

# **WESTERN BUTLER COUNTY AUTHORITY**

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

## **Regular Meeting Minutes - Feb. 7, 2019**

### **CALL TO ORDER:**

After reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the Feb. 7, 2019 meeting of the Western Butler County Authority Board of Directors to order at 7:01 p.m.

### **PRESENT ON ROLL CALL:**

The following board members were in attendance: Paul J. Kremer Jr., Ron Lutz (arrived at 7:29 p.m., establishing a quorum), Thomas Tomayko, John Vagias, and Thomas Zinkham.

Ed Eckenrode and Greg Such attended via teleconference.

### **OTHERS PRESENT:**

Manager Autumn Heckathorn, Consulting Engineer Chad Hanley, Facilities Supervisor Keith Warner, Cary Fross (representing Racunas Law Group), and Dylan Casey of HRG were present.

### **MEMBERS ABSENT:**

No members were absent. A second representative for Zelienople has yet to be appointed.

### **MINUTES:**

In a motion made by John Vagias and seconded by Ron Lutz, the Board of Directors unanimously approved the Jan. 10, 2019, Reorganization Meeting Minutes.

In a motion made by Paul Kremer and seconded by John Vagias, the Board of Directors unanimously approved the Jan. 10, 2019 Regular Meeting Minutes.

### **VISITORS:**

No visitors were in attendance.

### **BILLS AND COMMUNICATIONS:**

A list of bills in the amount of \$61,436.54 was presented to the Board of Directors in the form of Expense by Vendor summaries with checks dated Feb. 7, 2019. Manager Autumn Heckathorn answered questions that board members had regarding the bills.

In a motion made by John Vagias and seconded by Ron Lutz, 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 Feb. 7, 2019.

#### **EXECUTIVE SESSION:**

The Board entered an executive session at 7:14 p.m. and exited at 7:26 p.m.

#### **REPORT OF THE SECRETARY:**

The Secretary had nothing to report.

#### **REPORT OF THE COMMITTEES:**

##### ***Personnel Committee***

The Manager reported that employees had experienced no major illnesses during flu season. The new hires are performing well and participating in ongoing training.

##### ***Finance Committee***

The Committee had nothing to report.

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

The Committee plans to meet to discuss the Herman pump station.

The Committee meeting time was changed from 6:30 p.m. to 7:30 a.m. on the 4th Wednesday of the month.

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

The Committee continues to work on revising Authority rules and regulations.

#### **REPORT OF THE SOLICITOR:**

- Attended meeting with the Authority and First Energy regarding electrical service
- Awaiting for hearing date to be set for lawsuit against SUE and Peoples Gas for damage to Tollgate Road

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

The Engineer highlighted the following report items:

- Presented 2019 purchasing/bidding thresholds
- Prepared to review revised Authority rules and regulations
- The Planning Module for Herman Pump Station project was submitted to DEP after municipal resolutions of adoption were received from Zelienople Borough and Jackson Township. DEP review is likely to take two to three months. HRG will prepare a proposal for the design and permitting of the pump station and contact the property owner to discuss the short-term and long-term benefits to their operation.
- Eleven meters and two rain gauges for the Sewage Facilities Planning Act 537 were installed.
- Developer projects were reviewed and revised.

## **REPORT OF THE MANAGER:**

### **ADMINISTRATIVE**

- The Manager presented a bid for a capital project, rehabilitating sanitary sewer lines on Jefferson Street, Perry Way, Dominican Way, Spring Street, and Park Lane for \$124,000.

In a motion made by Paul Kremer and seconded by John Vagias, the Board voted to approve the Insight Pipe-CoStars bid for the CIPP Cured in Place Pipe project in the amount of \$124,000, contingent on the wye connections being addressed. The motion carried in a unanimous vote.

- The Manager presented the Foxwood Pump Station Developer's Agreement and Exhibit. The Engineer explained that HRG will design the station and the force main and permit them through the DEP; the developer's engineer will handle a portion of the earth disturbance permitting. The developer will pay the Authority's fees. HRG will not begin work until an escrow account is opened.

Mr. Vagias raised the concern that customers on a fixed income are supporting the cost of maintaining long-term pump station maintenance. The Manager suggested establishing a hardship or fixed-income application for customers. Further discussion took place, but the Board determined that the current tap fee and rate structure are sufficient to support pump station maintenance.

In a motion made by John Vagias and seconded by Paul Kremer, the Board voted unanimously to approve the Foxwood Pump Station Developer's Agreement.

In a motion made by Paul Kremer and seconded by John Vagias, the Board voted unanimously to accept the Foxwood Pump Station exhibit.

- The Board gave the Manager permission to work through the Personnel Committee to investigate a grant for the 2019 Local Government Academy Municipal Intern Program. It covers 50% of an intern's wages for up to 480 work hours. The application deadline is Feb. 28.
- The Manager requested a motion refunding a customer overpayment of \$837.84.

In a motion made by Paul Kremer and seconded by John Vagias, the Board voted unanimously to refund an overpayment in the amount of \$837.84 to customer William Thompson.

### SEWER SYSTEM REPORT

- The Manager requested a motion for a release request for ongoing on-site sanitary work at the Spring Valley development in Jackson Township.

In a motion made by Ron Lutz and seconded by Tom Tomayko, the Board unanimously voted to approve Release Request 2 in the amount of \$74,190 for the Spring Valley on-site line of credit.

- A customer who is the subject of a civil judgement contacted the Authority to set up a payment agreement to pay the judgement (\$1,175.26), legal fees (\$125) and court costs (\$117.25). Should the customer default, the Authority will send the judgement back for sheriff's sale.
- Discussion took place regarding the Meinert line extension in Lancaster Township. The Manager requested a motion regarding excavation.

In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously approved authorizing deeper excavation for the Meinert line extension, contingent on the Authority accepting lines from Phase 1 and Phase 2 from Scenic Ridge.

- The Manager raised two customer-related issues.

One customer requested relief from the recent rate increase. The Manager and Mr. Such had previously discussed establishing a hardship application. The Solicitor said other authorities he represents offer hardship applications, and there are methods to verify that there is an actual hardship. Mr. Lutz said the issue warranted further investigation.

Another customer not yet connected to the system is in the process of renovating a home. Issues with bad well water clogging the meter resulted in a monthly estimate of 7,000 gallons. There currently is no way to determine how much actual water use is taking place. The homeowners plan to connect to public water via Harmony Water Authority in two months. They demanded a credit on their account. The Board recommended that the

customer install a meter at their expense so it could be determined how much water they actually use.

- The Manager reported activity taking place in Buncher development phases 2 and 3.
- Mr. Lutz requested an update on the Sippel Development. The Manager said correspondence from their attorney indicates that they will turn the lines over to the Authority, but they still have not supplied a survey of the facilities' rights of way.

Mr. Vagias asked how this situation can be avoided in the future. The Manager said future Developer's Agreements will stipulate that if deadlines for turning over the lines are not met, the developer will own the lines.

- Mr. Tomayko requested an update on Scenic Ridge. The Manager explained that the Authority still hasn't taken over Phase 1 and 2 lines because the bank has not yet assembled the bonding letter and line of credit.

#### PAST DUE ACTIVITY

On 2/4/2019, a total of 27 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. **NOTE: Accurate data was not available for January 2019 as a result of the rate code change.**

	<b>Zelienople</b>	<b>Jackson</b>	<b>Lancaster</b>	<b>Harmony</b>	<b>Total</b>
<b>November 2018</b>	\$17,778.73	\$4,822.70	\$2,099.54	\$3,921.43	\$28,622.40
<b>December 2018</b>	\$25,476.70	-\$2,514.80	\$2,721.28	\$6,966.33	\$32,649.52

#### **OLD BUSINESS:**

No old business was discussed.

#### **NEW BUSINESS:**

No new business was discussed.

#### **ADJOURNMENT:**

As there was no further business to discuss, John Vagias motioned to adjourn, seconded by Ron Lutz, and the Feb. 7, 2019 Regular Meeting adjourned at 8:50 p.m.

Respectfully Submitted,

Nicole Pepper, Recording Secretary