

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

Regular Meeting Minutes – March 13, 2025

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the March 13, 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
Thomas Tomayko
Dave Weber

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:

Marietta Reeb was absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously approved the February 13, 2025, Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$100,986.65 (Operating) and \$941,775.02 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated March 13, 2025. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated March 13, 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 Manager recommends hiring an additional inspector. In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously agreed to advertise for the position of inspector in a roll call vote.

Finance Committee

The Committee highlighted the following report items:

- The Manager discussed needing a new vehicle with the Board.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Committee will meet on Wednesday, April 30 at 3 p.m.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Intergovernmental Agreement relating to a development in Jackson Township is currently on hold.
- The Solicitor is attending a meeting about the Sales Agreement with Zelianople Sportsmans Club on March 17.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- The Engineer is making progress on the Chapter 94 report, which is due on March 31.
- **Route 19 South Service Area Extension:** The Engineer is working through RFIs and reviewing submittals. She worked with the Authority on easement and land acquisition items.
- **Harmony Pump Station Upgrade:** The Engineer is in the final design phase and has a final bid phase proposal for the Board.
- **Water Resource Recovery Facility:** The Engineer is continuing monthly design meetings with the Authority.
- **Administration Building:** A few board members have already toured the Administration Building. The Manager answered board member concerns about acoustics and soundproofing the offices. The Engineer submitted the final reimbursement request for the stormwater grant.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Fund Transfer:** WBCA received the MIPs grant disbursement in the amount of \$412,267.12, so the Manager recommended reducing the original transfer amount. In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously transferred \$299,263.88 from the PLGIT account to the Capital account in a roll call vote.
- WBCA's Tier II reporting has been completed for chlorine gas.

FACILITIES

- The #3 Effluent pump is down for maintenance. The Manager has ordered new parts, which are 11-12 weeks out.

DEVELOPER PROJECTS

- **Glade Run Farm:** In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously approved Reduction request No. 5 in the amount of \$121,094.54 for work completed, leaving \$14,268.38 remaining until such time as as-builts are completed and a maintenance bond is presented, in a roll call vote.

In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved the Developer's Agreement for Phase 3a for 35 single family homes in a roll call vote.

WBCA PROJECTS

- **HPSIIP:** In a motion made by Greg Such and seconded by Tom Tomayko, the Board unanimously approved the HRG Bid Phase Services in a lump sum of \$28,000 in a roll call vote.
- **Rt. 19 South Project/Abbey Woods:** WBCA and HRG recommend payment of Payment Application No. 1 for W.A. Petrakis, in the amount of \$38,070. In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved Payment Application No. 1 for W.A. Petrakis in the amount of \$38,070 in a roll call vote.
- **Admin Building:** WBCA and HRG recommend payment of Payment Application No. 9 for VendRick Construction, Inc., in the amount of \$395,188.22. In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously approved Payment Application No. 9 for VendRick Construction, Inc., in the amount of \$395,188.22 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 8 for McCurley Houston Electric, Inc., in the amount of \$63,045.28. In a motion made by Tom Tomayko and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 8 for McCurley Houston Electric, Inc., in the amount of \$63,045.28 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 5 for Central Heating and Plumbing Co., Inc., in the amount of \$104,475.64. In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved Payment Application No. 5 for Central Heating and Plumbing Co., Inc., in the amount of \$104,475.64 in a roll call vote.

New Man Plumbing, Inc., has a net change order of -\$10,000. WBCA and HRG recommend payment of Payment Application No. 6 for Newman Plumbing, Inc., in the amount of \$30,714.69. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 6 for Newman Plumbing, Inc., in the amount of \$30,714.69 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 3 for Pennsylvania Roofing Systems, Inc., in the amount of \$3,951.18. In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously approved Payment Application No. 3 for Pennsylvania Roofing Systems, Inc., in the amount of \$3,951.18 in a roll call vote.

PAST DUE ACTIVITY

A total of 65 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 02/18/2025. 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	-\$2,103.00	\$1,401.44	\$15,563.00
February, 2025	\$248.33	\$1,897.63	-\$254.43	\$611.08	\$2,502.61

LABORATORY

- The average flow for this month was 2.07 mgd, which is close to WBCA’s permit of 2.2 mgd.

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Administration Building:** The Project Administrator gave an update on construction to the Board. The building is about 60% complete. Substantial completion will be on June 18 and final completion on August 18.
- **Rt. 19 South Extension:** The Project Administrator is moving forward with eminent domain on two property owners. In a motion made by Ron Lutz and seconded by Dave Weber, the Board unanimously approved Resolution 03-25 authorizing the acquisition of permanent easements and temporary construction easements for the Gallagher and Buncher properties and authorizing filing of declaration of taking and all necessary action for the acquisition thereof in a roll call vote. Tom Tomayko abstained from voting.
- **HPSIIP:** The Project Administrator has collected all 60 easements: he received 57 signed over, he settled with one, he scheduled a board of view with another, and he deposited cash with a third.

DEVELOPER PROJECTS

- The Project Administrator has 2 as-builts in review, 5 preliminary drawings in review, 1 project under construction, and 4 projects that will be ready for construction shortly.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 5:11 p.m. to discuss personnel and exited at 5:21 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Greg Such, and the 03/13/2025 Regular Meeting adjourned at 6:07 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary

