

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

Regular Meeting Minutes – September 12, 2024

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Vice Chairman Ed Eckenrode called the September 12, 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
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Dave Weber
Marietta Reeb

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:

Thomas Tomayko and Mark Butler were absent.

VISITORS:

Authority employees Lisa Bailey and Evan George were in attendance to present new billing software to the Board. Daniel Karns was in attendance remotely.

MINUTES:

In a motion made by Greg Such and seconded by Marietta Reeb, the Board unanimously approved the August 8, 2024, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$99,400.65 (Operating) and \$531,875.09 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated September 12, 2024. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz 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 September 12, 2024 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:

- There are three open positions at the Authority. Two are maintenance positions and one is an assistant project manager position. In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously authorized the Personnel Committee to fill the assistant project manager position.

Finance Committee

The Committee highlighted the following report items:

- The Manager is planning to have a special board meeting for the authorization to award the bid on Abbey Woods pump station. Once the special board meeting is scheduled, the Manger would like to schedule a Finance Committee meeting for the same day.

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 to finalize a personnel matter at the beginning of the month.
- The Solicitor reviewed and revised permanent and temporary easements relating to the Harmony pump station project.
- The Solicitor worked on the land acquisition issue regarding land owned by the Zelenople Harmony Sportsmen's Club.
- The Solicitor denied several Right-to-Know requests due to security concerns.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- The Engineer discussed miscellaneous projects with Authority staff such as the front entry step repairs and emergency work on Walnut Street.
- The Engineer worked with two developments for capacity verifications: Lutheran Senior Life and Valley's Edge.
- **Route 19 South Service Area Extension:** The Engineer received the water quality management permit last week. They have been working on final design items and are hoping to bid the project in October, pending structural design changes. The permit expires in October 2025, so the goal is to have the pump station online before then.
- **Harmony Pump Station Upgrade (HPSIIP):** The Engineer received confirmation from Butler County Conservation District (BCCD) that the NPDES permit is ready for issuance. WBCA is not intending to break ground before December 8, so if a permit is

issued prior, it would need to be renewed, causing an extra fee for WBCA. As a result, BCCD will issue the permit after December 8.

The Engineer received the submerged land license agreement (SLLA) and expects it to be fully executed in a few months. They also anticipate Chapter 105 permits to come through.

The HPSIIP project will need subsurface utility engineering services to provide electromagnetic ground penetrating radar. The Manager received two proposals, one from KCI and one from Trinity Subsurface. The proposal from Trinity Subsurface is cheaper. In a motion made by Dave Weber and seconded by Paul Kremer, the Board unanimously accepted Trinity Subsurface's proposal in the amount of \$80,660.

- **Water Resource Recovery Facility:** The Engineer received confirmation that they will not need to modify the existing Act 537 Planning to switch the treatment design technology from clarification to membranes, so they are moving forward with the design.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Bad Debt:** WBCA had a bankruptcy discharge from the Grove at Harmony, and any past due balances prior to filing of bankruptcy must be written off as bad debt. In a motion made by Marietta Reeb and seconded by Greg Such, the Board unanimously wrote off bad debt in account 3036000 in the amount of \$7,537.30, account 3035900 in the amount of \$98.25, and account 3036110 in the amount of \$98.25 in a roll call vote.
- **Billing Software:** The Manager asked the Board to be ready to vote next month.
- **H.R. 7944:** The Manager met with Mike Kelly's office regarding the Water Systems PFAS Liability Protection Act.
- WBCA had a DEP inspection on September 12, and it went well.
- **Emergency Work:** There was emergency work on Walnut Street performed by Miller Plumbing that cost \$36,000. Video footage indicated a total collapse of a pipe west of the intersection of Walnut Street and Peach Street. They found two lampholes that were broken and backed up with water.

DEVELOPER PROJECTS

- **Frydrych/Berkshire Apartments:** The Manager reported that a lateral conflict was resolved in the design plan. In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously agreed to enter into the Developer’s Agreement for Berkshire Apartments for 48 EDUs in a roll call vote.
- WBCA has three active developer projects: Glade Run, Woodland Reserve, and The Trails at Harmony Junction.

WBCA PROJECTS

- **Administration Building:** In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved Payment Application #3 for VendRick Construction, Inc., in the amount of \$194,175. WBCA and HRG find this request substantiated.

In a motion made by Ed Eckenrode and seconded by Marietta Reeb, the Board unanimously approved Payment Application #2 for McCurley Houston Electric, Inc., in the amount of \$22,886.97. WBCA and HRG find this request substantiated.

The Manager distributed Change Order #2 for Vendrick Construction in the amount of \$4,060 to the Board. This will take care of tree removal.

PAST DUE ACTIVITY

A total of 66 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 09/30/2024. 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
June, 2024	\$5,355.19	\$25,512.70	-\$1,118.97	\$1,645.16	\$31,394.08
August, 2024	\$439.96	\$18,881.32	-\$446.35	\$1,020.18	\$19,895.11

+Large past due amount is the Grove at Harmony

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Administration Building:** The Project Administrator gave an update on construction work to the Board. Waterproofing, garage walls, and site sanitary work will occur this week.

- **Rt. 19 South Extension:** 90% of the drawings have been completed and reviewed. The Project Administrator expects the 12 easements to go out next week.
- **HPSIIP:** The Project Administrator has 56 out of 60 easements.

DEVELOPER PROJECTS

- The Project Administrator has 5 as-builts in review, 2 as-builts completed, 4 preliminary drawings in review, 2 preliminary drawings approved, and 3 ongoing projects.

OLD BUSINESS:

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously ratified the severance agreement.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 6:42 p.m. to discuss property acquisition and exited at 7:03 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Greg Such, and the 09/12/2024 Regular Meeting adjourned at 7:03 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority