

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE JUNE 9, 2020 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was hosted on Tuesday, June 9, 2020 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler PA through Zoom Video Conference (Meeting ID 778 183 1229 Password 035260).

Authority Board Members Present via Zoom Video Conference:

- *Gerald S. Patterson, Jr., Chairman*
- *Cynthia S. McKnight, Vice Chairman (joined at 9:20 a.m.)*
- *Paul F. Sybert, Secretary*
- *Kenneth L. Henry, Treasurer*
- *Edgar E. Hassler, Jr., Assistant Secretary/Treasurer*

Staff, Consultants and Guests Present via Zoom Video Conference:

- *Duane McKee, Executive Director*
- *John Schon, Operations Director*
- *Ronata Lavorini, Finance Director*
- *Daniel Slomers, Authority Engineer*
- *Virginia Ferderber, Collections and Payables Coordinator*
- *Michael Hnath, Authority Solicitor*
- *Rachel V. Carroll, Hatch Authority Engineer*

To encourage social distancing and respect the Governor's stay at home order, the BASA Board held their meeting virtually via Zoom Video Conference. No Public attendance was permitted to the June 9, 2020 Regular Board Meeting. The public was invited to provide comment during the meeting via Zoom Video Conference. The public was also invited to provide comments by emailing to publiccomment@basapa.org. Public comments provided via email needed to be submitted prior to 8:30 a.m. on June 9, 2020.

1. CALL TO ORDER

- *Mr. Patterson called the meeting to order at 9:10 a.m.*

2. ROLL CALL

- *Mr. McKee conducted roll call. Mr. Patterson, Mr. Sybert, Mr. Henry, and Mr. Hassler were present via Zoom Video Conference. Ms. McKnight was attempting to log in but was not present until 9:20 a.m.*

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

- *None*

4. APPROVAL OF MINUTES

A. May 12, 2020 Regular Meeting

- *A motion to approve the May 12, 2020 meeting minutes was made by Mr. Sybert and seconded by Mr. Henry. Motion approved 4-0.*

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5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Invoice Warrant Lists of: May 19, 2020 (\$77,401.48), May 29, 2020 (\$19,169.11), June 9, 2020 (ACH Transfer- \$58,706.21), and June 9, 2020 (\$43,432.36)

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

6. FINANCE DIRECTOR'S REPORT

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

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

B. Investment Update

- *Ms. Lavorini informed the Board that one CD was reinvested this month. The CD was reinvested in the amount of \$248,000 for 365 days at a gross rate of 0.6% and a net rate of 0.45% that will yield a return of \$1,488. Ms. Lavorini informed the Board that the prime account interest rate dropped 0.5% last month.*

7. EXECUTIVE DIRECTOR'S REPORT

A. Plant Superintendent's Operations Report – May 2020

- *Mr. McKee informed the Board that the reports were in their packages and asked if there were any questions. Mr. McKee noted that the operations reports were reflective of the COVID-19 work schedule restrictions. The work being performed has increased with the PA Governors move into the Yellow and Green phases of the COVID-19 stay at home mandate.*

B. Field Superintendent's Operations Report- May 2020

- *See above.*

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

- *See above.*

8. OPERATIONS DIRECTOR'S REPORT

A. Sewer Tap-In Report – May 2020

- *Mr. Schon reviewed the sewer tap-in report for May 2020. There were eight sewer tap permits issued. Seven were inspection only permits and one was a new single-family dwelling.*

B. Discharge Monitoring Report – April 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 April 2020.*
- *There were no wet weather-related overflows in the month of April. There was one sanitary sewer overflow on April 22, 2020. AK Steel reported a suspected sewage leak on their property. BASA crews responded and found a leak from the 12" discharge force main pipe from the Deshon Pump Station. The Deshon Pump Station was shut down to divert all of the sewage flow*

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to the Deshon Equalization/Storage Tanks, which stopped the leak from the force main pipe. BASA crews then excavated and replaced nine feet of pipe. The repair work was completed and the pump station resumed normal operations that same day.

- *Details regarding this sanitary sewer overflow are in the attachment to the Discharge Monitoring Report. The overflow was reported to DEP as required.*

9. CONSULTING ENGINEER REPORTS

A. Authority Engineer's Monthly Report

- *Ms. Carroll said the consultant's report was in the Board package and that there was nothing new to add. She asked if the Board had any questions.*
- *Ms. McKnight asked for a status update on the EQ tank inspections.*
- *Mr. McKee reported that he contacted the consultant, KTA-Tator, a few weeks ago during the required work at home period. They were not scheduling inspections at that time. Mr. McKee will follow up with KTA-Tator and will inform Butler City once a schedule has been set.*

B. CAP Update – HRG's Progress Report – May 2020

- *Mr. Slomers informed the Board that the CAP is progressing as scheduled. HRG and the BASA staff have evaluated and selected the alternatives for further cost estimating.*
- *Mr. Patterson asked if we were happy with HRG's progress. Mr. Slomers said that HRG is providing feedback on the analysis whenever wet weather flows occur. The project is moving forward given some of the work restriction incurred due to weather conditions and the COVID-19 stay at home mandate.*

10. FISCAL AND CONTRACTING MATTERS

- *None*

11. OLD BUSINESS

- *None*

12. NEW BUSINESS

A. New Customer Package and Understanding Your Bill Card Flyer

- *Mr. McKee introduced the recently created New Customer Package and the Understanding Your Bill Card flyer. Ms. Lavorini was responsible for creating the documents. The information is available online, at the front desk and will be mailed to all new customers.*
- *Mr. Patterson and Ms. McKnight thanked Ms. Lavorini for her efforts in creating the documents and said it was very informative and professional.*
- *Ms. McKnight asked if the link for the New Customer Package can be added to the home page of the Authority's website and if the reference to five years could be bolded in the section on selling my property relative to realty inspections.*

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- *Mr. McKee said that should not be a problem and will investigate making the changes.*

B. Motion to Approve the BASA-AFSCME Collective Bargaining Agreement 2020-2023

- *Mr. Hnath highlighted the changes to the Bargaining Unit contract.*
- *A motion was made by Mr. Henry and seconded by Mr. Hassler to approve the BASA-AFSCME Collective Bargaining Agreement 2020-2023. Motion approved 5-0.*

C. BASA Flexible Spending Account – Davevic COVID-19 FSA Election Form

- *Ms. Lavorini reviewed the Employer COVID -19 FSA Elections Form. Employees will be permitted to make mid-year election changes, the grace period for changes will be extended until the end of 2020 and the FSA carryover amount will increase from \$500 to \$550.*
- *A motion was made by Mr. Sybert and seconded by Mr. Paterson to approve the COVID-19 FSA Election Form. Motion approved 5-0.*

D. Review of the Authority's 2020-2021 Draft Operation Budget

- *Ms. Lavorini reviewed the budget narrative and the proposed 2020-2021 operations budget. The preliminary budget estimates 2020-2021 expenses to be \$10,876,700, which is a decrease of \$159,150 from last year's budget. The budget will be balanced by first determining the normal operating needs and then allocating the remaining funds to capital improvement line items. Ms. Lavorini indicated the required transfer amount to the bond improvement and redemption fund, any additional budget edits, as well as the capital project costs will be finalized for next month's meeting.*
- *Ms. Lavorini informed the Board that the overall financial impacts of COVID-19 are still not known, but will most likely continue to influence the operations budget.*
- *Mr. Patterson asked the Board if they had any questions. There were no questions. Mr. Patterson requested the Board review the budget and contact Ms. Lavorini with any questions. The vote on the budget will take place at the July Board meeting.*

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


- *None*

14. EXECUTIVE SESSION – LEGAL MATTERS AND PERSONNEL

- *No Executive Session was held*

15. ADJOURNMENT

- *A motion was made by Ms. McKnight and seconded by Mr. Hassler to adjourn the meeting at 9:35 a.m. Motion approved 5-0.*



Secretary



Date

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