

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

**Regular Meeting Minutes – August 14, 2025**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the August 14, 2025 meeting of the Western Butler County Authority Board of Directors to order at 5:01 p.m.

**PRESENT ON ROLL CALL:**

The following board members were in attendance:

Ed Eckenrode  
Mark Butler  
Paul J. Kremer Jr.  
Greg Such  
Thomas Tomayko  
Dave Weber  
Marietta Reeb  
Jeff Fyock

**OTHERS PRESENT:**

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

**MEMBERS ABSENT:**

No members were absent.

### **VISITORS:**

No visitors were in attendance.

### **MINUTES:**

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved the July 10, 2025, Regular Meeting Minutes, as amended.

### **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$128,727.69 (Operating) and \$505,568.89 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated August 14, 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 August 14, 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 had nothing to report.

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

The Committee had nothing to report.

### *Administrative Review Committee*

The Committee highlighted the following report items:

- The Committee asked the Board for approval of the Rules and Regulations.

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

The Solicitor highlighted the following report items:

- The Solicitor worked on a Recording Agreement for the Intergovernmental Agreement relating to a small development in Jackson Township.
- The Solicitor had continued discussions relating to the lot consolidation plan for Zelienople Sportsmans Club.
- The Solicitor is working on the draft of the employment agreement for the Manager.

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

The Engineer highlighted the following report items:

- **Harmony Pump Station Infrastructure Improvements Project (HPSIIP):** The Engineer had the preconstruction meeting and is reviewing submittals.
- **National Pollutant Discharge Elimination System (NPDES) Permit Renewal:** The Engineer submitted the renewal application in 2023 and recently received the draft permit from the Department of Environmental Protection (DEP). The Engineer reviewed the draft permit and met with DEP. It was advertised on August 8.

### **REPORT OF THE MANAGER:**

#### ADMINISTRATIVE

- **Fund Transfer:** In a motion made by Ed Eckenrode and seconded by Jeff Fyock, the Board unanimously transferred \$357,000 from the PLGIT account to the Capital account in a roll call vote.
- The Manager had a meeting regarding Harmony Borough water meter readings. Harmony Borough plans to take over the water meter readings for the Views of Harmony development once the development is online. The Manager recommends that WBCA

does not charge an additional fee for future water meter readings above and beyond what they are already charging.

- In a motion made by Dave Weber and seconded by Marietta Reeb, the Board unanimously approved the updated Rules and Regulations in a roll call vote. The updated Rules and Regulations will apply to any Developer's Agreement signed at the September board meeting and moving forward.

### DEVELOPER PROJECTS

- **Glade Run:** In a motion made by Greg Such and seconded by Mark Butler, the Board unanimously approved Release Request #1 for Phase 3a in the amount of \$359,695 leaving \$35,969.50 remaining in a roll call vote.

In a motion made by Marietta Reeb and seconded by Greg Such, the Board unanimously approved the Developer's Agreement for Phase 3b for 52 single family homes and 19 townhomes in a roll call vote.

In a motion made by Ed Eckenrode and seconded by Tom Tomayko, the Board unanimously approved the Set Aside agreement for Phase 3b in the amount of \$432,496.08 in lieu of Performance, Labor, and Materials bond in a roll call vote.

- **The Views at Harmony:** The Developer is working through a design issue.

### WBCA PROJECTS

- **Route 19 South/Abbey Woods:** WBCA and HRG recommend payment of Payment Application No. 3 for W.A. Petrakis in the amount of \$7,650. In a motion made by Paul Kremer and seconded by Dave Weber, the Board unanimously approved Payment Application No. 3 for W.A. Petrakis in the amount of \$7,650 in a roll call vote. Tom Tomayko and Jeff Fyock abstained from voting because they live in the project area.

WBCA and HRG recommend payment of Payment Application No. 3 for McCurley Houston Electric, Inc., in the amount of \$3,429.70. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 3 for McCurley Houston Electric, Inc., in the amount of \$3,429.70 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. 14 for VendRick Construction, Inc., in the amount of \$193,939.65. In a motion made by Jeff Fyock and seconded by Paul Kremer, the Board unanimously approved Payment

Application No. 14 for VendRick Construction, Inc., in the amount of \$193,939.65 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 13 for McCurley Houston Electric, Inc., in the amount of \$45,583.34. In a motion made by Marietta Reeb and seconded by Mark Butler, the Board unanimously approved Payment Application No. 13 for McCurley Houston Electric, Inc., in the amount of \$45,583.34 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 10 for Central Heating and Plumbing Co., Inc., in the amount of \$16,288.89. In a motion made by Marietta Reeb and seconded by Tom Tomayko, the Board unanimously approved Payment Application No. 10 for Central Heating and Plumbing Co., Inc., in the amount of \$16,288.89 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 7 for Pennsylvania Roofing Systems, Inc., in the amount of \$5,808.97. In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 7 for Pennsylvania Roofing Systems, Inc., in the amount of \$5,808.97 in a roll call vote.

#### PAST DUE ACTIVITY

A total of 69 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 8/11/2025. 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.

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

##### WBCA PROJECTS

- **Administration Building:** The Project Administrator gave an update on construction to the Board. The administration building is approximately 80% complete. The Project Administrator also distributed the total costs of change orders to the Board. The Manager is planning an open house for the new building in October.
- **Rt. 19 South Extension:** The Contractor is currently working on the force main.
- **Water Resource Recovery Facility (WRRF):** The Project Administrator is working with Zelienople Harmony Sportsman's Club on the lot consolidation plan.

##### DEVELOPER PROJECTS

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

**OLD BUSINESS:**

- The Manager will reach out to the landscaping company about the ruts in an easement road behind Arden Drive.

**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, Ed Eckenrode motioned to adjourn, seconded by Greg Such, and the 8/14/2025 Regular Meeting adjourned at 6:13 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary  
Western Butler County Authority