

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

Regular Meeting Minutes – February 10, 2022

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the February 10, 2022 meeting of the Western Butler County Authority Board of Directors to order at 7:00 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 (remotely)
Consulting Engineer (HRG): Chad Hanley
Samantha Schmucker of HRG (remotely)
Facilities Manager: Keith Warner
Billing Coordinator: Jen Fassinger
Recording Secretary: Natalie Hacker

MEMBERS ABSENT:

Mark Butler was absent.

VISITORS:

There were no visitors in attendance.

MINUTES:

In a motion made by Dave Weber and seconded by Dan Karns, the Board unanimously approved the January 13, 2022 Reorganization Meeting Minutes.

In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously approved the January 13, 2022 Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$89,868.93 (Operating) and \$6,015.00 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated February 10, 2022. Manager Autumn Crawford answered questions from the board regarding the bills.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved all bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated February 10, 2022.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee conducted the first and second round of interviews for the open laborer position. They plan to offer two candidates a position, while staying in contact with a third candidate for potential future positions.

In a motion made by Tom Tomayko and seconded by Dan Karns, the Board unanimously accepted the first candidate to start immediately at \$20/hour.

In a motion made by Ed Eckenrode and seconded by Dan Karns, the Board unanimously accepted the second candidate to start in April at \$20/hour.

Finance Committee

In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved the transfer of one million dollars, which is 50% of the Operating Fund, from the Operating Fund to the Capital Fund.

Facilities Maintenance Committee

The Facilities Committee met on Tuesday, February 8, 2022 to discuss the design for the Administration Building. Also at the meeting, the sustainability consultant presented sustainability plans to the Committee. Additional planning meetings are ongoing.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor worked with the Manager on an easement issue related to Spring Valley development.
- The Solicitor had a conference call with the Authority's Special Counsel regarding the Charter renewal process and the 537 plan. To proceed with the renewal documents, the Solicitor drafted five resolutions for the Manger to distribute to the respective communities. The Board should also have their resolution before the next board meeting. Each community, along with the Board, must approve their resolution before the renewal can move forward. The Solicitor is hoping to finish the renewal in 60-90 days.
- The Solicitor had ongoing discussions related to the asbestos lawsuit. Dave Weber asked if WBCA had insurance to cover the lawsuit. The Solicitor said no because these claims are usually excluded. However, he is optimistic about keeping costs low.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **2021 WBCA Chapter 94 & Annual Report:** The Engineer is actively working on the Chapter 94 report and the Annual report.

- **Herman Pump Station:** The Engineer is waiting on weather conditions to improve for painting.
- **Act 537 Plan:** A Steering Committee meeting was held on February 2, 2022. Larson Design Group presented their report and answered questions by Committee members. Larson Design Group mostly agreed with the previous 537 Plan, but seven workshop meetings are still planned to work through details and disagreements. For example, Larson Design Group had a question about Peak Flows, so the Engineer gave them more information, and it will be discussed in a workshop meeting.
- **Harmony Pump Station Upgrade:** The Engineer will attend the Zelienople planning commission meeting on February 24, 2022.

Dave Weber asked for an update on Lancaster's position on Harmony Pump Station Upgrade. The Engineer said there was nothing new to report.

- **Zelienople Curve Penndot Coordination:** The Engineer will assist WBCA with the payment to Penndot for replacing three manholes.
- **Conveyance System Improvements:** The Engineer is waiting to move forward until the general permit is approved by DEP.
- **Administration Building:** Biweekly meetings are being held with Hayes Design Group, as discussed in the Facilities Maintenance Committee's report.

Ed Eckenrode asked for an update on the purchase of the storage unit property. The Engineer answered that the subdivision needs to be finished before the sale can close. After the subdivision is complete, the Engineer will do a consolidation plan to get rid of paper streets. The Manager added that the contract is finished.

The Engineer answered further questions the Board members had regarding the Administration Building.

- **Developments:** Ed Eckenrode asked if there were any new developments. The Engineer replied yes; for example, they are having a meeting this week about adding a pump station for a development with 180 homes. The Manager also added WBCA recently received a capacity verification request for 408 EDUs.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Xylem Pump:** The Manager is getting a quote for a larger pump. She was able to find a replacement part for the current pump, but is still looking into getting a second one. The Manager answered questions the Board members had regarding the parts and the proposed pumps, and after discussion, the Board decided to wait for a quote and more information to make a decision.
- **HRG Annual Reports Contract:** In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the 2021 Sewer System Annual Report with time and materials not to exceed \$5,800 and the 2021 Wasteload Management Report (Chapter 94) with time and materials not to exceed \$4,000.

FACILITIES

- **Herman Pump Station:** In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved Payment Application #8 to Bova Construction in the amount of \$34,450.

SEWER SYSTEM REPORT

- **Arden Woods:** In a motion made by Ed Eckenrode and seconded by Dan Karns, the Board unanimously accepted the Maintenance Bond Agreement for phase two in the amount of \$74,667.29.

In a motion made by Dan Karns and seconded by Ron Lutz, the Board unanimously released the remaining set aside funds for phase two in the amount of \$19,646.00.

In a motion made by Ed Eckenrode and seconded by Tom Tomayko, the Board unanimously accepted the Maintenance Bond Agreement for phase three in the amount of \$53,559.54.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously released the remaining set aside funds for phase three in the amount of \$18,491.88.

- Ed Eckenrode asked for an update on **Abbey Woods**. The Manager replied that the NPDES Permit expires in three years, so they wanted to explore abandoning the treatment plant, turning it into a pump station, and connecting to WBCA. The project has been on hold as the Manager is waiting on Jackson Township to get the grant for the Rt. 19 South Corridor.

BILLING AND CUSTOMER

- Zelianople is having trouble with their meters and calculations, which means WBCA and Zelianople readings don't match. Jen Fassinger answered questions the Board members had regarding the Zelianople meter readings.

PAST DUE ACTIVITY

On 02/07/2022, a total of 43 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 02/17/2022. 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.

	Zelianople	Jackson	Lancaster	Harmony	Total
December 2021	\$10,264.98	\$8,989.09	\$1,041.72	\$8,389.30	\$28,685.09
January 2022	\$10,292.20	\$7,500.27	\$1,298.33	\$12,156.20	\$31,247.10

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 8:29 p.m. to discuss Special Counsel and potential litigation and exited at 8:57 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the 02/10/2022 Regular Meeting adjourned at 8:57 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority