

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE FEBRUARY 11, 2020 ANNUAL MEETING**

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The annual meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, February 11, 2020 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler PA.

**Authority Board Members Present:**

- *Gerald S. Patterson, Jr., Chairman (Via Conference Call)*
- *Cynthia S. McKnight, Vice Chairman*
- *Paul F. Sybert, Secretary*
- *Kenneth L. Henry, Treasurer*
- *Edgar E. Hassler, Jr., Assistant Secretary/Treasurer*

**Staff, Consultants and Guests Present:**

- *Duane McKee, Executive Director*
- *John Schon, Operations Director*
- *Ronata Lavorini, Finance Director*
- *Jim Tomazich, Authority Engineer*
- *Daniel Slomers, Project Engineer*
- *Michael Hnath, Authority Solicitor*
- *Mike McKee, Hatch (Authority Engineer)*
- *Virginia Ferderber, Collections and Payables Coordinator*
- *Jeff Smith, City of Butler*

**1. CALL TO ORDER**

- *Ms. McKnight called the meeting to order at 9:02 a.m.*

**2. PUBLIC COMMENT: AGENDA ITEMS (Time Limit – 5 Minutes)**

- *No Public Comment*

**3. ELECTION OF OFFICERS**

Current Board Officers: Gerald S. Patterson, Jr., Chairman  
Cynthia S. McKnight, Vice Chairman  
Kenneth L. Henry, Treasurer  
Paul F. Sybert, Secretary  
Edgar E. Hassler, Jr., Assistant Secretary/Treasurer

- *Ms. McKnight turned the meeting over to Mr. Hnath to conduct the business of the election of officers.*
- *Mr. Hnath suggested that if the Board wanted to re-elect the current slate of officers, it could do so by a Board member making a motion to re-elect the current officers by acclamation. All the Board members indicated their willingness to have the current officers continue to serve in their current capacities.*

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- *Ms. Lavorini reviewed the warrants listed above.*
- *A motion was made by Mr. Sybert and seconded by Mr. Hassler to approve the warrants listed. Motion approved 5-0.*

**11. FINANCE DIRECTOR'S REPORT**

**A. Authority Fund Statements and Budget Report – January 31, 2020**

- *Ms. Lavorini reviewed the Authority Fund Statements and Budget Report for the month ending January 31, 2020.*

**B. Investment Update**

- *Ms. Lavorini reported that one CD was reinvested this month. The CD was reinvested in the amount of \$245,000 for 365 days at a gross rate of 1.80% and a net rate of 1.65% that will yield a return of \$4,410 at maturity.*

**C. Summary of Semi-Annual Pension Committee Meeting Minutes**

- *Ms. Lavorini reviewed the semi-annual pension committee meeting minutes from January 30, 2020 noting that no Board action items were pending.*
- *Ms. McKnight asked how the information was distributed to the employees.*
- *Ms. Lavorini explained that there are three bargaining unit employees on the Committee. All Committee members get a copy of the meeting minutes to share with the employees. In the past, the Committee has also provided educational training sessions and individual employee appointments can be made at GA Investment Management.*

**12. EXECUTIVE DIRECTOR'S REPORT**

**A. Plant Superintendent's Operations Report – January 2020**

- *Mr. McKee informed the Board that the reports were in their packages and asked if there were any question. The Board had no questions.*

**C. Field Superintendent's Operations Report- January 2020**

- *See above*

**D. Realty Transfer I&I Inspection Report – January 2020**

- *See above*

**13. OPERATIONS DIRECTOR'S REPORT**

**A. Sewer Tap-In Report – January 2020**

- *Mr. Schon reviewed the sewer tap-in report for January 2020. Six permits were issued, three were inspection only and three were new single-family residential houses.*

**B. December 2019 Discharge Monitoring Report**

- *Mr. Schon reported that the wastewater treatment plant was in full compliance with all of the NPDES Permit discharge limits and monitoring requirements during the month of December 2019. The monthly average daily flow was 7.977 MGD.*

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**16. OLD BUSINESS**

**A. Billing Dispute Resolved: 443 West Cunningham Street, Butler, Heather Gaal**

- *Mr. Tomazich informed the Board that he performed an onsite inspection and has confirmed the triplex residential unit has been remodeled as a single-family unit.*
- *Ms. Lavorini indicated that the billing was revised to one EDU and the customer was notified.*

**17. NEW BUSINESS**

**A. Consideration of Resolution No. 02-11-2020-1: Schedule of Fees**

- *Mr. McKee introduced the revised Schedule of Fees Resolution indicating that the changes were noted in red and that the only changes were the legal fee section.*
- *Mr. Hnath pointed out that the date on the top of page 6 should be February 11, 2020.*
- *A motion was made by Mr. Henry and seconded by Mr. Hassler to approve the Fee Resolution No. 02-11-2020-1, Schedule of Fees as amended by the correction of the date on page 6 from February 12, 2018 to February 11, 2020. Motion approved 5-0.*

**B. Consideration of Resolution No. 02-11-2020-2 Right of Entry License Agreement with Bessemer and Lake Erie Railroad Company Agreements Regarding the Center Ave. Sewer Repair Project**

- *Mr. McKee explained to the Board that the Right of Entry Agreement was necessary to cross over the railroad company property for access to complete the Centre Avenue Sewer Repair Project. The Resolution approves the Right of Entry License Agreement and authorizes the Executive Director to sign any other documents that may become necessary as the project proceeds.*
- *A motion was made by Ms. McKnight and seconded by Mr. Henry to approve Resolution No. 02-11-2020-2, the Right of Entry License Agreement with Bessemer and Lake Erie Railroad Company. Motion approved 5-0.*

**C. Consideration of Resolution No. 02-11-2020-3 Authorizing the Purchase of Electricity Supply Services Utilizing an Online Auction**

- *Mr. McKee requested that the Board authorize the online auction to purchase electricity and provide the Executive Director authorization to execute the purchase agreement on behalf of the Board provided the conditions outlined in the Resolution are met.*
- *A motion was made by Mr. Henry and seconded by Ms. McKnight to approved Resolution No. 02-11-2020-3 authorizing the purchase of electricity provided the conditions outlined in the Resolution are met. Motion approved 5-0.*

**18. PUBLIC COMMENT: NON-AGENDA ITEMS (Time Limit – 5 Minutes)**

- *Mr. Smith asked the Board if projects like the Center Avenue Sewer Repair Project are shared with Butler City. More specifically does the Authority have a list of projects 2 years out that could be shared with the City?*