

WESTERN BUTLER COUNTY AUTHORITY

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

Reorganization/Regular Board Meeting of January 10, 2019

CALL TO ORDER:

A quorum was reached, and Chairman Thomas Tomayko called the Jan. 10, 2019 Reorganization Meeting of the Western Butler County Authority Board of Directors to order at 6:45 p.m.

PRESENT ON ROLL CALL:

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

OTHERS PRESENT:

Manager Autumn Heckathorn (left at 7:17 p.m.), Solicitor Matt Racunas, Consulting Engineer Chad Hanley, Facilities Supervisor Keith Warner, and Dylan Casey from HRG were present.

MEMBERS ABSENT:

Ed Eckenrode and Thomas Zinkham were absent. A second Zelienople Borough representative has not yet been appointed, as Ray Roccon appointment ended in December 2018.

2019 REORGANIZATION:

BOARD OF DIRECTORS

Solicitor Matt Racunas called for a motion to nominate a Chairman of the Board. Ron Lutz made a motion to nominate Thomas Tomayko, seconded by Greg Such. The motion carried with a unanimous vote.

Mr. Tomayko called for nominations for Vice Chairman. John Vagias nominated himself, seconded by Greg Such. The motion carried with a unanimous vote.

Mr. Tomayko called for nominations for Treasurer. Paul Kremer nominated Ron Lutz, seconded by Greg Such. The motion carried with a unanimous vote.

Mr. Tomayko called for nominations for Secretary. Ron Lutz nominated Tom Zinkham, seconded by Paul Kremer. The motion carried with a unanimous vote.

Mr. Tomayko called for nominations for Assistant Secretary/Treasurer, and nominated Greg Such, seconded by Paul Kremer. The motion carried with a unanimous vote.

COMMITTEE APPOINTMENTS AND MEETING TIMES

Personnel Committee – 3:45 p.m. 2nd Wednesday

Tom Tomayko (chairman)
Ed Eckenrode
Tom Zinkham

Facilities Committee – 6:30 p.m. 4th Wednesday

Greg Such (chairman)
Ron Lutz
John Vagias

Finance Committee – 6:30 p.m. 2nd Thursday

Ron Lutz (chairman)
Ed Eckenrode
Greg Such

Administrative Review Committee – 3:30 p.m. 3rd Wednesday

John Vagias (chairman)
Paul Kremer
Zelienople representative – still to be appointed

PROFESSIONAL SERVICES

Consulting Engineer – John Vagias nominated Herbert, Rowland & Grubick (HRG) as Consulting Engineer, seconded by Ron Lutz. The motion carried with a unanimous vote.

Solicitor – John Vagias nominated Racunas Law Group, seconded by Greg Such. The motion carried with a unanimous vote.

Accountant – Tom Tomayko nominated Habenicht, Novak & Birckbichler as Accountant, seconded by Ron Lutz. The motion carried with a unanimous vote.

Auditor – Greg Such nominated Maher Duessel as Auditor, seconded by Tom Tomayko. The motion carried with a unanimous vote.

Depository – Greg Such nominated Northwest, seconded by Tom Tomayko. The motion carried with a unanimous vote.

The Reorganization Meeting ended at 6:51 p.m.

REGULAR MEETING

The regular Board meeting commenced at 7 p.m.

MINUTES:

In a motion made by John Vagias and seconded by Greg Such, the Board of Directors approved the Dec. 13, 2018, Regular Meeting Minutes. Ron Lutz abstained because he was not present for the meeting.

VISITORS:

No visitors were in attendance.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$94,849.77 was presented to the Board of Directors in the form of Expense by Vendor summaries with checks dated Jan. 10, 2019. Facilities Supervisor Keith Warner answered questions that board members had regarding the bills.

In a motion made by Ron Lutz and seconded by John Vagias, 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 Jan. 10, 2019.

REPORT OF THE SECRETARY:

There was no report from the Assistant Secretary.

REPORT OF THE COMMITTEES:

Personnel Committee

- New employee Al Hronec started Jan. 7, 2019, and is performing well.
- Training continues for the employee taking on inspection duties.

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:

- Filed a lawsuit against SUE and Peoples Gas for damage to Tollgate Road; waiting for a hearing date to be scheduled.
- Obtained judgements from two of the three civil complaints filed against delinquent account holders. The Magistrate is still unable to serve the final one, but the Solicitor will take steps for the Constable to deliver service. Five of six judgements have been completed.
- Communicated with developer Doug Sippel regarding previous letters stating that WBCA will not accept their lines because he has failed to provide the proper documentation and request to the Authority.
- Presented final versions of the global Agreement between WBCA and Scenic Ridge and the proposed Authorization and Release Agreement between homeowners wishing to tap into the sanitary sewer system and WBCA, which will allow Authority employees to shut off the pumps in order to perform emergency repairs.

John Vagias made a motion to accept the global Agreement, contingent upon the dedication and acceptance of the gravity line from Scenic Ridge down to WBCA's line, seconded by Greg Such. The motion carried with a unanimous vote.

John Vagias made a motion to accept the Authorization and Release Agreement between WBCA and homeowners, seconded by Ron Lutz. The motion carried with a unanimous vote.

REPORT OF THE ENGINEER:

- HRG will begin completing the Authority's Annual Report and the Waste Load Management Report as soon as year-end data is available.
- The Herman Road pump station planning modules have been adopted by Zelienople Borough and Jackson Township. After the resolutions of adoption have been received, the planning module package will be submitted to the DEP for approval.
- HRG finalized the agreement with the metering consultant, who will review 14 metering locations before installation on Feb. 1, 2019.
- In a motion made by Ron Lutz and seconded by Greg Such, the Board unanimously voted to approve Washington Financial an irrevocable standby letter of credit for Brookview Farms Development Phase II in lieu of a performance and payment bond in the amount of \$159,718.

REPORT OF THE MANAGER:

ADMINISTRATIVE

- In a motion made by Paul Kremer and seconded by Ron Lutz, the Board unanimously voted to pay WBCA employees for unused personal and sick days.
- The Manager distributed Statement of Financial Interest forms to Board member, for filing with their appointing municipalities by May 1, 2019.
- WBCA received a 5% discount on its worker compensation policy with Cincinnati Insurance after it renewed its safety committee certification.
- A letter advising customers of the new rate structure and how they can reduce their bill will be sent at the end of January. Office staff continues to work with CUSI on converting the rate codes in the billing software. The goal is to have the February bill reflect the new rate structure.
- The WBCA lab submitted a deviations report and updated its standard operating procedure with the Department of Environmental Protection.

FACILITIES

- Bubbler pump replaced at Herman Pump Station
- Sand filters were repaired and cleaned
- Effluent pump bearing and shaft need to be replaced; looking into options for replacement at a cost of \$6,900 vs. \$9,000 for repairs.

SEWER SYSTEM REPORT

- In a motion made by Ron Lutz and seconded by Greg Such, the Board voted unanimously to enter into a Developer's Agreement between Newman Holdings and WBCA for the gravity portion of the Foxwood Trails development.
- In a motion made by Paul Kremer and seconded by Ron Lutz, the Board voted unanimously to open an escrow account for the Foxwood Trails development gravity line.
- In a motion made by John Vagias and seconded by Paul Kremer, the Board voted unanimously to open an escrow account for the Foxwood Trails pump station.

PAST DUE ACTIVITY

On Jan. 7, 2019 a total of 60 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before Jan. 30, 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	\$6,966.33	\$32,649.52

OLD BUSINESS:

- John Vagias asked whether member municipalities receive the meeting minutes each month. Greg Such said that Harmony Borough has been receiving them. Mr. Vagias said Lancaster Township was not receiving them.

NEW BUSINESS:

- Paul Kremer made a motion to make a resolution acknowledging the service of former Board member Bill Bessor, who passed away in December 2018. Tom Tomayko seconded the motion.
- The next Board meeting is scheduled for 7 p.m. Thursday, Feb. 7, 2019.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by John Vagias, and the Jan. 10, 2019 Regular Meeting adjourned at 7:49 p.m.

Respectfully Submitted,

Nicole Pfeffer, Recording Secretary
Western Butler County Authority