

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

Regular Meeting Minutes – June 8, 2023

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the June 8, 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: Matt Racunas (remotely)
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Project and Construction Administrator: Jason Mack
Project and Construction Administrator: Dean Berkebile

MEMBERS ABSENT:

Mark Butler was absent.

VISITORS:

Austin Uram from the Butler Eagle was in attendance.

MINUTES:

In a motion made by Ed Eckenrode and seconded by Greg Such, the Board unanimously approved the May 11, 2023, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$125,618.00 (Operating) and \$130,658.90 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated June 8, 2023. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Marietta Reeb and seconded by Ron Lutz, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated June 8, 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:

- Employees Jason Mack, project and construction administrator, and Justin Hart, licensed in collections, both started this week.
- Jack Scholl passed the operators exam.

Finance Committee

The Committee had nothing to report.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Engineer is waiting on preliminary approval of the facilities plans from Zelianople and is addressing their comments. The Engineer is hoping to go out to bid on the project by the end of the year.

Administrative Review Committee

The Committee highlighted the following report items:

- The Manager distributed the first round of draft revisions of the Rules and Regulations to the Committee.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor continued to work with the Manager and Engineer regarding the property acquisitions for the Harmony Pump Station project.
- The Solicitor had a conference call with the Manger and the developer regarding the Right of Way agreement for the sanitary line for Jackson Point Phase 3.
- The Solicitor added an amendment to the agreement to purchase the storage unit property, and he expects the closing to happen soon.
- The Solicitor followed up with special counsel for Zelianople Borough on the charter renewal and is waiting on an update from them.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Harmony Pump Station Upgrade:** The Engineer has been working with the Solicitor regarding easements and has begun preparing easement exhibits.
- **Conveyance System Improvements:** The Engineer identified remaining items that need completed and sent them to the contractor.
- **Route 19 South Service Area Extension:** The sewage facilities planning module is with the planning commission and is going through the 30-day public comment period, which ends in early July.

- **NPDES Permit Renewal:** The Engineer will have a draft NPDES permit renewal to the Manager shortly.
- **Woodland Reserve:** The project is ready for gravity construction this month and has received sanitary and township approval.
- **Londonderry Ridge:** The Engineer is working on the pump station design.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **RedZone Robotics:** RedZone Robotics has begun manhole inspections this month.

SYSTEM REPORT

- **Route 19 Project:** In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously approved HRG’s proposal for survey, wetland delineation, and easement plat preparation in the amount of the existing survey lump sum of \$22,600 and easement assistance and plat preparation on a time and materials basis of \$6,000 for a total of \$28,600 in a roll call vote. Tom Tomayko abstained because he lives in the community.
- **Seneca Trails:** WBCA received a release request for \$130,990.99. The Manager recommends releasing \$114,622.81 leaving \$41,550 remaining in escrow until such time as a maintenance bond or an approved equal is secured with the Authority.

In a motion made by Ed Eckenrode and seconded by Dave Weber, the Board agreed to release \$114,622.81 in a roll call vote. Ron Lutz abstained because of his relationship with the developer.

- **Seneca Valley School District:** The easement recording has been resolved after a force main relocation.

PAST DUE ACTIVITY

WBCA is exploring options for new billing software.

A total of 58 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 6/14/2023. 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
April, 2023	\$5,199.07	\$3,105.28	\$725.45	\$4,049.00	\$13,078.80
May, 2023	\$3,490.80	\$4,360.24	\$805.23	\$2,471.15	\$11,127.40

REPORT OF THE PROJECT AND CONSTRUCTION ADMINISTRATORS:

- **Benscoter Parcel:** The Project and Construction Administrators were able to connect with the owner. They also reached out to the Glade Run Development, who is interested in allowing them an easement instead of using the Benscoter Parcel.
- **Maintenance Software:** WBCA’s current software requires an update, so it is a good time to look for new software.
- The project management software **Monday.com** was implemented last month, and the Project and Construction Administrators started training on the program.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 5:52 p.m. to discuss personnel and exited at 6:36 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Greg Such, and the June 8, 2023 Regular Meeting adjourned at 6:36 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority