

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

Regular Meeting Minutes - Dec. 12, 2019

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the Dec. 12, 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:

Ed Eckenrode,
Paul J. Kremer Jr.
Ron Lutz
Greg Such
Thomas Tomayko
Dave Weber

OTHERS PRESENT:

Manager Autumn Heckathorn
Solicitor John Rushford
Consulting Engineer Chad Hanley
Dylan Casey of HRG
Facilities supervisor Keith Warner

MEMBERS ABSENT:

Tim Kenney

A new Lancaster Township representative will attend the January 2020 meeting.

VISITORS:

WBCA employees Jen Fassinger and Evan George were present.

MINUTES:

In a motion made by Dave Weber and seconded by Ron Lutz, the Board of Directors unanimously approved the Nov. 14, 2019, Regular Meeting Minutes, as amended.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$168,836.46 was presented to the Board of Directors in the form of Expenses by Vendor summary with checks dated Dec. 12, 2019. Manager Autumn Heckathorn answered questions that board members had regarding the bills.

In a motion made by Greg Such and seconded by Ed Eckenrode, the Western County Authority Board of Directors unanimously approved all of the bills for payment as presented by the Manager in Expenses by Vendor summary with checks dated Dec. 12, 2019.

REPORT OF THE SECRETARY:

The Secretary had nothing to report.

REPORT OF THE COMMITTEES:

Personnel Committee

The Committee presented proposed employee wages for 2020. Proposed salary increases were based on increases in inflation and the cost of living, totaling approximately 3.6 percent, plus a merit increase. A \$200 bonus also was recommended for each employee.

Ed Eckenrode made a motion to increase employee salaries based on the Personnel Committee's recommendation, seconded by Dave Weber. The motion carried in a roll call vote: Ed Eckenrode, **YES**; Paul J. Kremer Jr., **NO**; Ron Lutz, **YES**; Greg Such, **YES**; Dave Weber, **YES**; and Thomas Tomayko, **YES**.

Finance Committee

The Committee presented the 2020 operating budget. Highlights included:

- Additional payments toward the Authority's loan will result in satisfying the debt by the end of 2020.
- A proposed increase in sewer rentals incorporates a \$1 per 1,000 gallon rate increase as recommended by the Committee.
- Zelienople Borough is not increasing electric rates in 2020, so a significant increase in electric costs to the Authority is not projected.
- Spending increases on maintenance of structure and equipment in 2020.
- Will conclude 2020 with projected net revenue of \$143,042, which the Committee

recommends be transferred into capital reserve. \$1.68 million currently exists in capital reserve. By the time the Authority is ready to borrow funds to complete capital projects, it will have reserves, along with funds from the Authority's Certificates of Deposit.

Ron Lutz motioned to approve a rate increase of \$1 per 1,000 gallons, seconded by Ed Eckenrode. The motion carried in a unanimous roll call vote: Ed Eckenrode, **YES**; Paul J. Kremer Jr., **YES**; Ron Lutz, **YES**; Greg Such, **YES**; Dave Weber, **YES**; and Thomas Tomayko, **YES**.

The Manager said that the increase will not go into effect until February or March, because the billing system must be updated.

Ed Eckenrode made a motion to accept the 2020 budget, seconded by Greg Such. The motion carried in a unanimous roll call vote: Ed Eckenrode, **YES**; Paul J. Kremer Jr., **YES**; Ron Lutz, **YES**; Greg Such, **YES**; Dave Weber, **YES**; and Thomas Tomayko, **YES**.

Facilities Maintenance Committee

The Engineer volunteered to cover what was discussed during the recent meeting in the Engineer's report.

Administrative Review Committee

The Committee will present updated Authority rules and regulations during the January board meeting.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- Presented a resolution to increase sanitary line inspection fees from \$95 to \$100 to bring them in line with HRG's.
- Researched rights-of-way relating to Penn Power placing underground power lines over sanitary sewer lines in the Harmony Heights development built in 1994. Deeds showing easements for Penn Power were unclear, and further attempts to locate WBCA's right-of-way are ongoing. Because Penn Power did not respond to requests for information, the Solicitor filed an informal complaint with the Public Utility Commission. Penn Power then responded almost immediately. The Manager recommended further discussion take place during an executive session.

In a motion made by Greg Such and seconded by Ron Lutz, the Board unanimously voted to accept Resolution 9-12 establishing a fee of \$100 for sanitary sewer inspections.

Ron Lutz asked about the Right-To-Know request from James Hulings.

REPORT OF THE ENGINEER:

The Engineer highlighted the following report items:

- Preparing Zelianople Herman Pump station permit applications. Drilling for the site will begin in December. An amendment must be made to the license agreement with Genesee and Wyoming for the Railroad Occupancy Permit.
- The ACT 537 Plan will utilize a phased implementation of a 3.4 million gallon per day facility expandable to a 4.5 MGD facility. Currently structuring cost estimates between different technologies and has met with manufacturers. Cost estimates will be presented in January.

The Manager said the wastewater treatment plant was close to meeting or exceeding organic unit loading limits during November. If loads were exceeded, the Engineer would have had to inform the Department of Environmental Protection. Discussion took place about fat/oil/grease monitoring in the system.

Mr. Eckenrode asked whether the expanded facility will be able to keep up with growth if it continues at the current rate for the next 20 years. The Engineer said that will be taken into consideration when options are presented. At that time, the Board can weigh pros and cons of various systems.

- HRG is 80 percent complete with the bidding process for the administration building roof replacement, including obtaining building permits, and should be ready to advertise for bids in January. Construction is projected to begin in April.

Mr. Lutz asked for an update on the Sippel-Manheim as-built plan. The Manager said they are still working toward a resolution on an easement.

Mr. Lutz also asked for an update on the Belsterling development. The Manager said the developer, Doug Sippel, will continue ownership and responsibility of the lines until WBCA takes ownership.

Mr. Kremer asked for an update of the Perry Highway South sewer extension. The Engineer said a written request from Jackson Township has been put on hold. The request entailed the Authority paying the engineering costs for the design of a pump station. The Manager said the costs would be mitigated by incoming tap-in fees from new customers. Mr. Lutz asked whether homeowners were close enough to require mandatory tap-ins. The Engineer said the township could establish a neighborhood improvement district. Businesses would sign on as part of it. The Russell Road homes would be within the required tap-in distance, but many of them are having issues with the existing septic systems.

REPORT OF THE MANAGER:

FACILITIES

Harmony Pump Station experienced two failures, both of which have been resolved:

- 11/13/2019: Mechanical breaker failure caused station shutdown.
- 11/20/2019: Universal power supply failed during a routine generator start-up.

SEWER SYSTEM REPORT

In a motion made by Ron Lutz and seconded by Dave Weber, the Board unanimously approved Arden Woods Phase 1 RCAP release request #3 in the amount of \$143,463.20, leaving a remaining balance of \$91,465.55.

In a motion made by Dave Weber and seconded by Ron Lutz, the Board unanimously approved the Harmony Place developer’s agreement.

Harmony Place is a proposed 12 EDU development consisting of six duplex units in Harmony.

PAST DUE ACTIVITY

On 11/22/2019, a total of 44 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before 12/9/2019. 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.

The Manager said representatives of Zelianople Pool have agreed to install a pflume meter so they can accurately assess their flow and receive accurate bills.

In a motion made by Greg Such and seconded by Ron Lutz, the Board unanimously approved to purchase a pflume meter system at a cost of \$4,800 to be installed at Zelianople Pool.

	Zelianople	Jackson	Lancaster	Harmony	Total
October 2019	\$22,833.52	\$7,489.02	\$1,623.70	\$6,423.93	\$38,370.17
November 2019	\$8,856.03	\$4,174.89	\$1,238.26	\$4,944.40	\$19,213.58

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

Paul Kremer said he was approached by Dan Frisch, who is involved with Zelianople Business

Association. Beginning in January, the Strand Theater will host public meetings about storm water. Mr. Frisch asked if a representative from WBCA would consider speaking.

Tom Tomayko and Ed Eckenrode will be out of the country in January, so the reorganization and regular meetings were moved to Jan. 21, 2020. The changes will be published in the Butler Eagle.

The reorganization meeting will be at 6:45 p.m., followed by the regular meeting. The Finance Committee meeting was moved to 6:30 p.m. Jan. 21, 2020.

EXECUTIVE SESSION:

The Board entered executive session at 7:22 p.m. to discuss the proposed salary increases and exited at 7:43 p.m.

The Board entered a second executive session at 8:47 p.m. and exited at 8:52 p.m.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Ed Eckenrode, and the Dec. 12, 2019 Regular Meeting adjourned at 8:52 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary
Western Butler County Authority