

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

Regular Meeting Minutes – May 14, 2020

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the May 14, 2020 meeting of the Western Butler County Authority Board of Directors to order at 7 p.m. via teleconference.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Ed Eckenrode
Daniel Karns (the newly appointed Zelienople Borough representative)
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Thomas Tomayko
Dave Weber

MEMBERS ABSENT:

Mark Butler was absent.

OTHERS PRESENT:

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

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Ed Eckenrode and seconded by Dave Weber, the Board of Directors

unanimously approved the April 9, 2019, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$89,065.35 was presented to the Board of Directors in the form of Expense by Vendor Summary with checks dated May 14, 2020. Manager Autumn Heckathorn reviewed select monthly bills.

The Manager is researching better rates for flood insurance. She also explained that, since updating to LED lighting at the wastewater treatment plant, the monthly electric bill has decreased by an average of \$1,500 per month. Depending on when Zelienople Borough reads the meter, the monthly bill will fluctuate.

In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Western Butler County Authority Board of Directors unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated May 14, 2020.

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 had nothing to report.

Facilities Maintenance Committee

The Committee had nothing to report.

Administrative Review Committee

The Committee reported that a final draft of the updated Rules and Regulations will be presented for the Board's review during the June meeting.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- Worked with the Manager on issues related to the COVID-19 pandemic.

- Progress continues on the land development plan and easement acquisition for the Herman Pump Station project, as well as unfinished items for the Scenic Ridge development.
- Reviewed proposed easement agreements and easement location for the Jackson Trails development. New agreements are required to legally protect existing sanitary lines.
- The Solicitor is awaiting contact with the Scenic Ridge developer's attorney regarding homeowner releases.
- Finalized revisions to an updated Sewage Service and Construction Agreement.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- Worked on updates to WBCA's Rules and Regulations for presentation at the June Board meeting.
- The Department of Environmental Protection granted Water Quality Management and GP-11 (waterways encroachment) permits needed for the Herman Pump Station project, so the Engineer is completing final design items, specifications, and bidding documents. The Engineer said he will be prepared to request permission to advertise for construction during the June Board meeting. Easement agreements and descriptions have been submitted to the Solicitor for review so that the easement agreement can be prepared.
- Work continues on finalizing the Act 537 Plan. A Facilities Committee video conference meeting was scheduled for June 2, 2020.
- Bids were received for the administration building re-roof project from three contractors.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board voted unanimously to bypass the notice of intent to award and proceed with awarding the Administration Building Re-Roofing Project to Slippery Rock Commercial Roofing Contractors in the amount of \$67,690, contingent upon receiving their executed documents, subject to review by the Solicitor and Engineer.

- The Harmony Pump Station upgrade design is progressing.
- The Foxwood Trails pump station construction has begun; the wet well was installed in May.
- The Route 68 Sewer Extension project is on hold. The Manager explained that the developer is pursuing the concept of individually owned grinder pumps, with the plan's Homeowners Association owning and maintaining the low pressure system up to the

gravity manhole in front of J.P. Wallace Towing.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- In a motion made by Ron Lutz and seconded by Paul Kremer, the Board voted unanimously to advertise sale of the wastewater treatment plant's old Kubota Model RC54-G20mower to the highest bidder.
- Evan George earned a post-baccalaureate certificate in geographic information systems from Penn State University, and Ron Lutz recommended that the Personnel Committee discuss giving Mr. George a raise.
- Discussion took place regarding Butler County moving to Yellow Phase on May 15 and how to re-open the administration office to the public. The Manager recommended modifying the lobby hours to 8 a.m. to 4:30 p.m. Tuesdays, Wednesdays, and Thursdays only. Numerous contact and payment options are in place to serve customers.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board voted unanimously to modify public office hours from 8 a.m. to 4:30 p.m. Tuesdays, Wednesdays and Thursdays.

- In a motion made by Dan Karns and seconded by Paul Kremer, the Board unanimously approved to extend the policy of forgoing penalties posted to accounts.
- Discussion took place on resuming in-person Board meetings in June. Paul Kremer suggested finding a different venue that would permit social distancing. The Manager said she would explore options. Ron Lutz and Greg Such said they approved the video-conference model because the meetings are kept brief. Dave Weber asked whether an outdoor location was possible. The Manager said this raised issues of opening the meeting to the public and setting up digital recording.
- The Manager is researching the implementation and cost for purchasing tablets for Board members. The measure would reduce paper costs and enable the Manger to synchronize remote meetings. It would also serve as an incentive for new Board members, having a tablet to use paid for by the Authority as long as they are a Board member.

FACILITIES

- The Manager briefly reviewed work with State Pipe Services and Insight Pipe.
- A variable frequency drive failed at Harmony Junction. It has been replaced, and the drive is back on line.

SEWER SYSTEM REPORT

- The Manager reviewed continuing issues with the Scenic Ridge development in Lancaster Township and its developer, Weaver Homes. The original line of credit expired, and S&T Bank extended it to April 2021, with a current balance of \$27,078. WBCA does not have a record of release request #3 and the “amount of prior releases” on the release request is inaccurate and should be \$170,325. Reduction request #4 for work completed through April 2, 2018 in the amount of \$12,664.35 was not substantiated. The Board did not move to approve the release of funds.
- The final walk through and punch list for Jackson Trails are complete. The Manager received a reduction request in the amount of \$89,105.26, reducing the account to \$30,468.49, the equivalent of the maintenance bond.

In a motion made by Daniel Karns and seconded by Paul Kremer, the Board voted unanimously to approve the Jackson Trails reduction request in the amount of \$89,105.26.

- In a motion made by Dave Weber and seconded by Tom Tomayko, the Board voted unanimously to accept the dedication of Jackson Trail development lines from America First Enterprises, LLP, contingent upon the receipt of Auto-CAD files, Mylar as-built drawings, and recorded easements.
- The final walk through for Arden Woods development offsite is complete.

In a motion made by Paul Kremer and seconded by Tom Tomayko, the Board voted unanimously to reduce the Arden Woods set-aside agreement by \$5,100 in lieu of performance/labor & materials, drawing the balance to \$0.

In a motion made by Daniel Karns and seconded by Greg Such, the Board voted unanimously to accept the Arden Woods set-aside in lieu of maintenance bond in the amount of \$12,554.93 for a term of 18 months, set to expire in Nov. 14, 2021.

- In a motion made by Paul Kremer and seconded by Daniel Karns, the Board unanimously voted to approve the Foxwood Trails development reduction request #1 in the amount of \$60,279.60 from the original amount of \$529,000, leaving a balance of \$468,720.40.
- Buncher Phase 3B is moving forward.
- Work on the Meinert/Lancaster North work was set to begin in May. The HOP has been extended to May 2021.
- A meeting was held in April regarding Morning Glory Farms (Santypal Farm), a potential new development on Pattison Street Extension.

PAST DUE ACTIVITY

On May 4, 2020, a total of 51 customers failed to respond to the 30-day past due notification and were mailed notifications of their account status of water shut-off. (As a result of the COVID-19 pandemic and its subsequent financial impact on the community, the Board voted to forego collection of penalties and terminating connections to public water service. Notification does not include a shut-off date, only that the account is in shut-off status. Penalties are still being posted to the account.) 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.

Greg Such asked how long the accounts have been past due. The Manager clarified that \$8,351.43 is in 31 to 60 days past due; \$4,244.18 is 61 to 90 days past due; \$3092.96 is 91 to 120 past due; and \$8391.65 is 121 days past due. The majority are from accounts in Zelenople Borough, followed by Jackson Township, and then Harmony Borough.

	Zelenople	Jackson	Lancaster	Harmony	Total
March 2020	\$9,748.43	\$2415.51	\$828.99	\$6334.43	\$19,327.36
April 2020	\$12,455.94	\$3079.93	\$936.43	\$7607.92	\$24,080.22

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 8:15 p.m. to discuss the Scenic Ridge development and exited at 8:55 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Paul Kremer, and the May 14, 2020 Regular Meeting adjourned at 8:55 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary
Western Butler County Authority