

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

Regular Meeting Minutes – June 12, 2025

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the June 12, 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 (exited at 6:48 p.m.)
Paul J. Kremer Jr.
Greg Such (entered at 5:09 p.m.)
Thomas Tomayko
Dave Weber
Marietta Reeb

OTHERS PRESENT:

Manager: Autumn Crawford
Consulting Engineer: Chad Hanley
Samantha Schmucker of HRG
Project Administrator: Jason Mack
Assistant Project Administrator: Ethan Wray
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

Mark Butler was absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Ed Eckenrode and seconded by Marietta Reeb, the Board unanimously approved the May 8, 2025, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$122,276.45 (Operating) and \$397,582.30 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated June 12, 2025. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated June 12, 2025 in a roll call vote.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee had nothing to report.

Finance Committee

The Committee highlighted the following report items:

- The Manager reviewed how much WBCA has left to pay each contractor for the Administration Building. The total comes to about \$2.1 million left to pay.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Engineer will provide a schedule of Committee meetings once they enter the final design stage for the plant.

Administrative Review Committee

The Committee highlighted the following report items:

- The Manager distributed the markups of the Rules and Regulations. She also emailed additional standard forms, such as purchase order forms and payment applications, to the Committee. These forms could be added to the Rules and Regulations.
- The next Committee meeting will be held on June 18 at 3:30 p.m.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Manager sent the Intergovernmental Agreement relating to the development in Jackson Township to the Board and has not received comments.
- The Manager and Solicitor are continuing to work on the lot consolidation plan with Zelianople Sportsmen's Club.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- The Engineer met with Authority staff to discuss several projects and tasks such as NPDES permit compliance, whole effluent toxicity (WET) testing, and the blower air piping emergency work.
- **Annual Reports:** The Engineer sent the draft report to the Manager this week.
- **Route 19 South Service Area Extension:** The Engineer has issued two notices to proceed, the first last winter and the second more recently. The first allowed contractors to order materials and the second allowed them to start construction. The Engineer held the pre-construction meeting on June 10 and went on site a few times to meet with a property owner. The Engineer is also working on the sewer extension to Route 19.
- **Harmony Pump Station Upgrade (HPSIIP):** The Engineer received the bid results yesterday and sent an unofficial bid tabulation to the Manager. The Engineer did not provide a formal letter of recommendation yet because they expect two contractors to withdraw their bids. The Engineer expects the total contract price to be \$10.796 million. The Manager and Engineer will have the bids ready for the Board to vote on at the next meeting.

- **Water Resource Recovery Facility (WRRF) Upgrade:** The Engineer held a meeting in May.
- **PennDOT Coordination:** The Engineer submitted the highway occupancy permit (HOP) for the repair of the vault near Premier Custom Paints.
- **Capital Improvement Plan (CIP) and Rate Study:** The CIP is not finalized yet.
- The Engineer provided a contract summary in table format for the Board.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Audit:** The Manager received the audit drafts and, after reviewing them, will have the final versions for the July board meeting.
- **Fund Transfer:** In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously transferred \$250,000 from the Operating fund and \$245,000 from the PLGIT fund to the Capital fund in a roll call vote.
- In a motion made by Greg Such and seconded by Marietta Reeb, the Board unanimously accepted the proposal from Maher Duesssel in the amount of \$8,500 for the preparation and filing of energy tax incentives under the Inflation Reduction Act to claim solar credits in a roll call vote.
- The Board discussed Harmony Borough water meter readings. According to the Water Services Act, the water department is responsible for reading water meters and providing the sewer authority with the information. However, WBCA currently takes on the responsibility for reading the water meters in Harmony Borough. The Board discussed options for moving forward and potential costs/benefits.
- In a motion made by Paul Kremer and seconded by Dave Weber, the Board unanimously approved the Intermunicipal Agreement for the Franklin Road Subdivision contingent upon Ron Synder recording the agreement with the title of each parcel/property in a roll call vote. The Solicitor is going to draft copies of the agreement to go with the title of each parcel.

DEVELOPER PROJECTS

- **Seneca Trails:** In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Release Request #1 for Phase 3 Offsite for work completed in the amount of \$163,189.40 in a roll call vote.

In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved Release Request #1 for Phase 3a for work completed in the amount of \$229,015.63 in a roll call vote.

- **Trails at Harmony Junction:** In a motion made by Paul Kremer and seconded by Tom Tomayko, the Board unanimously approved the Set Aside Agreement for Phase 2 and 3 in the amount of \$510,814.70 in a roll call vote.
- **Glade Run Farm:** Construction inspection is ongoing.

WBCA PROJECTS

- **HPSIIP:** The bid award will be voted on at the next board meeting.
- **Rt. 19 South Project/Abbey Woods:** WBCA and HRG recommend payment of Payment Application No. 1 for McCurley Houston Electric, Inc., in the amount of \$23,548.37. In a motion made by Paul Kremer and seconded by Marietta Reeb, the Board unanimously approved Payment Application No. 1 for McCurley Houston Electric, Inc., in the amount of \$23,548.37 in a roll call vote. Tom Tomayko abstained from voting.
- **Administration Building:** WBCA and HRG recommend payment of Payment Application No. 12 for VendRick Construction, Inc., in the amount of \$183,191.82. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 12 for VendRick Construction, Inc., in the amount of \$183,191.82 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 11 for McCurley Houston Electric, Inc., in the amount of \$45,761.82. In a motion made by Paul Kremer and seconded by Tom Tomayko, the Board unanimously approved Payment Application No. 11 for McCurley Houston Electric, Inc., in the amount of \$45,761.82 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 8 for Central Heating and Plumbing Co., Inc., in the amount of \$3,496. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 8 for Central Heating and Plumbing Co., Inc., in the amount of \$3,496 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 6/16/2025.

LABORATORY

- **NPDES:** The plant failed the whole effluent toxicity (WET) test because of the air header failure and emergency work, which was happening at the same time as the test. They will repeat the WET test starting on June 23.

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Administration Building:** The building is about 75% complete. The exterior finishes are complete and they are moving on to the interior finishes such as painting and tiling.
- **Rt. 19 South Extension:** The Project Administrator has received 11 out of 13 agreements; one was received through eminent domain, and estimated just compensation (EJC) will be given. He has also received 3 out of 9 temporary easement agreements.
- **Water Resource Recovery Facility (WRRF):** The Project Administrator is working on the subdivision and lot consolidation plan for the Zelianople Harmony Sportsmen's Club.

DEVELOPER PROJECTS

- The Project Administrator has 7 preliminary drawings under review, 3 projects under construction, 2 as-builts under review, and 1 project completed.

OTHER

- The plant blowers were hooked up and fully functioning on May 29. The Project Administrator is happy with the emergency work done and the timeline of the project.

OLD BUSINESS:

No old business was discussed.

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, Greg Such motioned to adjourn, seconded by Paul Kremer, and the 6/12/2025 Regular Meeting adjourned at 7:05 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority