

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE FEBRUARY 9, 2021 REGULAR MEETING**

---

The regular meeting of the Butler Area Sewer Authority (BASA) Board was hosted on Tuesday, February 9, 2021 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler, PA through a Zoom Video Conference (Meeting ID 870- 6826- 4836, Password 705284).

**Authority Board Members Present via Zoom Video Conference:**

- *Gerald S. Patterson, Jr., Chairman*
- *Cynthia S. McKnight, Vice Chairman*
- *Paul F. Sybert, Secretary*
- *Lance R. Calvert, Newly Appointed*
- *Mavrik W. Goepfert, 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*
- *Jeff Smith- City of Butler*
- *Brent Hilderbrand – 142 North Monroe Street*

To encourage social distancing the BASA Board held their meeting virtually via Zoom Video Conference. No public attendance was permitted to the February 9, 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](mailto:publiccomment@basapa.org). Public comments provided via email needed to be submitted prior to 8:30 a.m. on February 9, 2021.

**1. CALL TO ORDER**

- *Mr. Patterson called the meeting to order at 9:02 a.m.*

**2. ROLL CALL**

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

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

- *Mr. Hilderbrand, 124 North Monroe Street addressed the Board requesting a sewer bill adjustment. Mr. Hilderbrand informed the Board that PA American extended a 20% discount on his water bill and then requested the Authority consider the same discount.*
- *Mr. Patterson said the Authority charges based on PA American Water consumption, so if consumption decreased it is reasonable for the Authority to also adjust the billing.*

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE FEBRUARY 9, 2021 REGULAR MEETING**

---

- *Ms. Lavorini agreed saying that the Authority has provided for the same discount that PA American Water offered in situations like this in the past.*
- *Mr. Hilderbrand also asked the Board if he could make two payments, one this month and one next month.*
- *The Board agreed and asked Mr. McKee and Ms. Lavorini to work out the payment details.*
- *A motion was made by Ms. McKnight and seconded by Mr. Sybert to reduce Mr. Hilderbrand's sewer bill by 20% due to the water leak. Motion approved 5-0.*

**4. ELECTION OF OFFICERS**

- *Mr. Patterson turned the meeting over to Mr. Hnath to conduct the business of the election of officers.*
- *Mr. Hnath asked for nominations from the floor for the position of Chairman of the Board. Ms. McKnight made a motion to nominate Mr. Patterson as the Chairman. Hearing no additional nominations, Ms. McKnight made a motion to close nominations for Chairman, seconded by Mr. Patterson. On the motion to approve Mr. Patterson as Chairman, Ayes-5; Nays-0. Motion approved.*
- *Mr. Hnath asked for nominations from the floor for the position of Vice Chairman of the Board. Mr. Patterson made a motion to nominate Ms. McKnight as the Vice Chairman. Hearing no additional nominations, Mr. Patterson made a motion to close nominations for Vice Chairman, seconded by Mr. Calvert. On the motion to approve Ms. McKnight as Vice Chairman of the Board, Ayes-5; Nays-0. Motion approved.*
- *Mr. Hnath asked for nominations from the floor for the position of Secretary of the Board. Ms. McKnight made a motion to nominate Mr. Calvert as the Secretary. Hearing no additional nominations, Ms. McKnight made a motion to close nominations for Secretary, seconded by Mr. Patterson. On the motion to approve Mr. Calvert as Secretary of the Board, Ayes-5; Nays-0. Motion approved.*
- *Mr. Hnath asked for nominations from the floor for the position of Treasurer of the Board. Ms. McKnight made a motion to nominate Mr. Sybert as the Treasurer. Hearing no additional nominations, Mr. Patterson made a motion to close nominations for Treasurer, seconded by Ms. McKnight. On the motion to approve Mr. Sybert as Treasurer of the Board, Ayes-5; Nays-0. Motion approved.*
- *Mr. Hnath asked for nominations from the floor for the position of Assistant Secretary/Treasurer of the Board. Ms. McKnight made a motion to nominate Mr. Goepfert as the Assistant Secretary/Treasurer. Hearing no additional nominations, Ms. McKnight made a motion to close nominations for Assistant Secretary/Treasurer, seconded by Mr. Patterson. On the motion to approve Mr. Goepfert as the Assistant Secretary/Treasurer of the Board, Ayes-5; Nays-0. Motion approved.*
- *Mr. Hnath turned the remaining business of the meeting over to Mr. Patterson.*
- *Mr. Patterson extended a thank you to Mr. Hassler for his time served on the Authority Board.*

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE FEBRUARY 9, 2021 REGULAR MEETING**

---

5. **Item 15A. Update on Refinancing the 2016 Sewer Revenue Bond and Consider Approval of SGA Agreement**
- *Mr. Wenger provided a brief review of the recent 2015 and current 2016 refinancing projects.*
  - *Mr. Wenger informed the Board that interest rates are holding steady and the Authority could expect up to \$100,000 a year in combined 2015 and 2016 refinancing savings. The 2021 Bonds, valued at approximately \$8.5 million, will be auctioned in March and with an April closing.*
  - *Mr. Wenger explained that the proposed 2016 SGA agreement is consistent in terms, form, and pricing (\$25,000) as the last proposal, however that SGA prefers to have a separate agreement for each debt transaction. A motion was made by Ms. McKnight, seconded by Mr. Sybert, to approve the 2016 Bond refinancing SGA Agreement. Motion approved 5-0.*
6. **APPOINTMENT OF SOLICITOR (Prior Year: Dillon McCandless King Coulter & Graham)**
- *Mr. Hnath introduced the Dillon McCandless King Coulter & Graham letter dated February 2, 2021 (attached) that outlined a rate increase of \$5.00 per hour for professional services.*
  - *A motion was made by Ms. McKnight, seconded by Mr. Calvert, to approve the reappointment of Dillon McCandless King Coulter & Graham with the adoption of the \$5 per hour increase, \$185 per hour, as the Authority Solicitor. Motion approved 5-0.*
7. **APPOINTMENT OF CONSULTING ENGINEER (Prior Year: Hatch Engineers)**
- *Mr. Michael McKee reviewed the 2021 proposed charges for professional services, noting a 3% increase across various staff classes.*
  - *Ms. McKnight made note that she disagreed with the 3% increase.*
  - *A motion was made by Mr. Patterson, seconded by Ms. McKnight to approve the reappointment of Hatch Engineers as the consulting engineer for the Authority with the adoption of the hourly rate increases per their 2021 proposal (attached). Motion approved 5-0.*
8. **APPOINTMENT OF AUDITOR (Prior Year: Maher Duessel)**
- *Ms. Lavorini explained to the Board that the engagement term was increased from three years to five years. The 2021 audit rate decreases by \$500 (\$18,700), the 2022 audit rate is consistent with the fee paid in 2020 (\$19,200), and the remaining years 2023, 2024 and 2025 increase by \$500 per year or approximately 2.6%. Proposal attached.*
  - *A motion was made by Mr. Patterson and seconded by Mr. Sybert to approve the reappointment of Maher Duessel as the Authority's Auditor with the adoption of the five-year agreement dated January 27, 2021. Motion approved 5-0.*
9. **APPOINTMENT OF INSURANCE CONSULTANT (Prior Year: Bailey Raabe & Associates)**
- *Mr. McKee explained that Mr. Raabe has provided professional guidance for many years and has been doing a good job. Their hourly rate (\$200) will remain the same as last year(attached).*

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE FEBRUARY 9, 2021 REGULAR MEETING**

---

- A motion was made by Mr. Sybert and seconded by Mr. Goepfert to approve the reappointment of Bailey Raabe & Associates as the Authority's insurance consultant. Motion approved 5-0

**10. APPOINTMENT OF FINANCIAL ADVISOR (Prior Year: Susquehanna Group Advisors, Inc.)**

- Proposal attached
- A motion was made by Ms. McKnight and seconded by Mr. Patterson to approve the reappointment of Susquehanna Group Advisors, Inc. as the Authority's Financial Advisor. Motion approved 5-0.

**11. APPROVAL OF MINUTES**

**A. January 12, 2021 Regular Meeting**

- *A motion to approve the January 12, 2021 meeting with one modification, changing the reference to Hatch from "Authority" Engineer to "Consulting" Engineer on page one of the minutes, was made by Mr. Sybert and seconded by Mr. Calvert. Motion approved 5-0.*

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

**A. Invoice Warrant Lists of January 19, 2021 (\$84,594.28), January 28, 2021 (\$114,500.22), February 9, 2021 (\$60,797.67), February 9, 2021 (Capital - \$508.00), February 9, 2021 (ACH Transfer - \$55,528.69)**

- *Ms. Lavorini reviewed the warrants listed above.*
- *A motion was made by Mr. Patterson and seconded by Ms. McKnight to approve the warrants listed. Motion approved 5-0.*

**13. FINANCE DIRECTOR'S REPORT**

**A. Authority Fund Statements and Budget Report – January 31, 2021**

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

**B. Investment Update**

- *Ms. Lavorini informed the Board that one CD matured during the period. The funds were not reinvested in a CD as rates remain low at 0.10% for a one year investment compared to PLGIT's liquid Prime account offering a current return of 0.07%, or a difference of \$74 for the year.*

**14. OPERATIONS REPORTS**

**A. Plant Superintendent's Operations Report – January 2021**

- *Mr. McKee informed the Board that the reports were in their packages and asked if there were any questions. There were no questions.*

**B. Field Superintendent's Operations Report- January 2021**

- *See above.*

**C. Realty Transfer I&I Inspection's Report – January 2021**

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE FEBRUARY 9, 2021 REGULAR MEETING**

---

- *See above.*

**D. Sewer Tap-In Report – January 2021**

- *Mr. McKee reviewed the sewer tap-in report for January 2020. There were four sewer tap permits issued; one inspection only, two no fee permits for repairs and one new tap.*

**E. Discharge Monitoring Report – December 2020**

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during December 2020. The plant's average daily flow was 7.364 MGD.*
- *Mr. McKee informed the Board that there were wet weather overflows on December 24, 2020. The Brewster Pump Station and the Greenwood Pump Station overflowed approximately 4,000 gallons and 7,200 gallons, respectively.*

**15. 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.*
- *Mr. Mike McKee added that a preconstruction meeting for the Thickener Build Improvements was scheduled for this Wednesday, bids are due next Wednesday, and approximately 15 contractors purchased plans for this project.*

**B. CAP Update – HRG's Progress Report - January 2020**

- *Mr. Slomers informed the Board that HRG continues to work on the planning process with DEP and also that BASA has formally requested taps for this service area for 2021.*

**16. FISCAL AND CONTRACTING MATTERS**

**A. Update on Refinancing the 2016 Sewer Revenue Bond and Consider Approval of SGA Agreement**

- *See item 4 for update*

**B. Consider Approving PennPrime Workers' Compensation Coverage Renewal**

- *Mr. McKee requested that the Board approve the PennPrime Workers' Compensation renewal.*
- *A motion was made by Ms. McKnight and seconded by Mr. Patterson to approve the renewal of the PennPrime Workers' Compensation Insurance, net cost of \$35,145. Motion approved 5-0.*

**C. Consider Approving the First Amendment to AK Steel MOU Regarding Billing Terms and Certain Other Matters.**

- *Mr. McKee informed the Board that the Amendment was necessary to document the sale of Plant Number 2, Bantam Avenue, and to change some of the contact information.*
- *Mr. Patterson asked where the Plant Number 2 was located.*
- *Mr. Slomers responded that the building was located next to the Negley Pump Station.*

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE FEBRUARY 9, 2021 REGULAR MEETING**

---

- *A motion was made by Mr. Sybert and seconded by Mr. Goepfert to approve the first amendment to the AK Steel MOU regarding billing terms and certain other matters. Motion approved 5-0.*

**D. Consider a Proposal from KTA-Tater for the Condition Assessment of Deshon and Monroe Street Equalization Tanks**

- *Mr. McKee requested the Board approve KTA-Tater's proposal to inspect the EQ tanks at the Monroe Street and Deshon locations at a cost of \$10,400 for both tanks, \$5,200 each. This is a continuation of the inspection program that began last year for the Ball Park EQ tanks.*
- *Mr. Patterson asked Mr. McKee when the tanks would need inspected again.*
- *Mr. McKee responded that the tanks will not need inspected for another 10 years.*
- *A motion was made by Ms. McKnight and seconded by Mr. Patterson to approve KTA-Tater's proposal to inspect the Deshon and Monroe Street equalization tanks. Motion approved 5-0.*

**E. Authorization to Update and Execute New Signature Cards**

- *Ms. Lavorini requested the Board approve updating and executing new signature bank cards.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Sybert to approved new signature cards. Motion approved 5-0.*

**17. OLD BUSINESS**

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

- *Discussed under Item 3 Public Comment: Agenda items*

**18. NEW BUSINESS**

**A. Re-institute Water Shut-Off Policy Due to Non-payment**

- *Mr. McKee informed the Board PA American Water Co. (PAWC) is once again beginning water shut-offs due to nonpayment as the Public Utility Commission (PUC) has lifted the COVID-19 moratorium. Staff is working closely with PAWC to initiated water shut-offs, including following any remaining COVID-19 and PAWC guidelines.*

**B. Consider Approving Resolution No. 02-09-2021-1, Schedule of Fees**

- *Mr. McKee informed the Board that the only areas of change were highlighted in red and were in the legal fee section starting on page 6. These are pass through charges related to the 2021 legal fees charged by Dillon McCandless King Coulter & Graham.*
- *A motion was made by Mr. Sybert and seconded by Mr. Calvert to approve Resolution No. 02-09-2021-1 Schedule of Fees. Motion approved 5-0.*

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

- *No Public Comment*
- *Ms. McKnight welcomed Mr. Calvert and Mr. Goepfert to the Board. Ms. McKnight also offered that they could make arrangements for a plant tour any time.*

**BUTLER AREA SEWER AUTHORITY  
MINUTES OF THE FEBRUARY 9, 2021 REGULAR MEETING**

---

**20. ADJOURNMENT**

- *A motion was made by Mr. Sybert and seconded by Mr. Patterson to adjourn the Regular Meeting at 9:50 a.m. Motion approved 5-0.*

  
\_\_\_\_\_  
Secretary

3/9/2021  
\_\_\_\_\_  
Date

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

