

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE JANUARY 12, 2021 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was hosted on Tuesday, January 12, 2021 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler, PA through a Zoom Video Conference (Meeting ID 890 7065 5026, Password 820891).

Authority Board Members Present via Zoom Video Conference:

- *Gerald S. Patterson, Jr., Chairman*
- *Cynthia S. McKnight, Vice Chairman*
- *Paul F. Sybert, Secretary*
- *Edgar E. Hassler, Jr., Assistant Secretary/Treasurer*
- *Lance Calvert, Newly Appointed*

Staff, Consultants and Guests Present via Zoom Video Conference:

- *Duane McKee, Executive Director*
- *Ronata Lavorini, Finance Director*
- *Daniel Slomers, Authority Engineer*
- *Virginia Ferderber, Collections and Payables Coordinator*
- *Michael Hnath, Dillon McCandless King Coulter & Graham - Authority Solicitor*
- *Michael McKee, Hatch - Consulting Engineer*
- *Sean Garin, Dinsmore & Shohl LLP- Bond Counsel*
- *Jay Wenger, Susquehanna Group Advisor, Inc. (SGA) – Financial Adviser*

To encourage social distancing the BASA Board held their meeting virtually via Zoom Video Conference. No public attendance was permitted to the January 12, 2021 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 January 12, 2021.

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. Hassler, and Mr. Calvert were present via Zoom Video Conference.*

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

- *None*

4. APPROVAL OF MINUTES

A. December 8, 2020 Regular Meeting

- *A motion to approve the December 8, 2020 meeting minutes was made by Ms. McKnight and seconded by Mr. Hassler. Motion approved 4-0-1, with Mr. Calvert abstaining.*

5. Item 10A. Discuss Refinancing the 2016 Sewer Revenue Bond, as Well as Possible New Money Bond Issue in 2021

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE JANUARY 12, 2021 REGULAR MEETING

- *Mr. Wenger suggested that since the need for the new money of \$10 - \$12 million is not necessary until late 2021, the refunding of the 2016 Bond could proceed separately. The 2016 Bond has a call date of July 1, 2021 and closing could take place up to 90 days earlier in April 2021. The current potential for saving is \$70,000 in 2021 and \$35,000 to \$40,000 per year after. This is a saving of approximately 8%.*
- *Mr. Garin informed the Board that the parameter Resolution No. 9-8-2020-01 passed last year set a minimum of 4% savings and that no additional public action was required.*
- *Mr. Patterson, Ms. McKnight, Mr. Sybert, and Mr. Hassler agree to move forward with refunding the 2016 Bond.*
- *Mr. Patterson directed Mr. Wenger, Mr. Garin, Mr. Hnath and Staff to proceed with the process and report back to the Board in February.*

6. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Annual Renewal of Tyler Technologies, MUNIS Accounting Software \$27,481.55

- *Ms. Lavorini recommended approval of the annual accounting software support and services contract with Tyler Technologies for Munis at a cost of \$27, 481.55.*
- *A motion was made by Mr. Sybert and seconded by Mr. Hassler to approve the annual renewal of Tyler Technologies, Munis Accounting Software in the amount of \$27,481.55. Motion approved 5-0.*

B. Invoice Warrant Lists: December 10, 2020 (ACH Transfer \$59,143.55), December 16, 2020 (\$89,211.30), December 29, 2020 (\$78,545.42), January 12, 2021 (\$58,393.57), January 12, 2021 (ACH Transfer - \$59,143.55), January 12, 2021 (Capital - \$13,597.00)

- *Ms. Lavorini reviewed the warrants listed above, including the refunds of four overpayments listed on the January 12, 2021 operating warrant.*
- *A motion was made by Ms. McKnight and seconded by Mr. Patterson to approve the warrants listed. Motion approved 5-0.*

7. FINANCE DIRECTOR'S REPORT

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

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

B. Investment Update

- *Ms. Lavorini informed the Board that three CD's matured during the period, but principal and interest were not reinvested as CD rates remain lower than PLGIT liquid fund Prime rates.*

C. Quarterly Accounts Receivable Summary – December 31,2020

- *Ms. Lavorini reviewed the accounts receivable summary report. She compared the current delinquent balances, excluding accounts that are liened or in bankruptcy, to pre-COVID amounts from one year ago noting a dollar increase of approximately \$186,500 or 143%, but an account number increase of only 140 or 12%. Therefore, in general it appears that accounts that were*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE JANUARY 12, 2021 REGULAR MEETING

delinquent prior to COVID continue to be delinquent but owe a higher average outstanding balance. Compared to the last quarter, that same classification of delinquent balance increased from \$263,077 to \$316,977. Ms. Lavorini noted that we are still following a moratorium with water shuts off due to nonpayment, however that liens are being processed on accounts generally owing over \$700, whereas our normal threshold is \$500.

D. Quarterly Customer Account Audit Report – January 7, 2021

- *Ms. Lavorini reviewed the quarterly customer account audit, noting that approximately 24% of Authority accounts have been reviewed to date.*
- *Ms. McKnight thanked the Finance Department for their efforts on the auditing program.*

8. EXECUTIVE DIRECTOR'S REPORT

A. Plant Superintendent's Operations Report – December 2020

- *Mr. McKee informed the Board that the reports were in their packages and asked if there any questions. There were no questions.*
- *Mr. McKee added that the Realty Transfer Inspections were no longer over booked and meeting the two-week scheduling limit.*

B. Field Superintendent's Operations Report- December 2020

- *See above.*

C. Realty Transfer I&I Inspection's Report – December 2020

- *See above.*

9. OPERATIONS DIRECTOR'S REPORT

A. Sewer Tap-In Report – December 2020

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

B. Discharge Monitoring Report – November 2020

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during November 2020. The plant's average daily flow was 4.863 MGD.*
- *Mr. McKee informed the Board that there were no wet weather overflows in November.*

10. 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.*

B. CAP Update – December 2020

- *Mr. Slomers informed the Board that HRG has begun the planning process with DEP and notifying the local communities and properties affected by the CAP Project.*
- *Mr. Patterson asked if we were setting up meetings with the customers affected by the projects.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE JANUARY 12, 2021 REGULAR MEETING

- *Mr. Slomers acknowledged Mr. Paterson's request and indicated that the letters mailed to the affected properties had his number to call with questions and would be happy to set up meetings when requested*

11. FISCAL AND CONTRACTING MATTERS

A. Discuss Refinancing the 2016 Sewer Revenue Bond, as Well as Possible New Money Bond Issue in 2021

- *Subject was reviewed under Item 5 of the meeting minutes*

B. Consider Approving North Hills Council of Governments (NHCOC) 2021 Associated Membership Dues of \$1,000

- *Mr. McKee requested the Board approve paying the 2021 associate membership dues in the amount of \$1,000 for NHCOC.*
- *Mr. Patterson asked Mr. McKee to explain what the NHCOC is used for.*
- *Mr. McKee explained that the NHCOC provides several pre-bid purchasing avenues for goods and services. The Authority uses several contracts for repairs and maintenance to the collection system.*
- *A motion was made by Mr. Sybert and seconded by Mr. Hassler to approve paying the 2021 membership dues in the amount of \$1,000 to the NHCOC. Motion approved 5-0.*

C. Consider Approving DEP Technologies Service Contract, 60 hours for \$5,940

- *Mr. McKee requested the Board approve the 60-hour contract in the amount of \$5,940 for IT services with Dep Technologies.*
- *Mr. Calvert asked a general question about Requests for proposals for consulting services.*
- *Mr. McKee responded that professional services and labor contracts are acquired under several different methods. The Labor contracts are either publicly bid or pre-bid contracts are used. Professional services do not need to be bid but requests for proposals are sent out when necessary.*
- *A motion was made by Ms. McKnight and seconded by Mr. Patterson to approve the IT service contract with DEP Technologies in the amount of \$5,940. Motion approved 5-0.*

D. Consider Approving Hatch Proposal for Bidding Phase of the Sludge Thickener Building, \$9,500

- *Mr. McKee requested the Board to approve the Hatch proposal for the bidding phase of the Sludge Thickener Building Project with a not to exceed amount of \$9,500.*
- *A motion was made by Mr. Sybert and seconded by Mr. Hassler to approve the Bidding Phase proposal to Hatch in the amount of \$9,500. Motion approved 5-0.*

E. Request Authorization to Advertise the Sludge Thickener Building Improvement Project with the Estimated Construction Cost of \$571,400

- *Mr. McKee requested the Board approve advertising the Sludge Thickener Improvements Project with an estimated cost of \$571,400.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE JANUARY 12, 2021 REGULAR MEETING

- *A motion was made by Ms. McKnight and seconded by Mr. Hassler to approve advertising the Sludge Thickener Improvements Project with an estimated cost of \$571,400 pending the Solicitors approval of the Terms and Conditions. Motion approved 5-0*

F. Bond Issue, Series of 2016 Requisition No. 25 (\$82,831.40)

- *Ms. Lavorini reviewed the refunding of the Bond Issue of 2016 Requisition No. 25 in the amount of \$82,831.40 for eligible expenses paid by the Authority.*
- *A motion was made by Mr. Sybert and seconded by Mr. Patterson to approve Requisition No. 25 in the amount of \$82,831.40. Motion approved 5-0.*

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

- *Ms. Lavorini reviewed the COVID-19 FSA Election Form for temporary changes allowed by recent Federal regulations and as proposed by Davevic Benefit Consultants to the Plan for the 2021 calendar year.*
- *A motion was made by Mr. Patterson and seconded by Ms. McKnight to approve the proposed temporary changes to the FSA Plan Document. Motion approved 5-0.*

12. OLD BUSINESS

A. Results from On-Line Auction of Surplus Vehicles and Equipment with Municibid

- *Mr. McKee reviewed the on-line auction conducted in December. Only the items that met the reserve price were sold.*

B. *Mr. McKee informed the Board that 142 N. Monroe Street was contacted last week. Mr. Hilderbrand was sick with COVID-19 and wanted to speak with the Authority next week. Mr. Hilderbrand is still having discussions with PA American regarding a potential relief on his water bill.*

13. NEW BUSINESS

A. Authorize the Executive Director to Sign all Paperwork Necessary to Purchase and Transfer Vehicles Sold

- *Mr. McKee requested the Board authorize the Executive Director to sign any necessary paperwork to purchase or transfer vehicles for the Authority.*
- *A motion was made by Ms. McKnight and seconded by Mr. Hassler to approve the Executive Director signing any necessary paperwork to purchase or transfer vehicles. Motion approved 5-0.*

B. Consider Resolution No. 01-12-2021-1, North Hills Council of Governments Mutual Aid Resolution

- *Mr. McKee requested the Board approve the Mutual Aid Resolution with the North Hills Council of Governments.*
- *A motion was made by Mr. Patterson and seconded by Mr. Calvert to approve Resolution No. 01-12-2021-1, the North Hills Council of Governments Mutual Aid Resolution. Motion approved 5-0.*

C. Consider Resolution No. 01-12-2021-2- Records Disposition

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE JANUARY 12, 2021 REGULAR MEETING

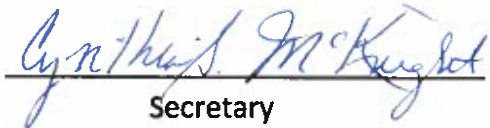
- *Ms. Lavorini requested the Board approve Resolution No. 01-12-2021-2 for the disposition of records.*
- *A motion was made by Mr. Sybert and seconded by Mr. Hassler to approve Resolution No. 01-12-2021-2 for the disposition of records. Motion approved 5-0.*

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

- *No Public Comment*
- *Ms. McKnight and other Board members welcomed Mr. Calvert to the Board. Ms. McKnight also offered that Mr. Calvert could have a plant tour anytime.*

15. ADJOURNMENT

- *A motion was made by Ms. McKnight and seconded by Mr. Patterson to adjourn the Regular Meeting at 9:45 a.m. Motion approved 5-0.*


Secretary

1/12/21
Date

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