

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

Regular Meeting Minutes – February 8, 2024

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the February 8, 2024 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 (remotely)
Mark Butler
Paul J. Kremer Jr. (entered at 5:03 p.m.)
Ron Lutz
Greg Such
Thomas Tomayko
Dave Weber
Marietta Reeb (entered at 5:05 p.m.)

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Jeff Reis
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Billing Coordinator: Jen Fassinger
Project and Construction Administrator: Jason Mack
Project and Construction Administrator: Dean Berkebile
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

No members were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved the January 11, 2024, Regular Meeting Minutes.

In a motion made by Greg Such and seconded by Ron Lutz, the Board unanimously approved the January 11, 2024 Special Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$145,329.18 (Operating) and \$91,782.42 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated February 8, 2024. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Mark Butler, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated February 8, 2024 in a roll call vote.

The Billing Coordinator reported that some meters in Zelienople Borough have been reading incorrectly. Zelienople is working with WBCA to correct this issue.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee highlighted the following report items:

- In a motion made by Marietta Reeb and seconded by Ron Lutz, the Board unanimously approved a \$.75/hour raise for Evan George because he completed his certificate in public budgeting and finance.

Finance Committee

The Committee had nothing to report.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Committee met to discuss the \$500,000 grant money WBCA received for the Route 19 South/Abbey Woods project. They plan to use most of it for potential increased costs and also build a building.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor continued with collections for one delinquent account.
- WBCA settled with Davey Tree Company for \$8,500 out of court.
- The Solicitor is working to maintain a lien on one of the properties up for Sheriff's Sale.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Route 19 South Service Area Extension:** The Engineer is having a design meeting tomorrow.
- **Harmony Pump Station Upgrade (HPSIIP):** The Engineer is working with the Authority to secure the easement acquisitions. The Engineer plans to have the letters sent out to property owners next week.
- **Water Resource Recovery Facility:** The Engineer plans to have a proposal for preliminary design to the Board before the next board meeting.
- **Administration Building:** The project is out to bid.

- **Woodland Reserve Pump Station:** The project is issued for construction.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- Board members have until May 1, 2024 to submit Statement of Ethics forms.
- **Plant Filter Status Update:** The Manager had the filter stone tested and the report from Veolia will be back next week. It will include a quote for the pump.
- A Special Board Meeting is scheduled for March 28, 2024, at 5 p.m. for the purpose of Bid Award of the Admin Building.
- **RedZone:** The Manager will present a summary of deficiencies found by RedZone Robotics.
- In a motion made by Greg Such and seconded by Marietta Reeb, the Board decided to fund a student manhole design contest for \$2,000 in a roll call vote. NO: Paul Kremer, Mark Butler, Ron Lutz. YES: Ed Eckenrode, Greg Such, Marietta Reeb, Tom Tomayko, Dave Weber. This contest will be available to students in grades 9-12 in Seneca Valley School District.

DEVELOPER PROJECTS

- **Arden Wood:** In a motion made by Dave Weber and seconded by Tom Tomayko, the Board unanimously accepted the Developer's Agreement for 29 single family homes in a roll call vote.

In a motion made by Ron Lutz and seconded by Mark Butler, the Board unanimously accepted the Set Aside Agreement in the amount of \$292,883.80 in lieu of Performance/Labor & Materials Bond in a roll call vote.

WBCA PROJECTS

- **HPSIIP:** The Manager provided a summary of the schedule for the HPSIIP project to the Board. The Town Hall Meeting is on February 29. At the April board meeting, the Board will make a decision to proceed with eminent domain on properties that have not taken action. FAQs about this project are posted on the WBCA website.

- **Admin Building:** The bid was advertised on February 6, 2024, and anticipated bid award is in March. CJL Engineering provided a final energy model summary, which provides an overview of the energy consumption for the building.

PAST DUE ACTIVITY

A total of 52 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 2/20/2024. 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
December, 2023	\$-8,076.81	\$6,585.86	\$2,206.65	\$2,399.48	\$3,115.18
January, 2024	\$31,678.60	\$10,812.04	\$2,124.02	\$2,774.08	\$47,388.74

LABORATORY

- The plant’s average flow for January 2024 was 1.92 MGD. This was normal for the time of year and under WBCA’s limit of an average of 2.2 MGD.

REPORT OF THE PROJECT ADMINISTRATORS:

DEVELOPER PROJECTS

- The Project Administrators have six as-builts in review. They have four preliminary construction drawings in review. The newest one is the Trails at Harmony Junction.

OTHER

- The Project Administrators are working on the Standard Operating Procedures.
- On Wednesday, the Project Administrators will send out easement letters to property owners.

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 Greg Such, and the 2/8/2024 Regular Meeting adjourned at 6:36 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority