

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

Regular Meeting Minutes – April 10, 2025

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Vice Chairman Ed Eckenrode called the April 10, 2025 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
Dave Weber
Marietta Reeb

OTHERS PRESENT:

Manager: Autumn Crawford
Solicitor: Matt Racunas
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Project and Construction Administrator: Jason Mack
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

Thomas Tomayko was absent.

VISITORS:

A visitor under the username of D.S. was in attendance remotely and Mr. Ron Snyder was in attendance in person to discuss the Intergovernmental Agreement between WBCA and Evans City pertaining to his parcel of land.

MINUTES:

In a motion made by Greg Such and seconded by Ron Lutz, the Board unanimously approved the March 13, 2025, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$157,572.05 (Operating) and \$766,251.45 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated April 10, 2025. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Greg Such and seconded by Mark Butler, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated April 10, 2025 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 inspector position has been filled, and the new hire is starting on April 21.
- The Manager and Project Administrator held interviews for the assistant project administrator position, but were unsuccessful in finding a suitable candidate.

Finance Committee

The Committee had nothing to report.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Committee rescheduled their meeting for May 7 at 3:30 p.m.

Administrative Review Committee

The Committee highlighted the following report items:

- The Manager distributed the comments on the Rules and Regulations to the Board.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor is working on the Intergovernmental Agreement relating to a small development in Jackson Township.
- The Solicitor held further discussions about the Sales Agreement with Zelienople Sportsmans Club.
- The Solicitor reviewed escrow agreements.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- The Engineer conducted a site visit to look at a vault near Premier Collision that was damaged and will be preparing a project authorization and working with PennDOT.
- The Chapter 94 Report was submitted, and the Engineer distributed hard copies to the Board.
- **Route 19 South Service Area Extension:** The Engineer worked with Authority staff and Special Counsel on easement items. She continued to review submittals and RFIs.
- **Harmony Pump Station Upgrade:** The Engineer is working to get the project out to bid, estimating bid advertisement at the end of April or early May.
- **Water Resource Recovery Facility Upgrade:** The Engineer is attending the next Facilities Committee meeting on May 7 and will have an updated cost estimate and 3D model to present there.
- **Administration Building:** The Engineer had Progress Meeting #11. Five pay applications were received.

- The Engineer reviewed a grease interceptor for a proposed Jersey Mike's Restaurant.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Fund Transfer:** In a motion made by Ron Lutz and seconded by Marietta Reeb, the Board unanimously transferred \$480,000 from the PLGIT account to the Capital account in a roll call vote.
- A routine cleaning was performed on Main Street with the help of State Pipe.

FACILITIES

- **Harmony:** There was a VFD failure, and Wagner came out to the site to make a correction and complete the programming.
- **Seneca:** The transducer issues resurfaced this month, but were addressed.
- **Harmony Junction:** The collections team performed routine maintenance.
- **Herman:** The collections team reorganized the float wires.
- **Foxwood:** Booster Pump #1 was replaced. HRG is monitoring the power dips.

DEVELOPER PROJECTS

- **Seneca Trails:** In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the Developer's Agreement for Phase 3a, consisting of 44 Single Family homes and townhomes in a roll call vote.

WBCA PROJECTS

- **WBCA Water Resource Recovery Facility:** Veolia is the designer of the Membrane Bio Reactor (MBR).
- **Admin Building:** WBCA and HRG recommend payment of Payment Application No. 10 for VendRick Construction, Inc., in the amount of \$221,628.35. In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously approved Payment

Application No. 10 for VendRick Construction, Inc., in the amount of \$221,628.35 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 9 for McCurley Houston Electric, Inc., in the amount of \$83,547.51. In a motion made by Greg Such and seconded by Ron Lutz, the Board unanimously approved Payment Application No. 9 for McCurley Houston Electric, Inc., in the amount of \$83,547.51 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 6 for Central Heating and Plumbing Co., Inc., in the amount of \$13,418.75. In a motion made by Ed Eckenrode and seconded by Marietta Reeb, the Board unanimously approved Payment Application No. 6 for Central Heating and Plumbing Co., Inc., in the amount of \$13,418.75 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 7 for Newman Plumbing, Inc., in the amount of \$9,585.88. In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved Payment Application No. 7 for Newman Plumbing, Inc., in the amount of \$9,585.88 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 4 for Pennsylvania Roofing Systems, Inc., in the amount of \$13,620.70. In a motion made by Marietta Reeb and seconded by Mark Butler, the Board unanimously approved Payment Application No. 4 for Pennsylvania Roofing Systems, Inc., in the amount of \$13,620.70 in a roll call vote.

PAST DUE ACTIVITY

A total of 26 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 4/14/2025. 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
January, 2025	\$4,222.34	\$12,042.20	-\$2,103	\$1,401.44	\$15,563.00
February, 2025	\$248.33	\$1,897.63	-\$254.43	\$611.08	\$2,502.61

LABORATORY

- The Manager has been dealing with odor issues with the digester.

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Administration Building:** The Project Administrator gave an update on construction, which is about 60% complete. The final completion date is October 26. The owner provided items will continue to be added.
- **Rt. 19 South Extension:** The Project Administrator has 8 out of 13 permanent easement agreements and 2 out of 9 temporary easement agreements. The Engineer estimates the project's substantial completion date will be March or April of 2026.
- **Harmony Pump Station Infrastructure Improvement Project (HPSIIP):** The Project Administrator has all the easements necessary.

DEVELOPER PROJECTS

- The Project Administrator has 7 as-builts in review, 3 preliminary drawings in review, and 3 jobs ready for construction.
- The Martin-Parker development has requested capacity.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 6:22 p.m. to discuss ongoing agreements, personnel, and potential litigation, and exited at 7:26 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the 4/10/2025 Regular Meeting adjourned at 7:26 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary

