

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

**Regular Meeting Minutes – May 9, 2024**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the May 9, 2024 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

**OTHERS PRESENT:**

Manager: Autumn Crawford  
Solicitor: Matt Racunas  
Consulting Engineer: Chad Hanley  
Samantha Schmucker of HRG  
Office Administrator: Evan George  
Project and Construction Administrator: Jason Mack  
Recording Secretary: Natalie Hacker (remotely)

**MEMBERS ABSENT:**

Marietta Reeb was absent.

**VISITORS:**

No visitors were in attendance.

**MINUTES:**

In a motion made by Ed Eckenrode and seconded by Greg Such, the Board unanimously approved the April 11, 2024, Regular Meeting Minutes.

**BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$116,110.63 (Operating) and \$57,820.49 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated May 9, 2024. 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 May 9, 2024, 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:

- Ron Lutz spoke to the Auditor, and there are currently no problems with the audit.

*Facilities Maintenance Committee*

The Committee highlighted the following report items:

- The Manager will determine at the June board meeting whether or not to have the June 26 Facilities Committee meeting.

#### *Administrative Review Committee*

The Committee had nothing to report.

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

The Solicitor highlighted the following report items:

- The Solicitor drafted and filed a civil complaint against a delinquent account.
- The Solicitor continued to have discussions with the Manager and the Engineers regarding the bid awards.
- The Sheriff's Sale for one of the properties has been rescheduled for May 17, and the Solicitor will take the necessary actions to preserve WBCA's lien.

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

The Engineer highlighted the following report items:

- **Route 19 South Service Area Extension:** The Engineers submitted the Chapter 105 and NPDES permits. They anticipate finishing the water quality management permit this month. They also finished the wetland delineation report. They started working on easement exhibits and submitted them to the Manager and Project Administrator.
- **Harmony Pump Station Upgrade:** The Engineers submitted the NPDES permit and then addressed comments. They have been assisting the Authority with easement acquisitions.
- **Water Resource Recovery Facility:** The Engineers had their monthly meeting with Authority staff. The Facilities Committee meeting in June is dependent on the project's progress.
- **Administration Building:** The Engineers had the pre-construction meeting and are now working on coordinating with contractors. They are collecting schedules and submittals. Ed Eckenrode asked when the Engineers expect construction to start. They answered that they expect construction to start this year.

- **CIP and Rate Study:** The Engineers toured all pump stations with the Manager and Project Administrator and anticipate submitting a draft of the Capital Improvement Plan to the Manager by the end of the month.
- **300 Tomlinson Capacity Verification:** The property owner requested to build a 50,000 square foot garage, which would add about 29 EDUs of additional flow.

**REPORT OF THE MANAGER:**

ADMINISTRATIVE

- The Manager did not receive comments from board members on the personal use acknowledgement forms.
- Tom Tomayko is signing the Declaration of Taking Bond.

DEVELOPER PROJECTS

- **Glade Run Farm:** In a motion made by Tom Tomayko and seconded by Paul Kremer, the Board unanimously accepted the Set Aside Agreement in the amount of \$600,766.65 in lieu of performance, labor, and materials.

PAST DUE ACTIVITY

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 5/21/2024. 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
March, 2024	\$17,483.78*	\$9,732.96	-\$1,202.21	\$2,255.57	\$28,270.10
April, 2024	\$8,033.66	\$15,290.39+	-\$1,108.99	\$3,016.68	\$25,231.74

\*Lutheran senior life past due amount due to account error. They are in a payment plan. This was a meter read error from Zelienople Borough.

+Large past due amount is the Grove at Harmony. They cannot be shut off because it is a personal care facility. WBCA received a check for \$8,000 on May 9, which paid a portion of their balance.

- The Manager summarized CBSW issues. While the software is still supported, it is no longer an option for purchase.

## LABORATORY

- The treatment plan was in nitrogen lock, but seems to be coming out of it. Fecal levels were over the limit in April because of the nitrogen lock.
- Average flow for April was 3.5 MGD, which is a violation of the 2.2 MGD limit, due to flooding. The 537 Plan will address these concerns.

## **REPORT OF THE PROJECT ADMINISTRATOR:**

### WBCA PROJECTS

- **Harmony Pump Station Infrastructure Improvement Project (HPSIIP):** The Project Administrator met with Zelenople to discuss road permits and will be meeting with Harmony and Jackson Townships. The Project Administrator received 48 of 60 easements. The electrical design on the pump station was received and the next phase is structural design and stream restoration.
- **Administration Building:** The Project Administrator is getting schedules and submittals from contractors.
- **Water Resource Recovery Facility:** The Project Administrator has monthly meetings to discuss layout and treatment process.

### DEVELOPER PROJECTS

- The Project Administrator has 20 projects, 7 as-builts under review, and 6 preliminary drawings in various stages.
- **Old Dominion:** The initial review did not pass through Butler County conservation district and must be resubmitted.

## **OLD BUSINESS:**

No old business was discussed.

## **NEW BUSINESS:**

- Betty Wilson, a retired WBCA employee, passed away, and the Authority sent flowers.

**EXECUTIVE SESSION:**

The Board went into Executive Session at 5:44 p.m. to discuss litigation and HPSIIP Project Declaration of Taking and exited at 5:58 p.m.

**ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the May 9, 2024 Regular Meeting adjourned at 5:58 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority