

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE DECEMBER 8, 2020 REGULAR MEETING**

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The regular meeting of the Butler Area Sewer Authority (BASA) Board was hosted on Tuesday, December 8, 2020 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler, PA through a Zoom Video Conference (Meeting ID 898-1949-1046, Password 339611).

**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*
- *Michael McKee, Hatch - Authority Engineer*
- *Jeff Smith- City of Butler*

*To encourage social distancing the BASA Board held their meeting virtually via Zoom Video Conference. No public attendance was permitted to the December 8, 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](mailto:publiccomment@basapa.org). Public comments provided via email needed to be submitted prior to 8:30 a.m. on December 8, 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*

**4. APPROVAL OF MINUTES**

**A. November 10, 2020 Regular Meeting**

- *A motion to approve the November 10, 2020 meeting minutes was made by Ms. McKnight and seconded by Mr. Sybert. Motion approved 5-0.*

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

- A. Change Order #2 - Contract 2020-1. Lime Dust Control Equipment Project, \$6,873.12 (Reno Bros., Inc.)
- *Mr. Slomers reviewed Change Order #2 and recommend approval of the change order in the amount of \$6,873.12.*
  - *A motion was made by Mr. Henry and seconded by Mr. Hassler to approve Change Order #2 to Reno Brothers, Inc. in the amount of \$6,873.12. Motion approved 5-0.*
- B. Periodic Estimate #3 – Contract 2020-1, Lime Dust Control Equipment Project, \$7,668.81 (Reno Bros., Inc.)
- *Mr. Slomers reviewed the Lime Dust Collector Equipment Project Payment Application #3, clarifying that the amount on the Agenda had a typo and the amount requested is \$7,688.81. Mr. Slomers recommend the Board approve payment.*
  - *A motion was made by Mr. Patterson and seconded by Mr. Sybert to approve payment of Application #3 to Reno Brothers, Inc. in the amount of \$7,688.81 for the Lime Dust Control Equipment Project. Motion approved 5-0.*
- C. Periodic Estimate #4 – Contract 2020-1, Lime Dust Control Equipment Project, \$16,372.61 (Reno Bros., Inc.)
- *Mr. Slomers reviewed the Lime Dust Collection Equipment Project Application #4, the final application, and recommended payment in the amount of \$16,372.61 to Reno Brothers.*
  - *A motion was made by Ms. McKnight and seconded by Mr. Henry to approve payment of Application #4 to Reno Brothers, Inc. in the amount of \$16,372.61 for the Lime Dust Control Equipment Project. Motion approved 5-0.*
- D. Invoice Warrant Lists: November 17, 2020 (\$136,628.59), November 24, 2020 (\$25,385.29), December 8, 2020 (\$32,590.88), December 8, 2020 (ACH Transfer- will be provide at the meeting), December 8, 2020 (Capital- \$40,827.10)
- *Ms. Lavorini reviewed the warrants listed above, making mention that the ACH Transfer for health insurance was not provided in time for the meeting as the invoice was not yet available.*
  - *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 – November 30, 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.*

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**7. EXECUTIVE DIRECTOR'S REPORT**

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

- *Mr. McKee informed the Board that the reports were in their packages and that the Lime Dust Collector is in full operation and working well. The Operators' work environment has improved.*

**B. Field Superintendent's Operations Report- November 2020**

- *See above.*

**C. Realty Transfer I&I Inspection Report – November 2020**

- *See above.*

**8. OPERATIONS DIRECTOR'S REPORT**

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

- *Mr. Schon reviewed the sewer tap-in report for November 2020. There were four sewer tap permits issued; one new residential unit and three no fee permits for repairs.*

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

- *Mr. Schon reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during October 2020. The plant's average daily flow was 3.81 MGD. The lowest for the calendar year.*
- *Mr. Schon informed the Board that there were no wet weather overflows in October.*

**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.*
- *Ms. McKnight asked where drainage areas 10 and 11 were located.*
- *Mr. Mike McKee explained that the area was north of Route 422 and next to the golf course.*
- *Mr. Slomers further expanded on Mr. Mike McKee's statement, that the area is generally the lands bounded by North Duffy Road, Mercer Road, and US 422.*

**B. CAP Update – November 2020**

- *Mr. Slomers informed the Board that HRG and Staff called DEP and gained consensus that our alternative analysis was okay, but DEP could not approve the report until we provide them with a Planning Application.*

**10. FISCAL AND CONTRACTING MATTERS**

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

- *Mr. McKee informed the Board that this was a 2-year contract with a 3% increase in year one only. Mr. McKee said that there were very few issues with the conversion to the professional lab. Environmental Services Laboratory (ESL) performed very well through the year. Mr. McKee recommended the Board approve the 2-year contract with ESL in the amount of \$65,387 per year.*

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- *A motion was made by Ms. McKnight and seconded by Mr. Sybert to approve the 2-year contract with Environmental Services Laboratory in the amount of \$65,387 per year. Motion approved 5-0.*

**B. Consider Award of Professional Engineering Services for CAP Pump Station Upgrades - The Fischer Heights, Brewster Booster, Brewster (FBB) and Greenwood, Benbrook, Bryson (GBB) in the Not to Exceed Amount of \$683,400.**

- *Mr. McKee referenced the CAP Update and recommended the Board approved the professional services contract in the not to exceed amount of \$683,400 to HRG to perform the planning, design and other professional services related to the CAP Alternatives Analysis for the FBB and GBB drainage areas.*
- *Mr. McKee also mentioned that the professional services fee was about 6.7% of the estimated construction costs. This was in the range for what the Authority has experienced in the past for other professional design services.*
- *A motion was made by Mr. Patterson and seconded by Mr. Hassler to approve the professional engineering services in the not to exceed amount of \$683,400 to HRG for the FBB and GBB pump station areas. Motion approved 5-0.*

**C. Consider Non-Union Staff's Wages**

- *Mr. Patterson tabled this item for discussion in Executive Session.*

**11. OLD BUSINESS**

- *Ms. McKnight asked if 142 N. Monroe Street, Mr. Hilderbrand, has gotten back the Authority on his billing issue.*
- *Mr. McKee responded that, Mr. Hilderbrand has not gotten back to the Authority and that he was waiting for a response from PA American about his water bill before he would address the Board again.*

**12. NEW BUSINESS**

**A. Establish Board Meeting Dates for 2021 (Zoom Video Conference Meetings)**

- *A motion was made by Ms. McKnight and seconded by Mr. Hassler to approve the established Board meeting dates for 2021.*
- *Mr. McKee explained the meetings will be held remotely until the PA Government lifts or reduces the restriction on public gatherings.*
- *Motion was approved 5-0.*

**B. Authorize Advertisement of 2021 Board Meeting Dates**

- *A motion was made by Ms. McKnight and seconded by Mr. Hassler to authorize the advertisement of the 2021 Board meeting dates. Motion approved 5-0.*

**C. Certification for Workplace Safety Committee for 2021**

- *Mr. McKee informed the Board the BASA's Safety Committee has been certified by the PA Labor and Industry for 2021 allowing us to receive a discount from our Worker Compensation Insurance Company.*

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**D. Consider Renewal of Butler Community Development Corporation (CDC)- 2021 Membership**

- *A motion was made by Ms. McKnight and seconded by Mr. Henry to approve the payment of \$500 for the 2021 Butler County Development Corporation membership. Motion approved 5-0.*

**E. Consider Renewal of Pennsylvania Municipal League (PELRAS) 2021 Membership**

- *A motion was made by Mr. Sybert and seconded by Mr. Hassler to approve payment of \$450 for the 2021 Pennsylvania Municipal League membership. Motion approved 5-0.*

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

- *Mr. Schon informed the Board that this would be his last Board meeting before retiring in January 2021. Mr. Schon thanked the Board and Staff for over 30 years of support. The Board thanked Mr. Schon for his many years of service.*
- *Mr. Henry expressed his gratitude to the other Authority Board Members and staff, noting that it has been a pleasure to serve on the Board for the past several years, but that his resignation is effective at year end.*
- *Mr. Smith asked a general question regarding the age of the sewer system, what scheduled maintenance programs may be in place, and are certain areas such as the City in worse condition than other parts of the system. Mr. McKee provided a top level overview of the system in response to the inquiry.*

**14. EXECUTIVE SESSION – PERSONNEL MATTERS**

- *The Board entered Executive Session at 9:42 a.m. All members of the Board and Mr. Hnath were present to discuss personnel matters. The Executive Session concluded at 9:50 a.m. and the Board returned to the public portion of the meeting to act on personnel matters.*

**15. CONSIDER NON-UNION STAFF WAGES (Item 10C)**

- *Motion was made by Mr. Patterson and seconded by Mr. Hassler to grant the 11 hours of unaccrued vacation time used by Mr. McKee in 2020 as additional vacation earned in 2020. Motion approved 5-0.*
- *Motion was made by Ms. McKnight and seconded by Mr. Sybert to increase Mr. McKee's salary by 1.5% for 2021. ( $\$129,743 + 1,936 = \$131,689$ ). Motion approved 5-0.*
- *Motion was made by Mr. Patterson and seconded by Ms. McKnight to authorize 5 weeks of paid vacation per year to Mr. McKee beginning in 2021. Motion approved 5-0.*
- *Motion was made by Mr. Henry and seconded by Mr. Hassler to approve the non-union salary increases as presented in the Memorandum dated December 8, 2020 prepared by Mr. McKee. Motion approved 5-0.*

**16. ADJOURNMENT**

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

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Secretary

1/12/21

Date

**NEXT MEETING: TUESDAY, JANUARY 12, 2021 at 9:00 A.M.  
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**