

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

**Regular Meeting Minutes – January 18, 2023**

**CALL TO ORDER:**

A quorum was reached, and Chairman Thomas Tomayko called the January 18, 2023 meeting of the Western Butler County Authority Board of Directors to order at 5:12 p.m.

**PRESENT ON ROLL CALL:**

The following board members were in attendance:

Ed Eckenrode  
Mark Butler  
Paul J. Kremer Jr.  
Ron Lutz  
Greg Such  
Thomas Tomayko  
Dave Weber

**OTHERS PRESENT:**

Manager: Autumn Crawford  
Solicitor: Rick Monty  
Consulting Engineer: Chad Hanley  
Samantha Schmucker of HRG  
Billing Coordinator: Jen Fassinger  
Facilities Manager: Keith Warner

**MEMBERS ABSENT:**

Marietta Reeb was absent.

**VISITORS:**

No visitors were in attendance.

### **MINUTES:**

In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously approved the December 8, 2022, Regular Meeting Minutes, as amended.

### **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$85,515.46 (Operating) and \$329,397.72 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated January 18, 2023. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated January 18, 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 is waiting for the PLGIT account to be finalized, and then they will transfer \$500,000 from the Operating fund to the PLGIT account.
- **Londonderry and Woodland Reserve Pump Station:** The two developments will be served by a 6-inch, combined force main. WBCA has not heard back from Londonderry Ridge, so the Manager proposed that WBCA initially pay for the casing pipe, at a cost of approximately \$130,000, and assign a special tap district to the Londonderry Ridge project to recover the cost.

- **MIPs Applications:** WBCA received a grant from only one out of three of their Municipal Infrastructure Program (MIP) applications. The Manager would still like to move forward with the Redzone Robotics program using the \$250,000 yearly budget for televising and lining work. Redzone Robotics' quote was \$586,000.

#### *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 made a few modifications to the agreement with Londonderry Ridge and Woodland Reserve for the installation of the force main.
- The Solicitor finalized and sent out the renewal resolutions for the Authority to the four municipalities and the Board, who all have to approve it before it can be filed. Harmony and Jackson have approved it.
- The Solicitor reviewed a proposed easement agreement amendment for the Seneca Valley School District property.
- The Solicitor is working with the Manager and Engineer about financing issues, options, and structure for the administration building and plant upgrade.
- The Solicitor sent out letters of intent to file with the magistrate for customers who had significant past due amounts.

#### **REPORT OF THE ENGINEER:**

The Engineer highlighted the following report items:

- **Seneca Valley Middle School Practice Field:** The Engineer worked on the final easement agreement and submitted corrections.

- **2022 WBCA Annual Report:** The Engineer will be working on the information request and will submit the report soon.
- **Route 19 South Sanitary Sewer Extensions:** WBCA was not awarded the MIPs grant application for this project, but the Engineer submitted an H20 grant application last month. They expect to hear back in March and are moving forward with the planning of the project.
- **Stormwater Management Project:** The MIPs grant application was awarded in the amount of \$368,000.
- **NPDES Permit Renewal:** The Engineer has been working on getting the sampling started to finish the NPDES permit.
- **Harmony Fire Station (424 S. Main Street):** Approval was received for the planning module.
- **Act 537 Plan:** The Engineer received comments from DEP last week and is working on the responses. They are continuing design and permit efforts.
- **Conveyance System Improvements (Rt. 68 crossing at Spruce Street and Rt. 19 crossing at Tollgate School Road):** The Engineer received payment application #2 and sent a recommendation of payment letter to the Board (see the Manager's report).
- **Administration Building:** The Engineer is working on the contract document phase of this project. Ron Lutz asked for the results of the geotechnical investigation report. The Engineer replied that the results were good and were sent to the Architect.
- **Woodland Reserve Pump Station:** The Engineer submitted the water quality management permit in the first week of January.

## **REPORT OF THE MANAGER:**

### ADMINISTRATIVE

- WBCA received their annual safety committee certification from the Department of Labor Industry. The safety certification allows WBCA to receive a 5% discount on workers compensation.
- In a motion made by Greg Such and seconded by Ed Edckenrode, the Board unanimously passed Resolution 01-23 Butler County (CLFRF) Coronavirus Local Fiscal Recovery

Funds for disbursement of grant funds awarded under the county MIP for the WBCA Stormwater Management Project in the amount of \$368,000 in a roll call vote.

- In a motion made by Dave Weber and seconded by Greg Such, the Board unanimously approved the ARPA Subrecipient Agreement between Butler County and WBCA for receipt of CLFRF Funds via the Butler County MIP in a roll call vote.
- The Manager passed out annual ethics forms to the Board and announced the PA Municipal Authorities Association’s annual board member training on March 16, 2023 in Mars, PA for any board members who are interested.

**SYSTEM REPORT**

- **Seneca Trails:** In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously accepted the Set Aside Agreement in lieu of performance and labor and materials bond in the amount of \$357,395.23 in a roll call vote.
- **WBCA Conveyance Project:** In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board agreed to pay the payment application #2 in the amount of \$61,018.50, leaving the remaining balance at \$24,374.92, in a roll call vote.

**PAST DUE ACTIVITY**

A total of 44 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 1/18/2022. 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
November, 2022	\$8,192.31	\$9,375.84	\$901.34	\$9,573.59	\$28,043.10
December, 2022	\$7,559.22	\$4,031.97	\$1,023.80	\$9,555.98	\$22,170.97

**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, Ed Eckenrode motioned to adjourn, seconded by Greg Such, and the 1/18/2023 Regular Meeting adjourned at 6:12 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority