

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

The regular meeting of the Butler Area Sewer Authority (BASA) Board was hosted on Tuesday, November 10, 2020 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler, PA through a Zoom Video Conference (Meeting ID 826-4643-2425, Password 376804).

Authority Board Members Present via Zoom Video Conference:

- *Gerald S. Patterson, Jr., Chairman*
- *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 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 and Vanessa Vogel student visitor*
- *Michael McKee, Hatch - Authority Engineer*
- *Liz Lackey, HRG*
- *Chad Hanley, HRG*
- *Brent Hilderbrand, 142 N. Monroe Street*
- *Tim Morgus, Maher Duessel CPAs*
- *Katie Yates, Maher Duessel CPAs*
- *Jennifer Croft, Maher Duessel CPAs*

To encourage social distancing the BASA Board held their meeting virtually via Zoom Video Conference. No public attendance was permitted to the November 10, 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 November 10, 2020.

1. CALL TO ORDER

- *Mr. Patterson called the meeting to order at 9:00 a.m.*

2. ROLL CALL

- *Mr. McKee conducted roll call. Mr. Patterson, Ms. McKnight, Mr. Sybert, Mr. Henry, and Mr. Hassler were present via Zoom Video Conference.*

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

- *None*

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

4. APPROVAL OF MINUTES

A. October 13, 2020 Regular Meeting

- *A motion to approve the October 13, 2020 meeting minutes was made by Mr. Sybert and seconded by Mr. Hassler. Motion approved 5-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Periodic Estimate #2 – Contract 2020-1, Lime Dust Control Equipment Project, \$28,608.30 (Reno Bros., Inc.)

- *Mr. Slomers reviewed the Lime Dust Collector Equipment Project Payment Application #2 in the amount \$28,608.30 and recommend the Board approve payment.*
- *A motion was made by Ms. McKnight and seconded by Mr. Henry to approve Payment Application #2 for the Lime Dust Control Equipment Project. Motion approved 5-0.*

B. Invoice Warrant Lists: October 21, 2020 (\$210,667.74), October 29, 2020 (\$29,269.73), November 10, 2020 (\$1,247,336.62), November 10, 2020 (ACH Transfer- \$61,178.44), and November 10, 2020 (Capital- \$44,093.30)

- *Ms. Lavorini reviewed the warrants listed above, making mention that the Authority's debt service payments, with the exception of Series 2020A, are included in the operating warrant dated November 10, 2020. She also noted that a check in the amount of \$111,056.40 was voided and then reissued as it was destroyed in the mail.*
- *A motion was made by Mr. Sybert and seconded by Mr. Hassler to approve the warrants listed. Motion approved 5-0.*

6. FINANCE DIRECTOR'S REPORT

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

- *Ms. Lavorini reviewed the Authority Fund Statements and Budget Report for the month.*

B. Investment Update

- *Ms. Lavorini noted that one CD matured during the period, but the proceeds are being held as liquid funds with PLGIT. The rate of return on liquid funds is similar to that of the CD market.*

C. Presentation of the Audited Financial Statements and Related Reports for the Years Ended July 31, 2020 and 2019

- *Mr. Morgus and Ms. Yates reviewed the governance communication letter, the audited financial statement and related reports for the years ended July 31, 2020 and 2019. There was no management letter reporting deficiencies this year.*
- *A motion was made by Ms. McKnight and seconded by Mr. Patterson to approve the audited financial statements and related reports for the years ended July 31, 2020 and 2019. Motion approved 5-0.*

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

7. EXECUTIVE DIRECTOR'S REPORT

A. Plant Superintendent's Operations Report – October 2020

- *Mr. McKee informed the Board that the reports were in their packages. Mr. McKee highlighted that the Realty Transfer Inspections were catching up and only booked out two weeks instead of one month. Mr. McKee also highlighted the efforts undertaken by the Plant Superintendent and the Field Superintendent to resolve odor issues in the collections system due to the low flows.*

B. Field Superintendent's Operations Report- October 2020

- *See above.*

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

- *See above.*

8. OPERATIONS DIRECTOR'S REPORT

A. Sewer Tap-In Report – October 2020

- *Mr. Schon reviewed the sewer tap-in report for October 2020. There were two sewer tap permits issued; one inspection only and one no fee repair.*

B. Discharge Monitoring Report – September 2020

- *Mr. Schon reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during September 2020. The plant's average daily flow was 4.075 MGD.*
- *Mr. Schon informed the Board that there was one wet weather overflow event on September 7, 2020 at the Brewster Pump Station that was caused by 1.39 inches of rain. The metered overflow pipe installed for the DEP CAP recorded an overflow volume of about 14,430 gallons during the 4.0-hour period. This overflow was reported to the DEP as required.*

9. CONSULTING ENGINEERS' REPORTS

A. Authority Engineer's Monthly Report

- *Mr. Mike McKee said the consultant engineering report was in the Board package and asked if there were any questions. There were no questions from the Board.*

B. CAP Update – HRG's Inflow and Infiltration (I&I) reduction memo

- *Mr. Slomers informed the Board that the CAP scope of work undertaken by HRG has been completed and that the FBB and GBB Design Evaluation Reports along with the recommended alternatives have been submitted to DEP. Mr. Slomers indicated that we are waiting for DEP to approve the recommended alternatives.*
- *Mr. McKee explained to the Board that Staff and HRG have evaluated the cost to replace or repair the collection system in the CAP area. The cost would exceed \$21 million dollars. The Authority has attempted to resolve I&I issues in the past by repairing and replacing the collection system with limited success. Also, the Realty Transfer Program has been replacing laterals for many years to address private side I&I issues. While it is difficult to quantify the success of the Realty Transfer Program, we know that replacing the old laterals with new*

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

materials is reducing I&I. The best alternative to address I&I and eliminate the SSOs to stay in compliance with the CAP is to build the EQ tanks and pump stations while continuing to conduct capital improvement projects within the collection system to reduce I&I.

- *Mr. Hanley reviewed an I&I reduction memo prepared by HRG.*
- *Mr. Patterson asked Mr. Hanley if any I&I evaluation of the collection system would meet the CAP timeline schedule or if it could place BASA in noncompliance.*
- *Mr. Hanley said yes, that it would take several years to complete the evaluation and BASA would not be in compliance with the CAP schedule.*

10. FISCAL AND CONTRACTING MATTERS

A. Consider Award of Professional Environmental Lab Services to Environmental Services Laboratory, 2 Year Contract in the Amount of \$65,387.00 per Year

- *Mr. McKee requested the Board table this agenda item until the December Board meeting.*

11. OLD BUSINESS

A. Consider Approving Resolution No. 11-10-20-01, Updating the Rules and Regulations

- *Mr. McKee asked the Board if there were any questions regarding the proposed changes to the Rules and Regulations. There were no questions.*
- *A motion was made by Mr. Henry and seconded by Mr. Patterson to approved Resolution No. 11-10-20-01 updating BASA's Rules and Regulations. Motion approved 5-0.*

12. NEW BUSINESS

A. Consider Approving License Agreements for 107 Morton Avenue, James P. Kelly, and 103 Morton Avenue, Jeffrey and Linda Oesterling

- *Mr. McKee asked the Board to approve the license agreements for 107 and 103 Morton Avenue.*
- *A motion was made by Ms. McKnight and seconded by Mr. Hassler to approve the License Agreements for 107 Morton Avenue, James P. Kelly, and 103 Morton Avenue, Jeffrey and Linda Oesterling. Motion approved 5-0.*

B. 142 North Monroe Street, Brent Hilderbrand - Sewer Bill Adjustment Request

- *Mr. Hilderbrand explained the circumstances regarding the major leak in his basement. He explained that the Governor's order to shut down his business caused him to not visit the site for several weeks. The leak started shortly after the COVID-19 shut down. Mr. Hilderbrand stated that PA American Water did not notify him of the excess consumption. He has requested consideration for a reduction to his bill.*
- *A motion was made by Ms. McKnight and seconded by Mr. Patterson to table the decision until PA American Water renders their decision regarding any forgiveness of Mr. Hilderbrand's bill. Motion approved 5-0.*

C. Consider Approving BASA Employee Anti-Fraud Policy

- *Mr. McKee introduced the Anti-Fraud Policy and informed the Board that Mr. Hnath reviewed the Policy. The Policy is ready to be provided to all employees for signature.*

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

- *A motion was made by Mr. Hassler and seconded by Mr. Henry to approve the Employee Anti-Fraud policy. Motion approved 5-0.*
- D. Authorize Staff to Advertise the On-Line Auction of Surplus Vehicles and Equipment with Municibid
 - *Mr. McKee introduced the memo requesting authorization to advertise several surplus items using the online auction by Municibid. Each item has a set reserve amount, so if the reserve is met the item will be sold. Mr. McKee will update the Board after the auction is completed.*
 - *A motion was made by Mr. Hassler and seconded by Mr. Sybert to approve the advertisement of the online auction of surplus items and their associated reserve amounts. Motion approved 5-0.*
- E. BASA's Fat, Oil and Grease (FOG) Survey for Non-Residential Establishments
 - *Mr. McKee introduced the draft FOG questionnaire. The questionnaire is designed to gather information regarding grease interceptors or grease traps in restaurant and other FOG contributors. The questionnaire will not be sent out until all the COVID-19 restrictions have been lifted from restaurants.*
 - *Ms. McKnight inquired if laundromat facilities would also be possible contributing entities. Mr. Schon indicated that her recommendation would be taken under consideration.*
- F. Consider Approving Resolution No. 11-10-2020-02 Amending Local Limits in Chapter 400 Industrial Sewer Use Regulations
 - *Mr. Schon introduced the Resolution amending the local limits for the Industrial Pretreatment regulations effective January 1, 2021.*
 - *A motion was made by Mr. Sybert and seconded by Mr. Henry to approve Resolution No. 11-10-2020-02 Amending the Local Limits in Chapter 400 Industrial Sewer Use Regulation. Motion approved 5-0.*
- G. Consider Approving Resolution No. 11-10-2020-03 re Authorized Employees to Sign Pretreatment Reports
 - *Mr. Schon introduced the resolution authorizing the Pretreatment Coordinator and the Executive Director to sign the Pretreatment Reports effective January 1, 2021.*
 - *A motion was made by Ms. McKnight and second by Mr. Hassler to approve Resolution No. 11-10-2020-03 re Authorized Employees to Sign Pretreatment Reports. Motion approved 5-0.*
- H. Consider Approving Resolution No. 11-10-2020-04 re Authorized Employees to Sign NPDES Permit Documents
 - *Mr. Schon introduced the resolution authorizing the Executive Director, Operations Director, Authority Engineer, Project Manager, Plant Superintendent, Assistant Plant Superintendent Pretreatment Coordinator and the Executive Director to sign all NPDES permit documents.*
 - *A motion was made by Mr. Hassler and seconded by Mr. Henry to approve Resolution No. 11-10-2020-04 re Authorized Employees to Sign NPDES Permit Documents. Motion approved 5-0.*

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

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

- None

14. ADJOURNMENT

- *A motion was made by Mr. Patterson and seconded by Ms. McKnight to adjourn the Regular Meeting at 10:00 a.m. Motion approved 5-0.*

15. EXECUTIVE SESSION – PERSONNEL MATTERS

- An executive session was held from 10:00 a.m. to 10:05 a.m. to discuss personnel matters. All Board Members, Mr. McKee, Ms. Lavorini, Mr. Schon and Mr. Hnath were present.



Secretary



Date

**NEXT MEETING: TUESDAY, DECEMBER 8, 2020 at 9:00 A.M.
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**