

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

**Regular Meeting Minutes – July 10, 2025**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the July 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  
Paul J. Kremer Jr.  
Greg Such  
Thomas Tomayko  
Dave Weber  
Jeff Fyock

**OTHERS PRESENT:**

Manager: Autumn Crawford  
Solicitor: Matt Racunas  
Consulting Engineer: Chad Hanley  
Samantha Schmucker of HRG  
Billing Coordinator: Jen Fassinger  
Project and Construction Administrator: Jason Mack  
Assistant Project Administrator: Ethan Wray

**MEMBERS ABSENT:**

Marietta Reeb and Mark Butler were absent.

**VISITORS:**

Homeowners from Arden Drive were in attendance to discuss a WBCA easement and access road behind their homes.

### **MINUTES:**

In a motion made by Ed Eckenrode and seconded by Greg Such, the Board unanimously approved the June 12, 2025, Regular Meeting Minutes.

### **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$109,140.99 (Operating) and \$801,201.27 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated July 10, 2025. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode 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 July 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:

- Cody Bennett passed the first part of his CDL.

#### ***Finance Committee***

The Committee highlighted the following report items:

- The Committee received the report from the Auditor. The Auditor was pleased with his findings.
- WBCA is in the process of implementing a new billing software, and it is going well. After a problem with the post office, some customers did not receive their bills.

#### ***Facilities Maintenance Committee***

The Committee had nothing to report.

### ***Administrative Review Committee***

The Committee highlighted the following report items:

- The Committee met and discussed all the changes to the Rules and Regulations. The biggest change is that HRG, instead of the Developers, will be handling all the as-built drawings. Several standard forms have also been added to the Rules and Regulations.
- The Committee recommends the reinstatement of a 7-day review period before the Board votes on any contract or agreement.

### **REPORT OF THE SOLICITOR:**

The Solicitor highlighted the following report items:

- The Solicitor drafted a Recording Agreement related to the Intergovernmental Agreement for a small development in Jackson Township. This would require the Developer to record the Intergovernmental Agreement against the property and any subdivisions.
- The Solicitor is continuing to work on the lot consolidation plan with the Engineer.
- The Solicitor has had discussions with the Manager and Engineer regarding bid withdrawals for the Harmony Pump Station project.
- The Solicitor is working on the employment agreement for the Manager.

### **REPORT OF THE ENGINEER:**

The Engineer highlighted the following report items:

- The Engineer had multiple meetings with Authority staff, including one about project tracking on Monday.com.
- **Annual Report:** The Engineer sent the draft of the Annual Report to the Manager.
- **Route 19 South Service Area Extension:** The Engineer held the preconstruction meeting with the Contractor last month.

- **Harmony Pump Station Upgrade (HPSIIP):** The general and electrical low bidders requested their bids to be withdrawn. The Engineer provided new recommendations for bid awards to the Board.
- **Water Resource Recovery Facility Upgrade:** The Engineer is working on preliminary design and anticipates having a draft report to the Authority soon.
- **NPDES Permit Renewal:** The Engineer expects to have the draft permit shortly.
- **Woodland Reserve Residential Development:** WBCA is working with the Developer, and construction is currently delayed.

## REPORT OF THE MANAGER:

### ADMINISTRATIVE

- The Audit will be advertised in the *Butler Eagle* the week of July 14.
- In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously moved \$380,000 from the PLGIT account to the Capital account in a roll call vote.
- In a motion made by Greg Such and seconded by Tom Tomayko, the Board unanimously approved the Intergovernmental Agreement for the Franklin Road Subdivision in a roll call vote.

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved the Agreement to Record the Intergovernmental Agreement for the Franklin Road Subdivision in a roll call vote.

- In a motion made by Ed Eckenrode and seconded by Tom Tomayko, the Board unanimously approved the PennDOT Resolution for a Highway Occupancy Permit (HOP) for general WBCA service area in a roll call vote.
- In a motion made by Ed Eckenrode and seconded by Greg Such, the Board unanimously reinstated the 7-day submission policy for any contract/agreement for WBCA Board approval indicating that the contract/agreement shall be submitted to WBCA staff no less than 7 days in advance of the regularly scheduled board meeting in a roll call vote.

### DEVELOPER PROJECTS

- **The Views at Harmony:** In a motion made by Dave Weber and seconded by Jeff Fyock, the Board unanimously accepted the Developer's Agreement for 158 EDUs.

- **Seneca Trails:** In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved Release Request #2 for Phase 3a for work completed in the amount of \$81,970.52 in a roll call vote.

In a motion made by Tom Tomayko and seconded by Dave Weber, the Board unanimously approved Release Request #1 for Phase 3b for work completed in the amount of \$6,264.50 in a roll call vote.

### WBCA PROJECTS

- **HPSIIP:** In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved the HRG Construction Phase Services for Time and Materials in the amount of \$366,000 for Construction Administration, \$405,000 for RPR (Inspection) Services, and \$68,000 for Project Closeout and Record Drawings in a roll call vote.

In a motion made by Greg Such and seconded by Tom Tomayko, the Board unanimously accepted the general construction bid withdrawal from Hogen's Heroes, Inc. in a roll call vote.

In a motion made by Ed Eckenrode and seconded by Tom Tomayko, the Board unanimously awarded the general construction contract to Knozel Construction Company, Inc., for a lump sum bid amount of \$2,765,000 with the Manager signing on behalf of the Authority in a roll call vote.

In a motion made by Ed Eckenrode and seconded by Greg Such, the Board unanimously accepted the electrical bid withdrawal from Penn-Ohio Electrical Contractors in a roll call vote.

In a motion made by Jeff Fyock and seconded by Greg Such, the Board unanimously awarded the electrical construction contract to McCurley Houston Electric, Inc., for a lump sum bid in the amount of \$1,062,000 with the Manager signing on behalf of the Authority in a roll call vote.

In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously awarded the gravity and force main construction contract to W.A. Petrakis Contracting, LLC for a unit price bid amount of \$6,969,815 with the Manager signing on behalf of the Authority in a roll call vote.

- **Rt. 19 South Project/Abbey Woods:** WBCA and HRG recommend payment of Payment Application No. 2 for McCurley Houston Electric, Inc., in the amount of \$3,855.76. In a motion made by Paul Kremer and seconded by Dave Weber, the Board

unanimously approved Payment Application No. 2 for McCurley Houston Electric, Inc., in the amount of \$3,855.76 in a roll call vote. Tom Tomayko and Jeff Fyock abstained from voting because they live in the project area.

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved the HRG Construction Phase Services for Time and Materials in the amount of \$32,900 for RPR (Inspection) Services and \$13,500 for Record Drawings in a roll call vote. Tom Tomayko and Jeff Fyock abstained from voting because they live in the project area.

- **Admin Building:** WBCA and HRG recommend payment of Payment Application No. 13 for VendRick Construction, Inc., in the amount of \$226,116.15. In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 13 for VendRick Construction, Inc., in the amount of \$226,116.15 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 12 for McCurley Houston Electric, Inc., in the amount of \$39,242.12. In a motion made by Paul Kremer and seconded by Greg Such, the Board unanimously approved Payment Application No. 12 for McCurley Houston Electric, Inc., in the amount of \$39,242.12 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 9 for Central Heating and Plumbing Co., Inc., in the amount of \$62,210.85. In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 9 for Central Heating and Plumbing Co., Inc., in the amount of \$62,210.85 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 6 for Pennsylvania Roofing Systems, Inc., in the amount of \$24,610.05. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 6 for Pennsylvania Roofing Systems, Inc., in the amount of \$24,610.05 in a roll call vote.

### PAST DUE ACTIVITY

A total of 73 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 7/14/2025. 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.

### LABORATORY

- **Fat, Oil, and Grease (FOG):** There were a few violations of WBCA's 100 ppm FOG limit this month for commercial users. WBCA sends the facilities a notice of violation when this happens.

## **REPORT OF THE PROJECT ADMINISTRATOR:**

### WBCA PROJECTS

- **Administration Building:** A progress meeting was held on July 2. The Assistant Project Administrator gave an update on construction to the Board.
- **Rt. 19 South Extension:** The Project Administrator has 12 of 13 easement agreements and 5 of 9 temporary easements.

### DEVELOPER PROJECTS

- The Project Administrator has 6 preliminary drawings under review, 4 phases under construction, and 2 as-builts under review.

### OTHER

- The Project Administrator created forms for purchase orders and partial bond reduction releases and distributed them to the Board.

## **OLD BUSINESS:**

No old business was discussed.

## **NEW BUSINESS:**

- Tom Tomayko nominated Dave Weber for Treasurer. In a motion made by Tom Tomayko and seconded by Ed Eckenrode, the Board unanimously appointed Dave Weber as Treasurer.

Tom Tomayko nominated Jeff Fyock for Assistant Secretary Treasurer. In a motion made by Tom Tomayko and seconded by Ed Eckenrode, the Board unanimously appointed Jeff Fyock as Assistant Secretary Treasurer.

- Jeff Fyock will be on the Finance and Facilities Committees.

**EXECUTIVE SESSION:**

The Board went into Executive Session at 5:20 p.m. to discuss a WBCA easement and access road and exited at 5:45 p.m.

**ADJOURNMENT:**

As there was no further business to discuss, Ed Eckenrode motioned to adjourn, seconded by Tom Tomayko, and the 7/10/2025 Regular Meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority