

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

Regular Meeting Minutes – December 11, 2025

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the December 11, 2025 meeting of the Western Butler County Authority Board of Directors to order at 3:40 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
Office Administrator: Evan George
Project and Construction Administrator: Jason Mack
Recording Secretary: Natalie Hacker (remotely)

MEMBERS ABSENT:

No members were absent.

VISITORS:

No visitors were in attendance.

MINUTES:

In a motion made by Jeff Fyock and seconded by Paul Kremer, the Board unanimously approved the November 13, 2025, Regular Meeting Minutes.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$88,445.85 (Operating) and \$511,471.48 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated December 11, 2025. Manager Autumn Crawford answered questions that board members had regarding the bills.

In a motion made by Greg Such and seconded by Ed Eckenrode, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated December 11, 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:

- In a motion made by Ed Eckenrode, and seconded by Jeff Fyock, the Board unanimously accepted the 2026 Budget.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- Greg Such gave the Board an update on the plan for the Water Resource Recovery Facility (WRRF) Upgrade. The completion goal for the project is 2030. The Engineer and Solicitor provided information about PENNVEST funding. The Manager and Engineer also discussed the permits needed for the project.

Administrative Review Committee

The Committee had nothing to report.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- The Solicitor is continuing to work on the lot consolidation plan for Zelianople-Harmony Sportsmen's Club and a contract for the Manager's position.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- The Engineer reviewed plans for AutoZone and provided a summary of costs to Authority staff.
- **Rt. 19 South Service Area Extension:** The Engineer had a progress meeting.
- **Harmony Pump Station Upgrade (HPSIIP):** The Engineer had a progress meeting. The Engineer has not received a schedule from the Contractors, but anticipates construction starting in 2026. The Engineer has an upcoming meeting with W.A. Petrakis.
- **Water Resource Recovery Facility (WRRF) Upgrade:** The Engineer is refining the preliminary design report and incorporating comments from the Facilities Committee. They will have a proposal for final design shortly.
- **National Pollutant Discharge Elimination System (NPDES) Permit Renewal:** The Engineer sent a comment letter to the Department of Environmental Protection (DEP) regarding the second draft they provided. The Engineer anticipates WBCA getting their new permit in January.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **ARPA Grant:** WBCA received \$500,000 from the ARPA H2O Grant.
- **Fund Transfer:** In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously transferred \$250,000 from the Operating account to the Capital account in a roll call vote.
- The Reorganization Meeting is scheduled for January 8 at 5:00 p.m.
- WBCA is closing N. Oliver Ave from the intersection at W. New Castle St. to First St. for construction due to a backup in a sewer line.

FACILITIES

- The internal drive to pump VFD #2 at the main plant has failed and the Manager discussed replacing it.

DEVELOPER PROJECTS

- **Seneca Trails:** In a motion made by Ed Eckenrode and seconded by Tom Tomayko, the Board unanimously approved the Developer's Agreement for Phase 4a, for 68 EDUs (19 single family homes and 49 townhomes), in a roll call vote.

In a motion made by Dave Weber and seconded by Marietta Reeb, the Board unanimously approved the Developer's Agreement for Phase 4b, for 40 EDUs (all single family homes), in a roll call vote.

WBCA PROJECTS

- **Rt. 19 South Project/Abbey Woods:** WBCA and HRG recommend payment of Payment Application No. 7 for W.A. Petrakis in the amount of \$295,847.34. In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 7 for W.A. Petrakis in the amount of \$295,847.34 in a roll call vote. Tom Tomayko and Jeff Fyock abstained because they live in the project area.

WBCA and HRG recommend payment of Payment Application No. 7 for McCurley Houston Electric, Inc., in the amount of \$17,278.20. In a motion made by Paul Kremer and seconded by Greg Such, the Board unanimously approved Payment Application No.

16 for McCurley Houston Electric, Inc., in the amount of \$17,278.20 in a roll call vote. Tom Tomayko and Jeff Fyock abstained because they live in the project area.

- **Admin Building:** In a motion made by Marietta Reeb and seconded by Jeff Fyock, the Board unanimously withheld the Payment Application No. 17 for VendRick Construction, Inc., in the amount of \$155,136.81 in a roll call vote.

In a motion made by Tom Tomayko and seconded by Marietta Reeb, the Board unanimously withheld Payment Application No. 16 for McCurley Houston Electric, Inc., in the amount of \$30,068.55 in a roll call vote.

In a motion made by Greg Such and seconded by Tom Tomayko, the Board unanimously withheld Payment Application No. 9 for Newman Plumbing, Inc., in the amount of \$30,201.60 in a roll call vote.

In a motion made by Jeff and seconded by Ed, the Board unanimously withheld Payment Application No. 11 for Pennsylvania Roofing Systems, Inc., in the amount of \$66,677.49 in a roll call vote.

PAST DUE ACTIVITY

A total of 54 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 12/15/2025. 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 process for dealing with radioactive material.

REPORT OF THE PROJECT ADMINISTRATOR:

WBCA PROJECTS

- **Admin Building:** The Project Administrator is working through close out documents, punch lists, O&Ms, and warranties.
- **Route 19 South:** The line work and force main are completed. The Project Administrator generated a punch list for the Contractor.

DEVELOPER PROJECTS

- The Project Administrator has 9 preliminary drawings under review, 3 phases of developments under construction, and 2 as-built drawings under review.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 3:50 p.m. to discuss the budget and exited at 4:02 p.m.

ADJOURNMENT:

As there was no further business to discuss, Greg Such motioned to adjourn, seconded by Jeff Fyock, and the 12/11/2025 Regular Meeting adjourned at 4:54 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority