

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

Regular Meeting Minutes – May 8, 2025

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the May 8, 2025 meeting of the Western Butler County Authority Board of Directors to order at 5:02 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
Marietta Reeb (exited the meeting at 6:10 p.m.)

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:

No members were absent.

VISITORS:

Mr. Ron Snyder was in attendance to ask for an update on the Intergovernmental Agreement between WBCA and Evans City pertaining to his parcel of land.

MINUTES:

In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously approved the April 10, 2025, Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$347,735.61 (Operating) and \$513,119.93 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated May 8, 2025. 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 May 8, 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:

- Two open positions have been filled, and the Authority is now fully staffed.

Finance Committee

The Committee had nothing to report.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Committee met yesterday to review the Engineer's current design and probable cost for the new treatment plant. The estimated cost has gone up to \$92.6 million. The Committee was happy with the proposed design and layout of the plant.

Administrative Review Committee

The Committee highlighted the following report items:

- The Committee meeting is rescheduled to June 18 at 3:30 p.m.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Sales Agreement regarding the Zelenople Sportsman's Club has been finalized and will move to phase 2, which is the lot consolidation process.
- The Solicitor distributed the final Intergovernmental Agreement relating to a small development in Jackson Township to the Board for review.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- The Engineer reviewed capacity verification letters and a grease interceptor submittal.
- **Route 19 South Service Area Extension:** The Engineer is continuing to review submittals and work with the contractor. The Engineer also met with a property owner about their easement.
- **Harmony Pump Station Upgrade:** The project was advertised on May 7. The Engineer will present the bids to the Board at the next meeting.
- **Water Resource Recovery Facility:** The Engineer holds monthly meetings with WBCA staff. In the last meeting, they worked on finding ways to reduce the cost of the project.
- **Administration Building:** The Engineer provided cost breakdowns and payment applications from contractors for the Board.
- The Engineer and Manager are working with PennDOT to repair a vault near Premier Collision.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- In a motion made by Dave Weber and seconded by Paul Kremer, the Board unanimously accepted the proposal from SEO Vineyard, a new website provider, for a cost of \$3,000 and \$35/month.
- **Fund Transfer:** In a motion made by Paul Kremer and seconded by Marietta Reeb, the Board unanimously approved a transfer of \$322,000 from the PLGIT account to the Capital account in a roll call vote.
- In a motion made by Ed Eckenrode and seconded by Ron Lutz, the Board unanimously approved the Zelianople Harmony Sportsman Club Agreement of Sale, which has been executed by ZHSC, for the amount of \$76,162.48 in a roll call vote.
- The Board discussed the proposal from Maher Duessel for the preparation and filing of energy tax incentives under the Inflation Reduction Act to claim solar credits in the amount of \$8,500 and decided to postpone voting on the proposal for the time being.
- In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved Resolution 05-25a authorizing the acquisition of temporary and permanent construction easements for parcels on Russell Road in a roll call vote.
- In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved Resolution 05-25b authorizing the acquisition of permanent and temporary construction easements for a parcel on Perry Highway in a roll call vote.
- In a motion made by Ron Lutz and seconded by Mark Butler, the Board unanimously approved Resolution 05-25c authorizing the Manager and Chairman to apply for and execute a highway occupancy permit (HOP) on behalf of WBCA.
- In a motion made by Ed Eckenrode and seconded by Mark Butler, the Board unanimously approved the purchase of a new inspection vehicle, a used 2021 Limited Jeep Cherokee with 25,767 miles from Carshop for \$22,196 pending its availability, or a similar vehicle with a price not to exceed \$25,000, in a roll call vote.
- In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously approved the purchase of a replacement vehicle, a GMC Acadia with tow from StarCars-COSTARS for \$50,875, in a roll call vote. The trade-in value for the current vehicle is \$25,000-\$27,000.

- The Manager discussed the ongoing air header emergency work. A ductile iron air header had pinhole leaks and failed. During excavation, an existing electrical conduit was also damaged, requiring additional emergency electrical work. The Manager expects the cost to be at least \$130,000 and hopes it will be done in a month.

DEVELOPER PROJECTS

- **Seneca Trails:** In a motion made by Ron Lutz and seconded by Mark Butler, the Board unanimously approved the Phase 3b Developer's Agreement for 54 units in a roll call vote.
- **Woodland Reserve:** The Developer posted a performance bond in the amount of \$232,000.

WBCA PROJECTS

- **Rt. 19 South Project/Abbey Woods:** WBCA and HRG recommend payment of Payment Application No. 2 for W. A. Petrakis, in the amount of \$60,750. In a motion made by Dave Weber and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 2 for W. A. Petrakis, in the amount of \$60,750 in a roll call vote.

WBCA was given an additional \$150,000 in County MIPs funding for easement acquisition, design, and construction of sanitary lines. The Manager proposed using the extra funding to bring the sewer the whole way to Route 19. The Board discussed the idea but decided not to vote on it.

- **Administration Building:** WBCA and HRG recommend payment of Payment Application No. 11 for VendRick Construction, Inc., in the amount of \$98,526.65. In a motion made by Ron Lutz and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 11 for VendRick Construction, Inc., in the amount of \$98,526.65 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 10 for McCurley Houston Electric, Inc., in the amount of \$62,052.87. In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 10 for McCurley Houston Electric, Inc., in the amount of \$62,052.87 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 7 for Central Heating and Plumbing Co., Inc., in the amount of \$6,331.75. In a motion made by Tom Tomayko and seconded by Ron Lutz, the Board unanimously approved Payment

Application No. 7 for Central Heating and Plumbing Co., Inc., in the amount of \$6,331.75 in a roll call vote.

PAST DUE ACTIVITY

A total of 55 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 5/19/2025.

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Administration Building:** The Project Administrator gave an update on construction to the Board.
- **Rt. 19 South Extension:** The Project Administrator met with a property owner.
- **Water Resource Recovery Facility:** The Project Administrator will begin working on the lot consolidation plan with Zelenople Harmony Sportsman's Club now that the sales agreement is signed.

DEVELOPER PROJECTS

- The Project Administrator has 3 as-builts in review, 6 preliminary drawings in review, and 2 projects under construction.

OLD BUSINESS:

- Ron Lutz proposed holding a second board meeting every month. The Board discussed options and pros/cons for conducting extra meetings. The Solicitor counseled the Board on the legality of adding extra meetings and advertising.

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, Tom Tomayko motioned to adjourn, seconded by Ron Lutz, and the 5/8/2025 Regular Meeting adjourned at 7:33 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority