

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

**Regular Meeting Minutes – June 9, 2022**

**CALL TO ORDER:**

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

**OTHERS PRESENT:**

Manager: Autumn Crawford  
Solicitor: Dennis Very  
Consulting Engineer: Chad Hanley  
Samantha Schmucker of HRG  
Office Administrator: Evan George  
Recording Secretary: Natalie Hacker

**MEMBERS ABSENT:**

Mark Butler and Daniel Karns were absent.

**VISITORS:**

David and Evan from NEXT7 IT were in attendance to present their report on CISA's findings and recommendations for improvement from the recent cybersecurity test. They also answered questions board members had regarding the report.

#### **MINUTES:**

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved the May 12, 2022 Regular Meeting Minutes as amended.

#### **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$150,726.18 (Operating) and \$37,648.84 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated June 9, 2022. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated June 9, 2022 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:

- In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved raising the Recording Secretary's pay to \$210.
- In a motion made by Tom Tomayko and seconded by Greg Such, the Board unanimously approved raising the pay of the operator who passed his exams by \$0.50/hour.
- The Board decided to keep the policy that all employees must keep their shirts tucked in.
- WBCA domain emails will be created for all board members before the next board meeting.
- In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously approved a test run of an Employee of the Quarter program for the rest of this year. The winning employee will receive a half day paid time off as a reward.

### ***Finance Committee***

The Committee highlighted the following report items:

- In a motion made by Greg Such and seconded by Ron Lutz, the Board unanimously approved moving \$250,000 to Capital in a roll call vote.

### ***Facilities Maintenance Committee***

The Committee had nothing to report.

### ***Administrative Review Committee***

The Committee highlighted the following report items:

- The Manager will present potential handbook changes, such as outdated policy updates or typo corrections, to the Administrative Review Committee.

## **REPORT OF THE SOLICITOR:**

The Solicitor highlighted the following report items:

- The Solicitor worked with the Manager and Engineer on changes to the MOU for the Abbey Woods Development and revised language based on the Homeowners Association's comments.
- The Solicitor worked with the Manager to address the Right to Know request related to the Act 537 Plan.
- The Solicitor reviewed performance bond language for the Trails at Harmony Junction.
- The Solicitor participated in ongoing discussions with the Manager regarding the Charter renewal and proposed 537 Plan process.
- The Solicitor researched and discussed the approval of the proposed 537 Plan by Lancaster and Zelianople and the community Steering Committee.
- The Solicitor is awaiting comment from the Steering Committee or the Municipalities about approval of the five resolutions for renewing the Authority.

## **REPORT OF THE ENGINEER:**

The Engineer highlighted the following report items:

- **Administration Building:** At 8:00 p.m., board members went outside to discuss the Administration Building. At 8:13 p.m., the board meeting was back in session.

The Engineer provided a Design Development Proposal to the Board. Hayes Design Group's fee is \$141,500 and HRG's fee is \$53,600, bringing the total cost to \$195,100.

After the Design Development Proposal is approved, the Facilities Committee will meet with Hayes Design Group and HRG to discuss the design and layout of the building.

Tom Tomayko asked for the payment and completion schedule. The Engineer answered that it would be about \$30,000-35,000 a month, with a timeframe of roughly six months.

Dave Weber asked if the Engineer thought Hayes Design Group's fee was reasonable for this proposal. The Engineer replied yes because he was already familiar with many of their subcontractors.

In a motion made by Dave Weber and seconded by Greg Such, the Board unanimously accepted HRG's Design Development Proposal for the Administration Building with time and materials not to exceed \$195,100 in a roll call vote.

- **Harmony Pump Station Upgrade:** The planning module was submitted to DEP, and two minor comment emails from DEP were received and answered. The Engineer expects it to be approved by DEP, but acknowledges that the letters of approval might take longer. In the meantime, they are finalizing the water quality management permits for submission once approval is received.
- **537 Plan:** The public comment period is over, and HRG is waiting on adoption from municipalities.
- **Herman Pump Station Replacement:** The Contractor will begin painting next week, and the Engineer is hoping to close the project out in the next month. The Engineer is holding \$5,000 in retainage until the painting is completed.
- **Conveyance System Improvements (Rt. 68 crossing at Spruce Street and Rt. 19 crossing at Tollgate School Road):** The Engineer sent contract documents out but hasn't received them back. The Contractor missed their deadline of 15 days to sign the documents, but the Engineer is still hoping to receive them. HRG will issue the notice to proceed as soon as they do.

## REPORT OF THE MANAGER:

### ADMINISTRATIVE

- The bypass pump was delivered.
- Ron Lutz asked why the Manager **reviewed WBCA Infrastructure with Lancaster Twp Manager and Consultant**. The Manager replied that the township works with a consultant to look at their footprint and make improvements. Lancaster wanted to look at the existing infrastructure of sanitary sewer and asked WBCA to extend the sewer line to Butler Refrigerated Meats. The Manager discussed the possibilities with them.

### FACILITIES

- **Seneca Valley Pump Station:** The Seneca Valley Pump Station has experienced operational issues. As a result, bypass pumping has been required. WBCA is conducting ongoing investigations to determine the cause of the problems.

### SYSTEM REPORT

- **Abbey Woods:** The Manager is still waiting on their response to the MOU.
- **Belsterling Property:** This property is a new development, not previously in WBCA's calculations, which may result in a reinspection fee associated with dye tests.

### PAST DUE ACTIVITY

Ed Eckenrode asked if Zelianople meter reading problems have been corrected. The Manager said no, but added that she worked with the public works director to buy used meters from Zelianople at a discounted rate (about \$45 per meter).

On 06/01/2022, a total of 55 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 06/16/2022. 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
April 2022	\$9,688.33	\$4,951.36	\$805.51	\$4,739.59	\$20,184.79
May 2022	\$8,803.41	\$3,610.00	\$677.94	\$6,289.71	\$19,381.06

### OLD BUSINESS:

No old business was discussed.

**NEW BUSINESS:**

The board meeting time was moved to 5:00 p.m.

**EXECUTIVE SESSION:**

The Board went into Executive Session at 8:43 p.m. to discuss the asbestos lawsuit and exited at 8:48 p.m.

**ADJOURNMENT:**

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Paul Kremer, and the 6/9/2022 Regular Meeting adjourned at 8:48 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority