

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

Regular Meeting Minutes – March 9, 2023

CALL TO ORDER:

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

OTHERS PRESENT:

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

MEMBERS ABSENT:

No members were absent.

VISITORS:

Dean Berkebile was in attendance. The Manager is considering hiring Dean to assist in training the new construction administrator. The construction administrator position is still open, and all of the potential candidates will need extensive training. He presented his qualifications and introduced himself to the Board.

MINUTES:

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved the February 9, 2023, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$83,936.84 (Operating) and \$51,405.23 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated March 9, 2023. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode 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 March 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 Committee concluded the interviews for the maintenance utility position yesterday and plans to make a job offer to a candidate at \$23/hour with a start date of March 13.

Finance Committee

The Committee highlighted the following report items:

- The balance sheet is high this month because money transfers to the PLGIT account didn't take place before the end of the month.
- The Committee will present a formal reserve policy for the Operating and Capital accounts to the Board next month.

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 assisted the Manager in finalizing documents relating to the Authority's new self-insured life insurance plan.
- The Solicitor revised and commented on the Jackson Point Right of Way agreement. There were some concerns with the language that was provided by the Developer.
- The Solicitor is moving forward with the closing on the storage unit property.
- The Solicitor attended the Lancaster Township meeting to answer questions about the Authority's renewal. The renewal resolution must be completed before September 7, 2023 in order to secure the BCIB loan for the Harmony Pump Station project. The Department of State is about six weeks behind in filing. The Solicitor would like the renewal resolution completed quickly.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **2022 CH 94 Report:** The Engineer is working on the chapter 94 report and will have it submitted by the end of the month.
- **Dairy Farm:** The Engineer had discussions with the Manger about accepting 15,000 gallons of dairy waste per week.
- **WPCP Act 537:** The Act 537 Plan was approved.
- **Route 19 South Service Area Extension:** The Engineer is working on the sewage facilities planning module for submission to DEP. They are also working on a grant application.
- **Harmony Pump Station Upgrade:** The Engineer is continuing to work on the water quality management permit and design.
- **Water Pollution Control Plant Upgrade:** The Engineer started an influent sampling plan to better optimize the new plant design.
- **Administration Building:** The Engineer is applying for BCIB funding (along with the Route 19 project). The deadline for the application is March 15. The Engineer has two meetings with the borough in the next week to discuss a utility pole relocation and a sketch plan review for land development planning.
- **NPDES Permit Renewal:** Sampling is in progress and the Engineer is waiting for it to be done before submitting the permit. The NPDES permit is due in June or July.
- **Creekside Manor:** Dave Weber asked why construction has already started when the Engineer's report states that final approval has not been given. The Manager responded that only the first phase has started construction, even though final approval of a different phase is incomplete. The Engineer will get more details to the Board.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **PMAA Board Member Training:** The Manager, along with Tom Tomayko, Dave Weber, and Marietta Reeb, are attending the PMAA Board Member Training on March 16.

- **Cybersecurity Insurance quoted by Cowbell:** The Manager got a quote from Cowbell for cybersecurity insurance and is also getting a quote from another company. The auditors encouraged WBCA to have more cyber security.

SYSTEM REPORT

- **Route 19 South Project/Abbey Woods:** WBCA is eligible for additional BCIB funding. This would allow WBCA to reimburse themselves for costs already spent on these projects and provide a lower interest rate. The Board decided to rescind the original resolutions made in December and make new resolutions for the additional funding as follows:

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously added a motion to rescind the original resolution for BCIB funding and add a new resolution to the agenda for additional BCIB funding in the amount of \$11.3 million.

In a motion made by Marietta Reeb and seconded by Paul Kremer, the Board unanimously added the motion to rescind the original application for the PA H2O Grant to the agenda.

In a motion made by Ed Eckenrode and seconded by Greg Such, the Board unanimously rescinded the original application for the H2O PA Grant.

In a motion made by Tom Tomayko and seconded by Paul Kremer, the Board unanimously passed Resolution 3-23a authorizing the filing of an application of a PA H2O Grant of \$1.36 million to be used for the Route 19 South Project.

In a motion made by Greg Such and seconded by Dave Weber, the Board unanimously declared official intent to reimburse general funds and short term borrowed funds used for the Route 19 South Project and the Operations Improvement Project with BCIB funds in the amount of \$11,308,000.

In a motion made by Marietta Reeb and seconded by Greg Such, the Board unanimously passed Resolution 3-23b authorizing the filing of an application of BCIB funding of \$11,308,000 to be used for the Route 19 South Project and the Operations Improvement Project.

- **Arden Wood:** In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved the Developer's Agreement for Phases 4, 5, and 6 for 92 EDUs.

- **Seneca Trails:** In a motion made by Ed Eckenrode and seconded by Dave Weber, the Board unanimously released request #1 in the amount of \$120,827.19, leaving \$156,172.81 in escrow. Ron Lutz abstained from the vote.

PAST DUE ACTIVITY

A total of 24 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 3/22/2023. 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
January, 2023	\$6,556.51	\$2,011.89	\$2,330.19	\$6,645.35	\$17,543.90
February, 2023	\$6,145.07	\$1,945.32	\$2,832.72	\$3,609.42	\$14,532.50

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 5:25 p.m. to discuss personnel and exited at 5:31 p.m.

ADJOURNMENT:

As there was no further business to discuss, Greg Such motioned to adjourn, seconded by Ed Eckenrode, and the 3/9/2023 Regular Meeting adjourned at 6:56 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority