

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

Regular Meeting Minutes – January 13, 2022

CALL TO ORDER:

A quorum was reached, and Chairman Thomas Tomayko called the January 13, 2022 meeting of the Western Butler County Authority Board of Directors to order at 7:12 p.m.

PRESENT ON ROLL CALL:

The following board members were in attendance:

Ed Eckenrode (remotely)
Mark Butler (remotely)
Daniel Karns
Paul J. Kremer Jr.
Ron Lutz
Greg Such (remotely)
Thomas Tomayko
Dave Weber

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Matt Racunas
Consulting Engineer: Chad Hanley
Recording Secretary: Natalie Hacker

MEMBERS ABSENT:

No members were absent

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved the December 9, 2021, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$88,667.89 (Operating) and \$236,760.39 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated January 13, 2021. Manager Autumn Crawford answered questions board members had regarding the bills.

The Expenses by Vendor Summary (Operating) total was originally \$118,315.64. However, State Pipe Service, Inc. was listed as an operating expense in error. (It was also correctly listed as a capital expense.) Once removed, the Expenses by Vendor Summary (Operating) total came down to \$88,667.89.

In a motion made by Ron Lutz and seconded by Dan Karns, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated January 13, 2021.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Manager reported that there were two people out with COVID-19 in December 2021. They are currently both back to work.

The Manager also reported that there were over 150 applications for the open laborer position. The Committee will bring in 12 applicants for initial interviews.

Finance Committee

The Committee had nothing to report.

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 worked with the Manager on the Set Aside Agreement for the Trails at Harmony Junction.
- The Solicitor had a productive conference call with the Authority's Special Counsel to discuss the Charter renewal and the proposed 537 plan process. Their discussion included specific issues and the history of the 537 plan. The Solicitor and Special Counsel are planning another call to continue discussions and move forward with the review of the Act 537 plan and Charter renewal.

The Solicitor is continuing to work with the Manager and the Engineer on issues regarding the proposed 537 plan and issues raised by the Steering Committee.

Dave Weber asked for the identity of the Special Counsel. The Manager identified Special Counsel as Steve Hahn, the Eastern Solicitor for the Pennsylvania Municipal Authorities Association.

- The Solicitor had additional calls with opposing counsel on the asbestos exposure lawsuit. He is working to get WBCA out of the lawsuit as quickly as possible. He filed the response to the complaint and entered his appearance.

Ron Lutz asked if the client was still alive. The Solicitor answered yes, but not doing well.

- The Solicitor finalized the sales agreement for the storage unit property, but still has to handle the closing. Tom Tomayako asked for the total cost. The Solicitor answered \$225,000.

Ron Lutz asked if the subdivision of the property had to be approved before the closing. The Solicitor answered, yes, it should be.

The Manager asked if they would do the subdivision and consolidation at once. The Engineer answered no because the property is surrounded by paper streets, which makes the subdivision difficult. He will elaborate further in the Engineer's report.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Act 537 Plan:** The Steering Committee had their first meeting. The second meeting is scheduled for Feb. 2, 2022. Steering Committee meetings will occur every other week (the third meeting is scheduled for Feb. 16, 2022).

Larson Design Group has most of the information needed for their review, but still needs the construction cost estimate. Ron Lutz asked when they could expect the evaluation from Larson Design Group. The Manager replied Larson Design Group will present their final conclusion from the review process on Jan. 31, 2022. Also, on Feb. 1, 2022, Larson Design Group, HRG, and WBCA will meet to discuss the review.

- **Herman Pump Station:** The Engineer received a payment application from the General Contractor. However, it was denied for the Jan. 13, 2022 meeting because it wasn't received by the deadline of Wednesday, Jan. 5, 2022.
- **Conveyance System Improvements:** The Engineer reported that the General Permit is going through DEP approval process, and they expect to get a positive response back soon. He will work on writing and finalizing the project manual. After the permit is approved, they will get it out to bid.
- **Administration Building:** The Engineer discussed more details about the subdivision mentioned in the Solicitor's report. Currently, the land is broken up into different sized parcels, separated by paper streets. The Engineer has been working with the architect and surveyors to eliminate setbacks by completing a lot consolidation plan after the subdivision.

There was a kick-off meeting with Hayes Design Group on Dec. 21, 2021 and a programming meeting on Jan. 6, 2022. The programming meeting explained the Authority's requests for the building, and Hayes Design Group will work from those requests. Bi-weekly meetings will follow.

- Dave Weber asked for an update on the **Harmony Pump Station** upgrade. The Engineer said there was nothing new to report. The Engineer and Solicitor discussed the idea of developers submitting permits. However, they have not discussed the subject with DEP. Lancaster and Zelienople Boroughs haven't approved the permit yet.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Act 537:** The HRG Project Authorization contract is a time and materials contract, not to exceed \$15,000. It was made especially for the time spent on the Steering Committee meetings.

In a motion made by Dave Weber and seconded by Paul Kremer, the Board unanimously approved the HRG Project Authorization in the amount of \$15,000.

Dave Weber asked about the Steering Committee meeting schedule. The Manager replied that the Committee would meet every two weeks, starting Feb. 2, 2022. However, in between the Steering Committee meetings, there will be smaller, internal meetings with Larson Design Group. The last Steering Committee meeting will be held on Feb. 30, 2022.

Greg Such asked if alternatives proposed by the Steering Committee could ultimately be included in the 537 Plan. The Manager said yes. For example, the Steering Committee will look at alternatives in process selection, especially those proposed in Larson Design Group’s review. The Engineer said most alternatives have already been considered, evaluated, and discounted by WBCA and HRG.

Dave Weber asked if the alternative of EQ tanks was being evaluated. The Engineer said yes, but it was previously discounted because of problems with location, expense, and size. The Manager and Engineer will ask Larson Design Group to make it part of their review.

Dave Weber asked if Larson Design Group was also looking at Harmony Pump Station. The Manager said no because Harmony Pump Station is a separate planning module.

- **Office Admin Report:** Dan Kerns asked how detailed Houk Consulting would be when inspecting the technical security of Continental Utility Solutions, Inc. (CUSI) and WesBanco. The Manager replied that, after making changes, Houk Consulting is finished with WesBanco and Mission Communications, LLC, but still working with the PLC and CUSI. Houk Consulting has to work through Blue Fin, which is owned by CUSI.

PAST DUE ACTIVITY

On 12/03/2021, a total of 37 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 12/20/2021. 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
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November 2021	\$8,773.39	\$5,158.96	\$1,242.63	\$9,596.66	\$24,771.60
December 2021	\$10,264.98	\$8,989.09	\$1,041.72	\$8,389.30	\$28,685.09

OLD BUSINESS:

In a motion made by Ron Lutz and seconded by Tom Tomayako, the Board unanimously added the motion that all contracts must be before the Board one week prior to the meeting to the agenda.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board voted that all contracts must be before the Board one week prior to the meeting in a roll call vote. **YES:** Daniel Karns, Mark Butler, Dave Weber, Ed Eckenrode, Tom Tomayko, Paul Kremer, Ron Lutz. **NO:** Greg Such. **The motion carried.**

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, Ron Lutz motioned to adjourn, seconded by Dan Kerns, and the 1/13/2022 Regular Meeting adjourned at 8:24 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority