

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

**Regular Meeting Minutes - March 14, 2019**

**CALL TO ORDER:**

A quorum was reached, and after reciting the Pledge of Allegiance, Vice Chairman John Vagias called the March 14, 2019 meeting of the Western Butler County Authority Board of Directors to order at 7 p.m.

**PRESENT ON ROLL CALL:**

The following board members were in attendance: Tim Kenney, Paul J. Kremer Jr., Ron Lutz, Greg Such, John Vagias, and Thomas Zinkham.

Mr. Kenney fills the vacancy left by Ray Roccon as Zelienople Borough representative. Dave Weber also was present; he will take the place of vacating Lancaster Township member John Vagias.

**OTHERS PRESENT:**

Manager Autumn Heckathorn, Solicitor Matt Racunas, Consulting Engineer Chad Hanley, and Facilities Supervisor Keith Warner were present.

**MEMBERS ABSENT:**

Thomas Tomayko and Ed Eckenrode were absent.

**VISITORS:**

- Chris Arnold of Jackson Township expressed his dissatisfaction with the manner in which the Authority notified customers of the 2019 rate increase or informed them of how the rate increase was calculated.

The Manager explained that the Authority posted notices in the business office and online about the rate increase, in addition to the letter. Mr. Such discussed how the Board arrived at the conclusion to increase rates. The Solicitor explained that the Authority was not required by law to notify customers, and the steps the Authority took were beyond what normally occurs in other authorities when a rate increase takes place. The Manager offered Mr. Arnold information that detailed how the rate increase was determined.

- Bryan Seibel, is president of the Zelenople Community Park Association, a non-profit organization. The Association is building a new pool and received at \$54,000 tap-in fee from WBCA. The Association's overall operating budget is about \$250,000. He proposed paying the tap-in fee with an installment loan. After discussion, the Solicitor recommended executing a formal note with the Association.

## **MINUTES:**

In a motion made by Tom Zinkham and seconded by Ron Lutz, the Board of Directors unanimously approved the Feb. 7, 2019, Regular Meeting Minutes, as amended.

## **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$72,969.53 was presented to the Board of Directors in the form of Expense by Vendor summaries with checks dated March 14, 2019. Manager Autumn Heckathorn answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by Paul Kremer, the Western County Authority Board of Directors unanimously approved all of the bills for payment as presented by the Manager in Expense by Vendor summaries with checks dated March 14, 2019.

## **REPORT OF THE SECRETARY:**

The Secretary had nothing to report.

## **REPORT OF THE COMMITTEES:**

### ***Personnel Committee***

Three employees passed commercial driver's license exams.

### ***Finance Committee***

The Committee had nothing to report.

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

The Committee had nothing to report.

### ***Administrative Review Committee***

The Committee had nothing to report.

## **REPORT OF THE SOLICITOR:**

The Solicitor highlighted the following report items:

- Proceeding with execution of on the four judgements that were obtained for delinquent accounts; the Magistrate should begin the levy process soon.
- A tentative hearing date has been scheduled for March 20, 2019, for the lawsuit against SUE and Peoples Gas for damage on Tollgate Road.
- Worked with the Manager on the rate increase and discussed hardship applications.
- Reviewed and discussed the proposed Weaver Homes development easement agreements.
- Finalized the Foxwood Pump Station Agreement.
- Finalized the Scenic Ridge line of credit.
- Continues to examine issues surrounding the Authority's electric service
- Met with Xylem to discuss a possible public private partnership.

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

The Engineer highlighted the following report items:

- Drafts of the Annual Report and the Wasteload Management Report are ready for review.
- Herman Pump Station replacement: HRG received DEP approval of the planning module. HRG will have design proposal ready in April to begin design and permitting of the pump station so the project can begin construction in mid-2020. A railroad permit for the force main and flood plain encroachment permit will be needed.
- Sewage Facilities Planning Act 537: The metering consultant reviewed metering locations and installed 11 meters; the metering term is expected to continue through April, and data should be available soon.
- Developments: Construction of the offsite portion of the Villas at Spring Valley is underway; made changes to the Arden Woods sanitary sewer construction plans; received revised sanitary sewer construction plans for the Meinert Sewer Extension; and prepared a comment letter for Foxwood Trail, and started work on the design of the pump station.

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

##### **ADMINISTRATIVE**

- The Safety Committee state audit is scheduled for late April and will entitle the Authority to a five percent discount on worker's compensation insurance.

- Upon further review, it was determined that the Municipal Intern Program does not fit the Authority's needs.
- Butler County Flood Study: The study participants deemed that none of the proposed methods – floodplain modification, levee installation, or Route 19 bridge floodway modifications – to alleviate flooding made enough of an impact to justify spending the associated costs.
- Completed and filed the Tier II report with the State of Pennsylvania and Butler County Emergency Response Planning.
- 739 Spring Street drain valve repair/replacement reimbursement request:

In a motion made by Tom Zinkham and seconded by Greg Such, the board unanimously approved to reimburse Sharon Lutz \$400 for repair and cleanup costs incurred after her drain valve was damaged during line cleaning.

- The Manager proposed eliminating drop box service at the Zelienople and Harmony borough buildings in the interest of having a leaner, more efficient facility. She recommended that a notice be posted that effective June 1<sup>st</sup>, the Authority would no longer pick up payments at those locations, and that a notice be included in the bills to reflect the change. The Board decided to revisit the matter after it was determined how many customers utilize the boxes.
- Three employees obtained their Commercial Driver License permits, and another received a CDL tank endorsement.
- Zelienople Borough is transitioning to smart meters and no longer will dispatch personnel to read meters, including 35 deduct meters. The Manager proposed integrating the Zelienople deduct meter readings into the regular monthly meter read route.

In a motion made by Paul Kremer and seconded by Greg Such, the Board unanimously voted to add the Zelienople Borough deduct meters to monthly read route.

### SEWER SYSTEM REPORT

- **Scenic Ridge**

In a motion made by Tom Zinkham and seconded by Paul Kremer, the Board voted unanimously to accept the Scenic Ridge Phase I low pressure lines.

In a motion made by Paul Kremer and seconded by Tom Zinkham, the Board voted unanimously to accept a line of credit in lieu of an 18-month maintenance bond in the amount of \$29,610.45, 15% of the cost of construction, for the Scenic Ridge development.

- **Spring Valley**

In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously voted to approve Spring Valley release request No. 3 in the amount of \$94,806.

- Jackson Trails construction is ongoing.
- Walnut Ridge on-site construction is complete.

In a motion made by Greg Such and seconded by Ron Lutz, the Board voted unanimously to approve release request No. 1 in the amount of \$314,844.02 for the Walnut Ridge development.

- **Arden Woods**

In a motion made by Paul Kremer and seconded by Tom Zinkham, the Board unanimously voted to approve the Sewer Service and Construction Agreement for Arden Woods Phase I.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved a Set Aside Agreement in Lieu of a Performance/Labor & Materials Bond in the amount of \$83,699.50, 100% of the cost of construction, for Arden Woods Phase 1.

- Brookview Farms Phase II on-site construction is complete.
- Foxwood Trails' gravity portion construction is under review, while the pressure line portion and pump station design is ongoing.
- Sippel Development claims they are proceeding with turning the lines over to the Authority. The Authority has not yet received a survey of the rights-of-way.
- Buncher/Jackson's Pointe

Phase II Lot 4R capacity has been confirmed. The Phase III final design was approved.

In a motion made by Ron Lutz and seconded by Tom Zinkham, the Board unanimously approved to open an escrow account for Buncher Phase III.

In a motion made by Ron Lutz and seconded by Paul Kremer, the Board unanimously approved to enter into a Sewage Service and Construction Agreement for Buncher Phase III.

In a motion made by Greg Such and seconded by Tom Zinkham, the Board voted unanimously to approve an escrow deposit in lieu of Performance/Labor & Materials Bonding in the amount of \$77,000 for Buncher Phase III.

- **Route 19 North Meinert Sewer Line Extension**

In a motion made by Tom Zinkham and seconded by Paul Kremer, the Board voted unanimously to enter into a Sewage Service and Construction Agreement for the Route 19 North Meinert Sewer Extension.

- The Manager said no further action has taken place on the Seneca Heights, Seneca Hills, or Frydrych developments, or the Scholars Run Interceptor project.

**PAST DUE ACTIVITY**

On 3/12/2019, a total of 40 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 3/8/2019. 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.

|               | Zelienople  | Jackson     | Lancaster  | Harmony    | Total       |
|---------------|-------------|-------------|------------|------------|-------------|
| November 2018 | \$17,778.73 | \$4,822.70  | \$2,099.54 | \$3,921.43 | \$28,622.40 |
| December 2018 | \$25,476.70 | -\$2,514.80 | \$2,721.28 | \$2,721.38 | \$32,649.52 |

*\*NOTE: Unable to provide accurate date for January or February with the rate code change.*

**OLD BUSINESS:**

No old business was discussed.

**NEW BUSINESS:**

- In a motion made by Greg Such and seconded by Paul Kremer, the Board voted unanimously to execute a note with Zelienople Community Park in an amount equal to the tap fee plus 6% flat interest over five years, which the Authority grants to the non-profit organization that provides a community service.
- The Manager recommended holding a reorganization meeting because two new members have joined the Board and the chairman recently underwent heart surgery.

In a motion made by Greg Such and seconded by Ron Lutz, the Board voted unanimously to hold a reorganization meeting at 7 p.m. Thursday, April 11, 2019, to be followed by the regular Board meeting.

**EXECUTIVE SESSION:**

The Board entered an executive session at 8:31 p.m. and exited at 8:44 p.m.

**NEW BUSINESS (continued):**

John Vagias left the Board with some parting thoughts on the honor and importance of serving one's community.

**ADJOURNMENT:**

As there was no further business to discuss, John Vagias motioned to adjourn, seconded by Tom Zinkham, and the March 12, 2019 Regular Meeting adjourned at 8:53 p.m.

Respectfully Submitted,

Nicole Pepper, Recording Secretary  
Western Butler County Authority