

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

Regular Meeting Minutes – February 9, 2023

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the February 9, 2023 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
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Thomas Tomayko
Dave Weber
Marietta Reeb

OTHERS PRESENT:

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

MEMBERS ABSENT:

Mark Butler was absent.

VISITORS:

Daniel Karns was in attendance remotely.

MINUTES:

In a motion made by Greg Such and seconded by Dave Weber, the Board unanimously approved the January 18, 2023 Regular Meeting Minutes, as amended.

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved the January 18, 2023 Special Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$109,107.59 (Operating) and \$17,210.17 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated February 9, 2023. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated February 9, 2023 in a roll call vote.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee highlighted the following report items:

- The Manager is interviewing a candidate for the project administrator position on February 10.

Finance Committee

The Committee highlighted the following report items:

- In a motion made by Ed Eckenrode and seconded by Tom Tomayko, the Board unanimously closed the Certificates of Deposit numbers 2973000751, 2973000769, and 2973000868 held with Northwest Bank for the purpose of depositing those monies with PLGIT in a roll call vote.
- In a motion made by Greg Such and seconded by Ron Lutz, the Board unanimously added the motion to move funds to the PLGIT account to the agenda.

- In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved moving \$500,000 from the Operating account to the PLGIT account in a roll call vote.

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 reviewed and discussed a proposed easement amendment for the property owned by the Seneca Valley School District.
- The Solicitor reviewed the documents for the Butler County ARPA MIP Program and found them to be acceptable.
- The Solicitor initiated a collection complaint against a resident for an unpaid account. The resident became current with the bill, so there's no need to pursue the claim anymore.
- The Solicitor is still waiting on two resolutions to renew the Authority from Zelienople Borough and Lancaster Township.
- The Solicitor continues to work with the Manager and Engineer about financing issues, options, and structure for the Administration Building and plant upgrade.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **2022 WBCA Annual Report:** The Engineer is working with the Manager on this report.
- **Route 19 South Sanitary Sewer Extensions:** The Engineer submitted the sewage facilities planning mailer and is working on the planning module. The Engineer received the first round of comments for the H2O PA grant application and will provide responses. Applications for the next round of BCIB funding are due on March 15.
- **NPDES Permit Renewal:** The Engineer is working with the Manager on the NPDES Permit renewal for the treatment plant.

- **Dollar General Store SR 19 Jackson Township:** The Engineer is reviewing the developer's site plans.
- **Jackson Plaza SR 19 at Little Creek Road:** WBCA received a capacity verification request for 256 EDUs.
- **Wastewater Facilities Planning Act 537 Plan:** The Engineer received comments from DEP in January and sent back their replies. They are hoping to hear back from DEP by February 26.
- **Harmony Pump Station Upgrade:** The Engineer is pushing forward with the water quality management permit and should have it submitted shortly.
- **Administration Building:** The Engineer is working on contract documents and getting local permits. The subdivision of the property was approved, and the Engineer is working with the Solicitor on preparing the deed and getting the final signatures on the subdivision plans.
- **Singer Properties SR68 at I79:** They are moving forward with a NPDES permit submission.
- Dave Weber asked for an update on **Londonderry Ridge Pump Station**. The Manager noted the developer submitted the sewage facilities planning module to DEP. The Manager also noted the next phase involves the Engineer beginning pump station design for the water quality management permit submission; the water quality management permit cannot be submitted until sewage facilities planning is approved by DEP.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- The **CLFRF meeting** was scheduled at the Butler County courthouse on February 9. Both the Manager and the Engineer attended.
- **Red Zone Robotics:** The Manager proposed using Red Zone Robotics to get an overview of WBCA infrastructure and to replace their older CCTV footage. This will help them know which of their pipes are corroded, at full capacity, or need replaced. It will also map all the laterals throughout the system. The Manager would like to purchase their own unit for \$50,000 within the next year to keep the information from Red Zone Robotics up-to-date.

Greg Such asked what happens if WBCA starts using Red Zone Robotics and doesn't like their product or service. The Manager responded that before Red Zone Robotics starts

working, they will provide a sample of their work by mapping one street. Work contracted through Red Zone Robotics would be paid monthly upon acceptance.

Ed Eckenrode asked how long the process will take. The Manager responded that it will take three months. \$125,000 of the total cost will come out of the Operating account and the remainder out of the Capital account.

In a motion made by Ed Eckenrode and seconded by Dave Weber the Board unanimously decided to hire Red Zone Robotics ASAP (Advanced Sewer Assessment Program) for the quote of 221,000 linear feet and 1,300 manholes in the amount of \$585,500 in a roll call vote.

- In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously agreed to deposit cash in escrow, held with the Authority, in the amount of \$155,790 for the purpose of reimbursing Weaver Homes for the additional construction costs for the upsizing of the pressurized force main from a 4” to a 6” pipe in a roll call vote. The upsizing of the pipe benefits the Authority and is intended to service future capacity in Jackson Township, which otherwise would not be feasible for development. The Authority then intends to create a special purpose tap district serving that same watershed to recapture these funds.

PAST DUE ACTIVITY

A total of 31 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 2/21/2023. 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, 2022	\$7,559.22	\$4,031.97	\$1,023.80	\$9,555.98	\$22,170.97
January, 2023	\$6,556.51	\$2,011.89	\$2,330.19	\$6,645.35	\$17,543.90

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, Greg Such motioned to adjourn, seconded by Ron Lutz, and the 2/9/2023 Regular Meeting adjourned at 6:13 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority