968.56	\$2,954.96	\$1009.45	\$7,579.12	\$24,512.09
September 2020	\$12,103.90	\$3,601.98	\$480.10	\$7,571.98	\$23,758.00

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

- The Manger updated the Board on a meeting with Marion Township Treasurer Mark Gordon regarding their failing lagoon system. Xylem’s Taron filter unit was demonstrated.

The Manager recommended scheduling a finance meeting between the county and Xylem, who is selling the prototype at cost, and determining who is responsible for paying for what portion of the proposed system. The Manager will continue to inform the Board on the progress of this endeavor.

- The Manager updated the Board on discussions with Evans City Water and Sewer Authority regarding the Santypal Farm development. The Manager proposed WBCA owning the collection system, and ECWSA owning the treatment component. The next step is to place action items on the developer.
- The Finance Committee requested a motion to write off the Authority’s bad debt. In 2020, 44 accounts totaling \$2,929.07 were not able to be collected for closed accounts.

In a motion made by Ron Lutz and seconded by Mark Butler, the Board voted unanimously to approve the write-off of the Authority’s bad debt.

- The annual WBCA Christmas party was tentatively scheduled for 6:30 p.m. Dec. 10, 2020, at North Park Lounge, Cranberry Township.

EXECUTIVE SESSION:

The Board went into Executive Session at 8:25 p.m. to discuss personnel and litigation issues and exited at 9:01 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Paul Kremer, and the October 8, 2020 Regular Meeting adjourned at 9:01 p.m.

Respectfully Submitted,

Nicole Pepper, Recording Secretary
Western Butler County Authority