

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

Regular Meeting Minutes - July 11, 2019

CALL TO ORDER:

A quorum was reached, and after reciting the Pledge of Allegiance, Chairman Thomas Tomayko called the July 11, 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
Tim Kenney
Paul J. Kremer Jr.
Ron Lutz
Thomas Tomayko
Dave Weber
Thomas Zinkham

OTHERS PRESENT:

Samantha Cobb of HRG
Consulting Engineer Chad Hanley
Manager Autumn Heckathorn
Solicitor Matt Racunas

MEMBERS ABSENT:

Greg Such

MINUTES:

In a motion made by Tom Zinkham and seconded by Ed Eckenrode, the Board of Directors unanimously approved the June 13, 2019, Regular Meeting Minutes, as amended.

VISITORS:

No visitors were in attendance.

BILLS AND COMMUNICATIONS:

A list of bills in the amount of \$74,056.54 was presented to the Board of Directors in an Expenses by Vendor summary with checks dated July 11, 2019. Manager Autumn Heckathorn answered questions that board members had regarding the bills.

In a motion made by Ed Eckenrode 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 an Expenses by Vendor summary with checks dated July 11, 2019.

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:

- Ron Lutz explained that the profit and loss report does not reflect pay down of the Authority's debt; the balance sheet on the loan is included on the report, but the profit and loss section does not reflect that.
- Ryan Homes will be refunded \$42,000 due to a miscommunication regarding tap fees.

In a motion made by Paul Kremer and seconded by Tom Zinkham, the Board unanimously voted to approve allocating \$250,000 toward paying down the Authority's debt.

Facilities Maintenance Committee

The Committee scheduled a meeting for 6:30 p.m. July 24, 2019, to review Herman Pump Station.

Administrative Review Committee

The Committee will meet at 3:45 p.m. July 31, 2019.

REPORT OF THE SOLICITOR:

The Solicitor highlighted the following report items:

- Zelianople community pool tap-in fee
- Account of customer currently in bankruptcy proceedings
- Acquisition of Spruce Street property
- Drafted sump pump program waiver and release
- Drafted capitalization policy resolution

REPORT OF THE ENGINEER:

HRG engineer Samantha Cobb presented an overview of data obtained from the flow monitoring project. The Engineer and Manager discussed the results with board members. Highlights included:

- Projected EDUs and pump station capacity over the next 30 years
- Distribution and location of flow meters in public sanitary sewer system
- Impacts of future development on public sewer system relating to expansion of wastewater treatment plant
- Recorded flows over a four-month period, showing spikes during heavy rain events

The Engineer updated the Board on the Foxwood pump station.

***Addendum:** Tim Kenney asked the Engineer whether the flow meter study was a detailed inflow and infiltration study. The Engineer said, no, it wasn't, it was more of a pump station and treatment plant sizing type study rather than an I & I isolation study.*

REPORT OF THE MANAGER:

ADMINISTRATIVE

- The Manager showed the Board physical examples of inflow and infiltration in the system. She recommended repairing broken connection points created in the 1970s whenever they are discovered.
- Two pumps will be offered in the Sump Pump Loan Program, one for high volume and one for low clearance removal. Each set-up costs less than \$200.
- Board members rescheduled the October meeting for 7 p.m. Oct. 17, 2019.

In a motion made by Tom Zinkham and seconded by Paul Kremer, the board unanimously voted to purchase a 2019 Ford EcoSport from Baierl Ford at a cost of \$18,790.

In a motion made by Ron Lutz and seconded by Dave Weber, the Board unanimously voted to accept Resolution 07-19 adopting a fixed assets capitalization policy of \$2,500.

- Demonstrated and recommended purchase of foot-operated spring-loaded caps for Indian Brave Campground, costing \$26 to \$32 each. The Manager proposed determining how many would be needed, purchasing them through WBCA's I&I budget, and having the campground owner install them during the off season.
- Zelianople Community Park connection was restored after the tap fee was paid.
- WETT (Whole Effluent Toxicity Test) was submitted to EnviroScience in June. Results are pending.
- Effluent TSS (Total Suspended Solids) violation was reported in May 2019. It was caused by high hydraulic loading during significant rain events and will be reported to the Department of Environmental Protection.

FACILITIES

- Switched to Sal Chemical for alum purchases at a cost savings of \$7.74 per bag.
- Awaiting response from Zelianople Borough regarding Herman Pump Station.
- Demolition of two homes on Mercer Road resulted in two sewer laterals being cut and capped by Barbish Excavating. One of the laterals will be re-connected after a warehouse is constructed on the site.
- State Pipe Services conducted lateral inspections on Park, Bluff and Ella Brook roads for inflow and infiltration.
- State inspections and minor maintenance and repairs were required for the jet truck, tank truck and the Explorer.

Addendum: *Tim Kenney asked about flooding on East New Castle Street and how storm water entering the sanitary system could be reduced. The Manager said Zelianople Borough did not permit rain gardens, rain barrels, or allowing rain gutters to discharge to the street.*

PAST DUE ACTIVITY

On June 19, 2019, a total of 38 customers failed to respond to the 30-day past due notification and were posted for water shut-off. Payment was due on or before July 2, 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 explained that a glitch in the billing software is reporting inaccurate past due activity data.

OLD BUSINESS:

No old business was discussed.

NEW BUSINESS:

- The Manager spoke about efforts to identify major I&I issues and flood mitigation, and recommended educating the public. The goal is to present customers an appealing information packet customers will want to read.

Tom Tomayko spoke about how other communities perform full lateral inspections prior to home sales. WBCA currently performs dye tests to determine where storm water runoff discharges. The Manager said Butler's sewer authority recently ended their lateral inspection program.

The Solicitor said third party companies have programs to distribute flyers to property owners to insure sewer line laterals and offer sewer authorities a percentage. He said he will try to obtain more information to present to board members. The Manager said she could recommend companies that offer lateral insurance. She also said she could reach out to townships and boroughs to establish more robust home inspections.

ADJOURNMENT:

As there was no further business to discuss, Ron Lutz motioned to adjourn, seconded by Tom Zinkham, and the July 11, 2019 Regular Meeting adjourned at 9:19 p.m.

Respectfully Submitted,

Nicole Peffer, Recording Secretary
Western Butler County Authority