

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

Regular Meeting Minutes – October 9, 2025

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the October 9, 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.
Thomas Tomayko
Dave Weber
Marietta Reeb
Jeff Fyock

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:

Greg Such and Mark Butler were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Jeff Fyock and seconded by Ed Eckenrode, the Board unanimously approved the September 11, 2025, Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$153,463.85 (Operating) and \$834,313.63 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated October 9, 2025. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode and seconded by Marietta Reeb, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated October 9, 2025 in a roll call vote.

REPORT OF THE SECRETARY:

The Assistant Secretary Treasurer had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee highlighted the following report items:

- Lisa Bailey completed a certificate in watershed management with a 4.0 GPA.
- The Manager received the preliminary insurance reports back from UPMC and is looking at an 8% increase for their EPO plan.

Finance Committee

The Committee highlighted the following report items:

- The Committee scheduled a meeting for November 13 at 4:00 p.m. to go over the budget.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The Committee scheduled a meeting for November 19 at 4:00 p.m.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor worked with the Manager on the lot consolidation plan for Zelenople-Harmony Sportsman's Club and will have the resolution prepared for the Board at the next board meeting.
- The Solicitor filed a lien satisfaction for a delinquent account that has been paid.
- The Solicitor is continuing to work on a contract for the Manager's job position.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- **Rt. 19 South Service Area Extension:** The General Contractor finished the line work.
- **Harmony Pump Station Upgrade (HPSIIP):** The Engineer had a progress meeting and is reviewing submittals. The Engineer expects construction on the line work to start in November or December and construction on the pump station to start in the spring. The Board discussed public relations for the project.
- **Water Resource Recovery Facility (WRRF) Upgrade:** The Engineer is working on preliminary design. She will have a draft of the preliminary design to the Manager by the end of October and present it to the Finance Committee in November.
- **Administration Building:** The Engineer performed a walk-through of the building.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **BCIB Loan Payment:** In a motion made by Ed Eckenrode and seconded by Jeff Fyock, the Board unanimously transferred \$2,275,962.80 from the PLGIT account to the Operating account to make the annual loan payment in a roll call vote.
- **H2O Grant:** WBCA submitted their H2O Grant request. The Manager expects to receive funds soon.
- **Fund Transfer:** In a motion made by Marietta Reeb and seconded by Paul Kremer, the Board unanimously transferred \$775,000 from the PLGIT account to the Capital account in a roll call vote.
- The open house for the new Administration Building will be on October 29 from 4-6 p.m.

DEVELOPER PROJECTS

- The Manager informed the Board of a potential development in Lancaster Township and discussed how the development might be able to get sanitary sewer. They are in the beginning stages and haven't made a formal capacity request yet.
- The Manager discussed extending WBCA's sewers up to Butler Refrigerated Meats. She estimated it would cost the Authority \$1,000,000.
- **Glade Run Farm:** In a motion made by Ed Eckenrode and seconded by Dave Weber, the Board unanimously released \$14,268.38 as maintenance bond is presented in the amount of \$81,922.73, expiring on 3/11/27, in a roll call vote.

In a motion made by Jeff Fyock and seconded by Marietta Reeb, the Board unanimously released \$10,000 as maintenance bond is presented in the amount of \$53,954.25, expiring on 3/11/27, in a roll call vote.

WBCA PROJECTS

- **Rt. 19 South:** WBCA and HRG recommend payment of Payment Application No. 5 to W.A. Petrakis in the amount of \$299,326.26. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 5 to W.A. Petrakis in the amount of \$299,326.26 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. 4 to McCurley Houston Electric, in the amount of \$1,467.45. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 4

to McCurley Houston Electric in the amount of \$1,467.45 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. 5 to McCurley Houston Electric in the amount of \$3,861.66. In a motion made by Paul Kremer and seconded by Dave Weber, the Board unanimously approved Payment Application No. 5 to McCurley Houston Electric in the amount of \$3,861.66 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. 16 to VendRick Construction, Inc., in the amount of \$133,397.73. In a motion made by Paul Kremer and seconded by Tom Tomayko, the Board unanimously approved Payment Application No. 16 to VendRick Construction, Inc., in the amount of \$133,397.73 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 15 to McCurley Houston Electric, Inc., in the amount of \$6,369.75. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 15 to McCurley Houston Electric, Inc., in the amount of \$6,369.75 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 12 to Central Heating and Plumbing Co., Inc., in the amount of \$4,347.68. In a motion made by Jeff Fyock and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 12 to Central Heating and Plumbing Co., Inc., in the amount of \$4,347.68 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 8 to Newman Plumbing, Inc., in the amount of \$38,241.90. In a motion made by Marietta Reeb and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 8 to Newman Plumbing, Inc., in the amount of \$38,241.90 in a roll call vote.

WBCA and HRG recommend payment of Payment Application No. 9 to Pennsylvania Roofing Systems, Inc., in the amount of \$165,549.87. In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 9 to Pennsylvania Roofing Systems, Inc., in the amount of \$165,549.87 in a roll call vote.

PAST DUE ACTIVITY

A total of 56 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 10/14/2025. 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

- The Manager discussed WBCA's chlorine violation in August due to low flows and the drought condition that month. The Manager had a meeting with DEP regarding the violation.

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Admin Building:** The Project Administrator added the additional owner provided items of IT networking and workstations.
- **Rt. 19 South Extension:** The force main is complete and construction on the pump station will begin in November. The Project Administrator is obtaining an appraisal for one of the properties.
- **WRRF:** The next step for the project involves lot subdivision and consolidation with the Zelienople-Harmony Sportsman's Club. Members of the Club signed the subdivision and lot consolidation agreement. The Project Administrator will have a resolution for the next board meeting.

OTHER

- The Project Administrator has 6 preliminary drawings under review, 4 developments under construction, and 2 as-built plans under review.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

- The Manager discussed the possibility of WBCA acquiring certain sewer lines in Zelienople Borough because of a negotiated ordinance in their charter. The Finance Committee will develop a financial plan for this and discuss adding a fee for Zelienople customers. The Manager expects to see the draft of the ordinance and have a resolution for the Board soon.

EXECUTIVE SESSION:

The Board went into Executive Session at 6:51 p.m. to discuss litigation and exited at 6:56 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ed Eckenrode motioned to adjourn, seconded by Dave Weber, and the 10/9/2025 Regular Meeting adjourned at 6:56 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority