

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

Regular Meeting Minutes – October 10, 2024

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Vice Chairman Ed Eckenrode called the October 10, 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 (remotely)
Dave Weber
Marietta Reeb

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Jeff Reese
Consulting Engineer: Chad Hanley
Office Administrator: Evan George
Project and Construction Administrator: Jason Mack
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

Tom Tomayko was absent.

VISITORS:

An unidentified visitor was in attendance remotely.

MINUTES:

In a motion made by Ron Lutz and seconded by Marietta Reeb, the Board unanimously approved the September 12, 2024, Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$86,700.11 (Operating) and \$317,187.55 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated October 10, 2024. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Mark Butler and seconded by Dave Weber, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated October 10, 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:

- The Manager hired employees for two out of the three open positions. She is still looking for an assistant project administrator.
- The Manager distributed medical renewals to the Committee, and they will be voted on in the November board meeting.

Finance Committee

The Committee highlighted the following report items:

- The Committee received reports on the Rate Study and Capital Improvement Plan (CIP), which they will review for the December board meeting.
- The Manager will schedule the next budget meeting.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The next Committee meeting will be on November 20 at 3:00 p.m.

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 a recent court case. The person in question now has a criminal charge of defiant trespass.
- The Solicitor communicated with the Manager on Abbey Woods subdivision and easements. WBCA will be utilizing Dillon Mccandless King Coulter & Graham (DMKC&G) for the project.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Route 19 South Service Area Extension:** The project is out to bid. The Engineer will be opening bids on November 7 and will have the bid review to the Board on that same day. The Engineer hopes to award the bid at the November board meeting.
- **Harmony Pump Station Upgrade:** The Engineer is working with the railroad and will meet with the subsurface utility engineering (SUE) contractor next week. The Engineer needs three more easement acquisitions. The NPDES permit is ready to be issued once a new cycle comes. The Engineer is waiting on the general permit and is hoping to break ground in the spring.
- **Water Resource Recovery Facility:** The Engineer reported having a good meeting with WBCA staff last month. The Engineer is working toward the first cost estimate, which will come in November.
- **Administration Building:** The Engineer has a few pay applications and one change order for the Board (see Manager's report).

- **CIP and Rate Study:** The Engineer reviewed the draft Rate Study with the Finance Committee and will finalize it shortly.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- Two employees went to urgent care/ER from a sickness affecting the respiratory system.
- The WBCA Christmas party is on December 12.
- The Manager reported an emergency situation with the force main and pumps at the Foxwood pump station. The issue is currently resolved and the Manger will provide more information at the next board meeting.
- **Billing Software:** In a motion made by Dave Weber and seconded by Paul Kremer, the Board unanimously accepted the Muni-Link proposal for an implementation cost of \$19,000 and an annual fee of \$18,828 based on the Manager's recommendation.
- In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved Resolution 2024-10 authorizing the acquisition of temporary and permanent easement located at 112 St. Ives Way and filing of the declaration of taking.
- The Special Board meeting scheduled for October 23 is canceled and will be moved to November 7.

DEVELOPER PROJECTS

- **Jackson Village:** In a motion made by Ron Lutz and seconded by Dave Weber, the Board unanimously approved the reduction request in the amount of \$161,285 leaving \$16,128.50 remaining until such time as as-builts are completed and maintenance bond is posted. WBCA finds this request substantiated. WBCA is enforcing the administrative requirement that HRG will do as-builts..
- **Arden Wood:** WBCA does not find the reduction request in the amount of \$11,220 substantiated, as as-built drawings aren't completed and a maintenance bond hasn't been presented.
- **Glade Run Farm:** In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the reduction request in the amount of \$231,277.37 leaving \$369,489.29 remaining. WBCA finds this request substantiated based on work completed.

WBCA PROJECTS

- **HPSIIP:** The Submerged Lands License Agreement was executed on behalf of the Authority and submitted to DEP.
- **WBCA Water Resource Recovery Facility:** The next committee meeting is scheduled for November 20.
- **Rt. 19 South Project/Abbey Woods:** WBCA was awarded \$150,000 in additional grant funding for the project.
- **Admin Building:** In a motion made by Paul Kremer and seconded by Marietta Reeb, the Board unanimously approved Payment Application No. 4 for VendRick Construction, Inc., in the amount of \$394,121.25. WBCA and HRG find this request substantiated and recommend approval.

In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 3 for McCurley Houston Electric, Inc., in the amount of \$52,084.03. WBCA and HRG find this request substantiated and recommend approval.

In a motion made by Marietta Reeb and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 1 for Newman Plumbing, Inc., in the amount of \$65,200.50. WBCA and HRG find this request substantiated and recommend approval.

In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously approved Change Order No. 3 for Vendrick Construction for a time extension of 2 days and lump sum increase in the contract price of \$43,303. WBCA and HRG find this request substantiated and recommend approval.

PAST DUE ACTIVITY

A total of 28 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 10/02/2024. 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
August, 2024	\$439.96	\$18,881.32	-\$446.35	\$1,020.18	\$19,895.11
September, 2024	\$3,615.84	\$4,528.17	\$1,937.96	\$2,826.35	\$12,944.32

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Administration Building:** Last month, contractors put in underground utilities, poured the slab, and laid the garage block. This month, they have erected steel, and plan to have decking on, work on the garage portion and in-floor heat, and put the roof on.
- **Rt. 19 South Extension:** The Project Administrator received one of the easements.
- **HPSIIP:** The Project Administrator is cutting checks for two property owners, which will move the project forward.

DEVELOPER PROJECTS

- The Project Administrator has 3 preliminary designs and 5 as-built drawings in review. Two projects are ready to go: Creekside Manor Ph 3 and Frydrych.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 6:02 p.m. to discuss ROW acquisition and exited at 6:18 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Mark Butler, and the 10/10/2024 Regular Meeting adjourned at 8:18 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority