

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

Regular Meeting Minutes – November 13, 2025

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the November 13, 2025 meeting of the Western Butler County Authority Board of Directors to order at 5:06 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
Marietta Reeb
Jeff Fyock

OTHERS PRESENT:

Manager: Autumn Kobe
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:

Dave Weber was 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 October 9, 2025, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$122,495.72 (Operating) and \$3,088,362.86 (Capital) was presented to the Board in the form of Expense by Vendor summaries with checks dated November 13, 2025. Manager Autumn Kobe answered questions that board members had regarding the bills.

In a motion made by Mark Butler and seconded by Tom Tomayko, the Board unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated November 13, 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 Committee proposed a draft budget and will distribute it to the Board to be voted on at the December board meeting.

Facilities Maintenance Committee

The Committee highlighted the following report items:

- The next Committee meeting is Wednesday, 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 drafted the proposed resolution for the lot consolidation plan for Zelenople-Harmony Sportsman's Club.
- The Solicitor reviewed an issue regarding the dedication of lateral lines under roadways.
- 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 Engineer had a progress meeting with the Contractors. Bypass pumping has started. The General Contractor is working on the wet well and valve vault.
- **Harmony Pump Station Upgrade (HPSIIP):** The Engineer had a progress meeting with the Contractors and is reviewing submittals.
- **National Pollutant Discharge Elimination System (NPDES) Permit Renewal:** The Engineer received a second draft permit. There is additional reporting and investigations to be done.
- **Water Resource Recovery Facility (WRRF) Upgrade:** The Engineer sent the draft preliminary design report to the Manager and received the Manager's comments. The Engineer will have it ready for the next Facilities Committee meeting.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- **Fund Transfer:** In a motion made by Ed Eckenrode, and seconded by Paul Kremer, the Board unanimously transferred \$250,000 from the Operating account to the Capital account in a roll call vote.
- **Benefits renewal package:** In a motion made by Ed Eckenrode, and seconded by Tom Tomakyo, the Board unanimously renewed the same dental plan as last year, with a 3% increase in premium, resulting in a monthly premium of \$1,125.86 and an annual premium of \$13,510.32 in a roll call vote.

In a motion made by Marietta Reeb and seconded by Ed Eckenrode, the Board unanimously renewed the existing MyCare Advantage plan at a 9.5% increase in premium resulting in an additional \$1,658.52 monthly and \$19,902.24 annually in a roll call vote.

In a motion made by Ed Eckenrode, and seconded by Tom Tomayko, the Board unanimously renewed the a la carte plan with a 3% increase in a roll call vote. The vote increases the a la carte benefit, adding an additional \$300/employee and making the total per employee \$5,450.

- **HRG Supplement #1:** In a motion made by Greg Such, and seconded by Ed Eckenrode, the Board unanimously approved HRG Supplement #1 for the Administration Building in the amount of \$20,000 for additional services.
- **NPDES Second Draft Permit:** The Manager and Engineer were successful in eliminating a total lead requirement but unsuccessful in eliminating a total thallium and free cyanide requirement. They have additional testing requirements in Toxicity Reduction Evaluation (TRE) and Water Quality Based Effluent Limitations (WQBEL) to include in the budget.
- **Christmas Party:** The Christmas party is scheduled for December 11 at 6:00 p.m. Invitations will go out in the mail.

DEVELOPER PROJECTS

- **Seneca Trails:** In a motion made by Paul Kremer, and seconded by Marietta Reeb, the Board unanimously approved Release Request 2 for Phase 3 Offsite for work completed in the amount of \$54,780.70, leaving \$15,000 remaining until the maintenance bond is presented, in a roll call vote.

In a motion made by Paul Kremer, and seconded by Ed Eckenrode, the Board unanimously approved Release Request 3 for Phase 3a for work completed in the amount of \$50,879, leaving \$15,000 remaining until the maintenance bond is presented, in a roll call vote.

In a motion made by Ed Eckenrode, and seconded by Paul Kremer, the Board unanimously approved Release Request 2 for Phase 3b for work completed in the amount of \$230,187, leaving \$15,000 remaining until the maintenance bond is presented, in a roll call vote.

The Engineer is working on as-builts for all three phases of the project.

WBCA PROJECTS

- **Rt. 19 South Project:** WBCA and HRG recommend payment of Payment Application No. 6 for W.A. Petrakis in the amount of \$168,021.23. In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 6 for W.A. Petrakis in the amount of \$168,021.23 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. 6 for McCurley Houston Electric in the amount of \$5,029.20. In a motion made by Paul Kremer and seconded by Ed Eckenrode, the Board unanimously approved Payment Application No. 6 for McCurley Houston Electric in the amount of \$5,029.20 in a roll call vote. Tom Tomayko and Jeff Fyock abstained because they live in the project area. Mark Butler abstained because he knows the owner of the company.

- **Admin Building:** WBCA and HRG recommend payment of Payment Application No. 13 for Central Heating and Plumbing Co., Inc., in the amount of \$17,228.25. In a motion made by Ed Eckenrode and seconded by Paul Kremer, the Board unanimously approved Payment Application No. 13 for Central Heating and Plumbing Co., Inc., in the amount of \$17,228.25 in a roll call vote. Mark Butler abstained because he knows the owner of the company.

WBCA and HRG recommend payment of Payment Application No. 10 for Pennsylvania Roofing Systems, Inc., in the amount of \$3,144.50. In a motion made by Tom Tomayko and seconded by Marietta Reeb, the Board unanimously approved Payment Application No. 10 for Pennsylvania Roofing Systems, Inc., in the amount of \$3,144.50 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 11/10/2025. 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

- **Admin Building:** The Project Administrator is following up with Contractors to ensure punch lists are completed.
- **Rt. 19 South Extension:** The Contractors are starting on the pump station and demolition of the building. They are targeting the end of March for completion of the pump station.
- **HPSIIP:** The Project Administrator had several meetings. The Contractor is starting line work in mid December.
- **WRRF:** The subdivision for the Sportsman's Club is going through the approval process at Zelienople Borough.

DEVELOPER PROJECTS

- The Project Administrator has 9 preliminary drawings under review, 4 phases under construction, and 2 as-built drawings under review.

OLD BUSINESS:

- Paul Kremer suggested WBCA donate toward a charity in honor of several retired employees that have passed away.

NEW BUSINESS:

No new business was discussed.

EXECUTIVE SESSION:

The Board went into Executive Session at 6:00 p.m. to discuss a draft ordinance and exited at 6:30 p.m.

ADJOURNMENT:

As there was no further business to discuss, Greg Such motioned to adjourn, seconded by Mark Butler, and the 11/13/2025 Regular Meeting adjourned at 6:30 p.m.

Respectfully Submitted,

Natalie Hacker, Recording Secretary
Western Butler County Authority