

**BUTLER AREA SEWER AUTHORITY  
MINUTES OF THE MARCH 10, 2020 REGULAR MEETING**

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, March 10, 2020 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler PA.

**Authority Board Members Present:**

- *Cynthia S. McKnight, Vice Chairman*
- *Paul F. Sybert, Secretary*
- *Kenneth L. Henry, Treasurer*
- *Edgar E. Hassler, Jr., Assistant Secretary/Treasurer*

**Authority Board Member Absent:**

- *Gerald S. Patterson, Jr., Chairman*

**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*
- *Virginia Ferderber, Collections and Payables Coordinator*
- *Mike McKee, Hatch (Authority Engineer)*
- *Jeff Smith, City of Butler*
- *Andrew Miller, 315 Meadow Ave.*

**1. CALL TO ORDER**

- *Ms. McKnight called the meeting to order at 9:00 a.m.*

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

- *Mr. Andrew (Drew) Miller spoke requesting an additional six-month renovation credit for his properties located at 7-11 (also known as 5) Meadow Avenue and 3 Meadow Avenue. Mr. Miller informed the Board that he has not had the time or money to renovate the buildings.*
- *Ms. McKnight acknowledged Mr. Millers request and informed him the Board would meet in executive session to discuss the situation. Further indicating that Mr. McKee would get back to him this afternoon to inform him of the Board's decision.*

**3. APPROVAL OF MINUTES**

**A. February 11, 2020 Regular Meeting**

- *A motion to approve the February 11, 2020 meeting minutes was made by Mr. Sybert and seconded by Mr. Hassler. Motion approved 4-0.*

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**4. APPROVAL OF WARRANTS/OTHER PAYMENTS**

A. Invoice Warrant Lists of February 18, 2020 (\$47,469.49), February 27, 2020 (\$85,238.13), March 10, 2020 (\$27,403.15), March 10, 2020 (Capital Improvements - \$10,274.00), March 10, 2020 (\$101,704.73), March 10, 2020 (ACH Transfer- \$60,139.34)

- *Ms. Lavorini reviewed the warrants listed above.*
- *A motion was made by Mr. Sybert and seconded by Mr. Henry to approve the warrants listed. Motion approved 4-0.*

**5. FINANCE DIRECTOR'S REPORT**

A. Authority Fund Statements and Budget Report – February 29, 2020

- *Ms. Lavorini reviewed the Authority Fund Statements and Budget Report for the month ending February 29, 2020.*

B. Investment Update

- *Ms. Lavorini reported that one CD was reinvested this month. The CD was reinvested in the amount of \$246,000 for 365 days at a gross rate of 1.35% and a net rate of 1.20% that will yield a return of \$3,321 at maturity.*

**6. EXECUTIVE DIRECTOR'S REPORT**

A. Plant Superintendent's Operations Report – February 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.*

B. Field Superintendent's Operations Report- February 2020

- *See above*

C. Realty Transfer I&I Inspection Report – February 2020

- *See above*

D. Hiring of BASA Summer Employee for 2020 and Establish Pay Rate

- *Mr. McKee requested authorization to hire one summer employee at a rate of \$11.25/hr.*
- *A motion was made by Mr. Henry and seconded by Mr. Sybert to hire one summer employee at the hourly rate of \$11.25. Motion approved 4-0.*

E. 2019 State Ethics Forms (Statement of Financial Interest)

- *Mr. McKee requested the Board return the 2019 State Ethics forms by April 15, 2020.*

**7. OPERATIONS DIRECTOR'S REPORT**

A. Sewer Tap-In Report – February 2020

- *Mr. Schon reviewed the sewer tap-in report for February 2020. Three permits were issued, one was for a repair and two were new single-family residential houses within the DEP CAP restricted area.*

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**B. Discharge Monitoring Report – January 2020**

- *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 January 2020.*
- *A 1.18 inch rainfall on January 24 and 25 activated the Monroe, Deshon and Ballpark Diversion Pump Stations and EQ tanks. During this event, the overflow pipe at the Greenwood Pump Station overflowed for 3.25 hours with measured volume of 5,100 gallons. There were no other high wet well alarms in the other CAP pump stations.*

**8. CONSULTING ENGINEER REPORTS**

**A. Authority Engineer's Monthly Report**

- *Mr. Mike McKee said the consultant's report was in the Board package and that there was nothing new to add. He asked if the Board had any questions. The Board had no questions.*

**B. CAP Update – HRG's Progress Report – February 2020**

- *Mr. Slomers informed the Board that the CAP is progressing as scheduled. Mr. Slomers added that the lack of wet weather flows has affected the progress of the modeling portion of the CAP Plan. If there are no large rain events in the next month, we may need to request additional time from DEP for the collection of data.*

**9. FISCAL AND CONTRACTING MATTERS**

**A. Consider a Proposal from KTA-Tator for the Condition Assessment of Three Equalization Tanks**

- *Mr. McKee referenced the memo in the Board package requesting authorization to begin an internal and external inspection of the EQ tanks. The initial inspection of the three tanks located at the Central Storage site is just the initial stages of creating an overarching preventative maintenance plan for all the EQ tanks. The proposal is for time and materials with a not to exceed amount.*
- *A motion was made by Ms. McKnight and seconded by Mr. Henry to award KTA-Tator's Engineering Proposal to perform the condition assessment on three EQ tanks located at the Central storage location in the not to exceed amount of \$22,000 or approximately \$7,300 per tank. Motion approved 4-0.*

**B. Authorize the Purchase of a 2020 F-250 Gas Crew Cab 4x4 Pickup Truck**

- *Mr. McKee refenced the justification memo in the Board package and informed the Board that utility Truck 29 has reached its end of life and needs to be replaced.*
- *A motion was made by Mr. Henry and seconded by Mr. Hassler to authorize the purchase of a 2020 Ford F250 4x4 crew cab pickup truck from Baierl Ford in the amount of \$33,811 through the CoStars program. Motion approved 4-0.*

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**C. Consideration of Bids for Contract 2019-5 Center Avenue Sanitary Sewer Repair Project**

- *Mr. Slomers reviewed the recommendation to approve memo provided by Gateway Engineers. The bids came in over the engineers estimate but there were seven bids and the three low bidders were very close together indicating a competitive bid. The extra capital money needed will be taken from other proposed projects. Mr. Slomers recommended the Board award the contract to the lowest responsible bidder, Bauer Excavating.*
- *A motion was made by Ms. McKnight and seconded by Mr. Hassler to award the Center Avenue Sanitary Sewer Repair Project to Bauer Excavating, Inc. in the amount of \$71,686.80. Motion approved 4-0.*

**D. Alerus Service Provider Authorization Form Update**

- *Ms. Lavorini reviewed the authorization form to distribute the recordkeeping fees paid by Alerus to Stratos Wealth Advisors, LLC instead of to Gierl Augustine Investment Management. No changes in the fee structure have been made; the new document is required due to the new business arrangement for back office service support initiated by Gierl Augustine.*
- *A motion was made by Mr. Henry and seconded by Mr. Sybert to authorize the change. Motion approved 4-0.*

**E. Request to Close BNY Mellon Accounts No Longer Needed Post 2020 Bond Issue**

- *Ms. Lavorini explained that several accounts at BNY Mellon needed to be closed after the 2020 Bond refinancing was completed.*
- *A motion was made by Ms. McKnight and seconded by Mr. Henry to approve closing the accounts outlined in the March 10, 2020 letter to BNY Mellon included in the Board package. Motion approved 4-0.*

**10. OLD BUSINESS**

**A. Review Results of Electricity Purchase Utilizing Online Auction**

- *Mr. McKee reviewed the auction results. The price per kilowatt hour was very good and slightly better than price approved by the Board last month in Resolution 02-11-2020-3. The Authority should save an estimated \$32,000 during the 47-month contract. The Contract begins in January 2021.*

**11. NEW BUSINESS**

**A. Andrew Miller - #3 and #5 Meadow Avenue Billing Request**

- *This item was previously discussed under Section 2 Public Comment. Refer to Section 14 for Board action.*

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

- *Mr. Smith (City of Butler) asked if the inspections of the EQ Tanks are something that Butler City should be informed about.*
- *Mr. McKee agreed to notify Butler City when the inspections get started.*

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**13. EXECUTIVE SESSION**

- *The Regular meeting did not adjourn, and the Board went into Executive session at 9:39 a.m. to discuss legal, contractual, and personnel matters.*
- *All Board members, except Mr. Patterson (absent), Mr. McKee, Mr. Hnath, Mr. Schon, Mr. Tomazich, and Ms. Lavorini were present.*
- *The Board returned to the regular meeting session at 10:02 a.m.*

**14 NEW BUSINESS (Follow-Up)**

**A. Andrew Miller - #3 and #5 Meadow Avenue Billing Request**

- *A motion was made by Ms. McKnight and seconded by Mr. Henry to authorize a six-month renovation credit to Mr. Miller for both of his accounts, 7-11 (also known as 5 Meadow) and 3 Meadow Avenue thru August 31, 2020. The Board stipulated that if the renovations are not completed by the end of the six months the Authority will require the sewer service lines be disconnected and that Butler Township be notified. Motion approved 4-0.*

**15. ADJOURNMENT**

- *A motion was made by Mr. Sybert and seconded by Ms. McKnight to adjourn the meeting at 10:05 a.m. Motion approved 4-0.*

  
Secretary

  
Date

**NEXT MEETING: TUESDAY, APRIL 14, 2020 at 9:00 A.M.  
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**

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