

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

**Regular Meeting Minutes – November 10, 2022**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the November 10, 2022 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  
Daniel Karns  
Paul J. Kremer Jr.  
Ron Lutz  
Greg Such (remotely)  
Thomas Tomayko  
Dave Weber

**OTHERS PRESENT:**

Manager: Autumn Crawford  
Solicitor: Matt Racunas  
Consulting Engineer: Chad Hanley  
Samantha Schmucker of HRG (remotely)  
Recording Secretary: Natalie Hacker (remotely)

**MEMBERS ABSENT:**

Mark Butler was absent.

**VISITORS:**

Mark Duane and Juliane O'Day from Hayes Design Group were in attendance. Hayes Design Group and HRG provided a building progress update for the new **Administration Building** to the Board.

Hayes Design Group presented the building plans to the Board and answered questions board members had regarding the design. One of the changes made from the previous presentation was the rotation of the garage and addition of 2 garage bays (for a total of 5 garage bays). In the design presented, the footprint of the building is about 900 square feet smaller than the previous design.

After the Design Development phase, the total estimated cost for the project is \$8,036,840. If the project stays on schedule, bids will be due in May of 2023 and construction will begin in July of 2023. In the December board meeting, the Board will vote on authorizing HRG and Hayes Design Group to move forward with the Construction Design Phase, which is the last phase before construction.

**MINUTES:**

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved the October 13, 2022, Regular Meeting Minutes, as amended, with Ron Lutz and Tom Tomayko abstaining.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$82,933.84 (Operating) and \$55,011.70 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated November 10, 2022. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode and seconded by Daniel Karns, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated November 10, 2022 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 had nothing to report.

### *Facilities Maintenance Committee*

The Committee had nothing to report.

### *Administrative Review Committee*

The Manager will have an update on life insurance and handbook changes to present to the Committee before the December board meeting.

### **REPORT OF THE SOLICITOR:**

The Solicitor highlighted the following report items:

- The document from the Abbey Woods Development was not correctly signed, so the Solicitor is working on getting it finalized.
- The Solicitor had ongoing discussions with the Engineer regarding the subdivision plans for the storage property. Greg Such asked if the subdivision work will be complete before construction starts on the Administration Building. The Engineer responded that they expect to close on the property in December and the subdivision work will be part of the Construction Design Phase.
- The Board will approve the first resolution for renewing the Authority at tonight's board meeting. Then, the secondary resolutions will go to the communities. After those resolutions are received back, the Solicitor will submit all the resolutions to the Department of State and wait 2-3 weeks for approval.
- The Manager received a Right to Know request from Arthur Hall Insurance.

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

The Engineer highlighted the following report items:

- **Harmony Pump Station:** The planning module was approved. The Engineer is working on getting the water quality management permit submitted.

- **Conveyance System Improvements (Rt. 68 crossing at Spruce Street and Rt. 19 crossing at Tollgate School Road):** The Contractor sent in a payment application. Since it was submitted after the deadline, it will be presented to the Board at the next board meeting. The project is nearly complete.
- **Route 19 South Sanitary Sewer Extensions:** The Engineer is proceeding with the planning module process.
- Ron Lutz asked for an update on the timeline of **Buncher Phase 1A**. The Manager replied that they need to submit a new planning module and go through a planning module update.
- **Londonderry Ridge Pump Station and Woodland Reserve Pump Station:** These two projects are moving ahead.

## REPORT OF THE MANAGER:

### ADMINISTRATIVE

- **Articles of Amendment:** In a motion made by Ron Lutz and seconded by Daniel Karns, the Board unanimously approved the Resolution 11-22 to approve the Authority in a roll call vote.
- **WBCA Benefits Renewal:** In a motion made by Daniel Karns and seconded by Ed Eckenrode, the Board unanimously renewed the existing medical plan with UPMC MCA Gold EPO \$1,250 \$35/50 with a 10% premium increase equaling \$117,552.48, along with covering an amount of \$2,000 per employee toward the deductible/coinsurance/out of pocket max for a total of \$22,000 in a roll call vote. This is effective on December 1, 2022.

In a motion made by Ed Eckenrode and seconded by Daniel Karns, the Board unanimously terminated ancillary benefits including: Lincoln Group Trust (STD and Life 10k), Sun Life (Life 20k), and Careington (discount program) for a total annual premium of \$6,480.60 in a roll call vote. These changes are effective on January 1, 2023.

In a motion made by Greg Such and seconded by Dave Weber, the Board unanimously added a dental plan with Highmark Western Flex F-8W coverage in the amount of \$8,412 in a roll call vote. This is effective on December 1, 2022.

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously decided to self insure life insurance for all employees during their time of employment in the amount of \$30,000 per employee in a roll call vote. This requires a transfer of

\$360,000 to a dedicated account (a PLGIT Term Account). The resolution to transfer money to the PLGIT Term Account will be submitted to the Board for the December board meeting.

- **Office Admin Report (IT):** The Department of Homeland Security has released a grant program for local government with a deadline of November 15, 2022. WBCA is submitting a grant application because of their work with the EPA vulnerability assessment and CISA assessment.
- Daniel Karns asked for an update on the **County MIPs Applications**. The Manager replied that they are still waiting on the award status.

SYSTEM REPORT

- **Buncher Phase 3:** The 18-month term on the maintenance bond is expired. In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously released funds held in escrow in lieu of maintenance bond in the amount of \$11,550 in a roll call vote.

PAST DUE ACTIVITY

A total of 35 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 11/17/2022. 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
September, 2022	\$8,593.58	\$5,620.28	\$1,155.55	\$4,983.85	\$20,353.26
October, 2022	\$9,268.19	\$4,124.33	\$438.05	\$8,837.68	\$22,668.20

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

The Manager will be purchasing iPads/tablets for the board members.

**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 Daniel Karns, and the 11/10/2022 Regular Meeting adjourned at 6:57 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority