

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE MAY 12, 2020 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was hosted on Tuesday, May 12, 2020 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler PA through Zoom Video Conference (meeting ID 848-4156-6308 password 529517).

Authority Board Members Present via Zoom Video Conference:

- *Gerald S. Patterson, Jr., Chairman*
- *Cynthia S. McKnight, Vice Chairman*
- *Paul F. Sybert, Secretary (joined meeting at 9:15)*
- *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*
- *Jim Tomazich, Authority Engineer*
- *Daniel Slomers, Project Engineer*
- *Virginia Ferderber, Collections and Payables Coordinator*
- *Michael Hnath, Authority Solicitor*
- *Rachel V. Carroll, Hatch Authority Engineer*
- *Jeff Smith, City of Butler*

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 May 12, 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 submitted prior to 8:30 a.m. on May 12, 2020.

1. CALL TO ORDER

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

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

- *None*

3. APPROVAL OF MINUTES

A. April 14, 2020 Regular Meeting

- *A motion to approve the April 14, 2020 meeting minutes was made by Ms. McKnight and seconded by Mr. Patterson. Motion approved 4-0.*

4. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Invoice Warrant Lists of: April 21, 2020 (\$50,998.18), April 29, 2020 (\$24,118.93), May 12, 2020 (ACH Transfer- \$58,970.18), and May 12, 2020 (\$1,424,245.87)

- *Ms. Lavorini reviewed the warrants listed above, making mention that the Authority's debt service payments are included in the operating warrant dated May 12, 2020.*

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- *A motion was made by Mr. Henry and seconded by Mr. Hassler to approve the warrants listed. Motion approved 4-0.*

5. FINANCE DIRECTOR'S REPORT

A. Authority Fund Statements and Budget Report – April 30, 2020

- *Ms. Lavorini reviewed the Authority Fund Statements and Budget Report for the month ending April 30, 2020.*

6. EXECUTIVE DIRECTOR'S REPORT

A. Plant Superintendent's Operations Report – April 2020

- *Mr. McKee informed the Board that the reports were in their packages and asked if there were any question.*
- *Mr. Patterson asked how the Realty Transfer Inspection would proceed.*
- *Mr. McKee reported that the inspection resumed this week for unoccupied homes sold prior to March 18, 2020. The inspection will resume for all unoccupied homes the week of May 18, 2020. The crews will practice several safety precautions including gloves, facemask and booties. Staff will continue to monitor the COVID -19 situation and make decisions on the inspections accordingly.*

B. Field Superintendent's Operations Report- April 2020

- *See above.*

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

- *See above.*

7. OPERATIONS DIRECTOR'S REPORT

A. Sewer Tap-In Report – April 2020

- *Mr. Schon reviewed the sewer tap-in report for April 2020. Four inspection only permits were issued.*

B. Discharge Monitoring Report – March 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 March 2020.*
- *The monthly average daily flow of 10.251 MGD in March exceeded the maximum permitted capacity of 10.0 MGD. Since the monthly average daily flows in February and April were both below the permitted capacity, the plant did not exceed the permitted capacity for three consecutive months and therefore it is not considered hydraulically overloaded per the DEP Chapter 94 Regulations.*
- *Sustained heavy rains caused several overflows on March 20th and 21st at the Monroe EQ Tanks, as well as the Brewster, Fisher Heights, Greenwood, and Rock Lick Pump Stations.*

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- *An intense rain storm (1.34 inches in one hour) caused localized flash flooding that inundated an upstream manhole in the ravine behind the Garden Grove Pump Station and caused another overflow at this station on March 30th.*
- *Details regarding these overflows are in the attachments to the Discharge Monitoring Report. All of these overflows were reported to DEP as required.*

8. CONSULTING ENGINEERS' 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.*
- *Mr. Patterson asked for clarification on the plant re-rate project. Ms. Carroll reported that the re-rate request was withdrawn from DEP and that the Authority needed to submit additional information to DEP.*
- *Mr. Schon expanded on Ms. Carroll's explanation noting that the DEP requested that the Authority either withdraw our application to re-rate the plant or it would be denied. The re-rate is a change to the Part II permit and requires that the Plant's discharge limits be reviewed prior to considering a higher flow. The Authority has submitted the requested information to the DEP, but the COVID-19 restrictions have delayed DEP's response. Once we get our new discharge limits from DEP, we can re-submit the re-rate application. Mr. Schon will be following up with the DEP to get an update.*
- *Mr. Slomers updated the Board on the Thickener Building project, indicating that Hatch was authorized to develop the probable cost to replace the catwalk.*

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

- *Mr. Slomers informed the Board that the CAP is progressing as scheduled. The quarterly update was sent to the DEP. The request for additional time to collect flow data, due to lighter than anticipated rainfall over the monitoring period, was approved by DEP. The heavy rain in March has provided some overflow data for HRG to analyze.*

9. FISCAL AND CONTRACTING MATTERS

- *None*

10. OLD BUSINESS

- *None*

11. NEW BUSINESS

A. Acknowledgement of Jim Tomazich's Retirement on June 1, 2020

- *Mr. McKee thanked Mr. Tomazich for his 24 plus years of service to the Authority and recognized his retirement on June 1, 2020.*

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

- *None*

13. EXECUTIVE SESSION – LEGAL MATTERS AND PERSONNEL

- *The Board entered Executive Session at 9:24 A.M. All members of the Board, Mr. Hnath, Ms. Lavorini, Mr. Schon, and Mr. McKee were present to discuss legal and personnel issues.*
- *The Board returned to the public Regular Meeting at 9:46 A.M.*

14. PERSONNEL ACTIONS TAKEN BY THE BOARD

A. Consideration of Mr. Tomazich’s Request to Utilize UPMC for Life HMO Rx Medicare Advantage Plan for Post-Retirement Healthcare

- *A motion was made by Mr. Patterson and seconded by Mr. Sybert to approve the motion outlined in the May 12, 2020 memo regarding James Tomazich’s request to choose an alternate insurance program from what is called for in the Union contract. Specifically, the motion made is “to authorize eligible (hired before August 1, 2010), non-union retirees (and spouse) to be reimbursed for whatever Medicare Advantage plan the retiree and spouse may chose, up to the cost of the Medicare Advantage plan (currently Highmark Security Blue HMO-POS Deluxe Medicare Advantage Plan) provided to the union retirees under the CBA. If the plan and other terms (such as the addition of an HRA) for retiree health care are modified under CBA after the effective date of retirement, the intent of this action is that these eligible non-union retirees will be subject to such modifications, but may choose individual plans which cost less, but in no event more. The same 36-month rules would apply, and all payments/reimbursement and coverage would cease upon the death of the retiree.” Motion approved 5-0.*

B. Consideration of Promoting Mr. Slomers to the Authority Engineer Position

- *A motion was made by Ms. McKnight and second by Mr. Henry to approve the promotion of Mr. Slomers to Authority Engineer with a 4% salary increase effective June 1, 2020. Motion approved 5-0.*

C. Consideration of Creating a New Position in the Engineering Department, titled Project Manager

- *Once Mr. Slomers’ current position as Project Engineer is vacated, the position will not be filled. Mr. McKee proposed creating a new position, titled Project Manager, to replace the Project Engineer position.*
- *A motion was made by Mr. Henry and seconded by Mr. Sybert to create a new position, titled Project Manager, with a starting salary range of \$65,000 to \$75,000 per year. Motion approved 5-0.*

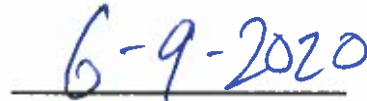
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15. ADJOURNMENT

- *A motion was made by Ms. McKnight and seconded by Mr. Henry to adjourn the meeting at 9:52 a.m. Motion approved 5-0.*



Secretary



Date

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