

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE MAY 11, 2021 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was hosted on Tuesday, May 11, 2021 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler, PA through a Zoom Video Conference (Meeting ID 868-0921-4590, Password 383740).

Authority Board Members Present via Zoom Video Conference:

- *Gerald S. Patterson, Jr., Chairman*
- *Paul F. Sybert, Vice Chairman*
- *Mavrik W. Goepfert, Treasurer (arrived at 9:06 a.m.)*
- *Steven C. Braden – Assistant Secretary/ Treasurer*

Authority Board Member Absent:

- *Lance R. Calvert- Secretary*

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*
- *Fred Vero, Township of Butler*
- *Dave Zarnick, Township of Butler*
- *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 May 11, 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 May 11, 2021.

1. CALL TO ORDER

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

2. ROLL CALL

- *Mr. McKee conducted a roll call. Mr. Patterson, Mr. Sybert and Mr. Braden were present via the Zoom Video Conference. Mr. Calvert and Mr. Goepfert were not in attendance. Mr. Goepfert signed on at 9:06 a.m.*

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

- *Mr. Smith commented on the April 13, 2021 meeting minutes. Mr. Smith stated that during public comment he asked if Butler City was required to provide a response during the public comment phase of the CAP, not Butler Township.*

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- Mr. Smith also stated that the topic of Pa American's interest in purchasing BASA was brought up by Mr. Calvert under New Business and not Public Comment.
- Mr. Patterson acknowledge Mr. Smith's corrections and asked Mr. McKee if the comments were accurate.
- Mr. McKee said he believed the comments were accurate.
- Mr. Patterson directed Mr. McKee to make the changes to the meeting minutes.

4. APPROVAL OF MINUTES

A. April 13, 2021 Regular Meeting

- *Mr. Patterson outlined a motion to include Mr. Smith's comments regarding the April 13, 2021, meeting minutes and directed Mr. Mckee to revise the meeting minutes to reflect Mr. Smith's comments prior to Board signature. Mr. Sybert made the motion to approve the revised April 13, 2021 meeting minutes and Mr. Patterson seconded the motion. Motion approved 3-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Periodic Estimate No.1, Sludge Thickener Bldg. Upgrade, \$10,269.52 (Bronder Technical Services)

- *Mr. Slomers reviewed periodic estimate No. 1 for the sludge thickener building upgrades and recommend payment of \$10,269.52 to Bronder Technical Services.*
- *A motion was made by Mr. Braden and seconded by Mr. Sybert to approve periodic estimate No. 1 for the Sludge Thickener Bldg. Upgrade to Bronder Technical Services in the amount of \$10,269.52. Motion approved 3-0.*

B. Periodic Estimate No.2, North Hills COG 2020-2021 CAP Sewer Rehab Project, \$40,272.75 (State Pipe Services, Inc.)

- *Mr. Slomers reviewed periodic estimate No. 2 for the North Hills COG 2020-2021 CAP Sewer Rehabilitation Project and recommend payment of \$40,272.75 to State Pipe Services Inc.*
- *A motion was made by Mr. Sybert and seconded by Mr. Braden to approve periodic estimate No. 2 for the North Hills COG 2020-2021 CAP Sewer Rehabilitation Project to State Pipe Services in the amount of \$40,272.75. Motion approved 3-0.*

C. Invoice Warrant Lists: April 14, 2021 (ACH - \$57,336.12), April 20, 2021 (\$117,012.13) April 29, 2021 (\$95,384.69), May 11, 2021 (\$1,418,767.98), May 11, 2021 (Capital - \$56,083.27)

- *Ms. Lavorini reviewed the above warrants. She noted that approximately \$1,391,000 for July's debt service payments were included in the May 11, 2021 operating warrant.*
- *A motion was made by Mr. Patterson and seconded by Mr. Braden to approve the warrants listed. Motion approved 3-0.*

6. FINANCE DIRECTOR'S REPORT

A. Authority Fund Statements and Budget Report – April 30, 2021

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

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B. Investment Update

- *Ms. Lavorini informed the Board that no CDs matured during the period. The last CD we have invested will be maturing in May.*

7. OPERATIONS REPORTS

A. Plant Superintendent's Operations Report – April 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- April 2021

- *See above.*

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

- *See above.*

D. Sewer Tap-In Report – April 2021

- *There were eight sewer tap permits issued; two new commercial units, one inspection only and five no fee permits for repairs.*

E. Discharge Monitoring Report – March 2021

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during March 2021. The plant's average daily flow was 5.730 MGD.*
- *Mr. McKee informed the Board that there were three sanitary sewage overflows in March. There was a wet weather overflow at Greenwood Pump Station on March 1st for 6.25 hours and approximately 24,320 gal. There were remnants of an overflow at Ritts Park discovered on March 24th. The duration and quantity of overflow is unknown. There was also a force main break at Rocklick Pump Station on March 25th. The force main overflowed for an unknown duration and quantity.*

8. CONSULTING ENGINEERS' REPORTS

A. Authority Consulting Engineer's Monthly Report

- *Mr. Mike McKee informed the Board that the report was in their package and asked if there were any questions.*
- *The Board had no questions.*

B. CAP Update – HRG's Progress Report - April 2021

- *Mr. Slomers informed the Board that HRG continues to work on the planning process and that the project remains on schedule.*

9. FISCAL AND CONTRACTING MATTERS

A. Consider approving Pump Station and EQ Tank Lawncare Maintenance Quote

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- *Mr. McKee informed the Board that the lawncare maintenance quotes were solicited for the EQ stations. The base value of the quote exceeds \$10,000. The low bidder is a company owned by a BASA employee. BASA's Purchasing Policy and the Ethics Act requires such contracts to be awarded through a public process.*
- *A motion was made by Mr. Braden and seconded by Mr. Patterson to award the EQ tank lawncare maintenance contract to Rick Rice Grass Cutting. Motion approved 4-0.*

B. Consider a Proposal from Stanley Convergent Security Solutions for Surveillance Cameras and Software

- *Mr. McKee informed the Board that the proposal for \$24,616.71 was to replace the existing outdated surveillance cameras and associated software.*
- *Mr. Patterson asked Mr. McKee if there was an annual maintenance fee. Mr. McKee responded that there will be an annual software maintenance fee, but he would have to get back to him with the cost. The maintenance cost was not in the proposal.*
- *Mr. Slomers also responded that the maintenance program would be discussed after the initial installation is completed, so it was not included in the proposal.*
- *A motion was made by Mr. Sybert and seconded by Mr. Braden to award the proposal in the amount of \$24,616.71 to Stanley Convergent Security Solutions for Surveillance Cameras and Software. Motion approved 4-0.*

C. Maher Duessel CPA's Arbitrage Rebate Calculation (2015 Bond)

- *Ms. Lavorini reviewed the Arbitrage calculation prepared by Maher Dussel and asked if the Board had any questions.*
- *The Board had no questions.*

D. Bond Issue, Series of 2016 Requisition No. 26 (\$140,508.85)

- *Ms. Lavorini reviewed the Bond Issue, Series of 2016 Requisition No. 26 reimbursing the Operating Fund \$140,508.85.*
- *A motion was made by Mr. Sybert and seconded by Mr. Goepfert to approve the Bond Issue, Series 2016 Requisition No. 26 in the amount of \$140,508.85. Motion approved 4-0.*

10. OLD BUSINESS

A. Overview of BASA's Purchasing Policy

- *Mr. McKee reintroduced the Purchasing Policy as a document that highlights the States purchasing requirements and BASA's internal purchasing process.*
- *A motion was made by Mr. Patterson and seconded by Mr. Goepfert to approve BASA's Purchasing Policy. Motion approved 4-0.*

11. NEW BUSINESS

A. Wolf Administration Lifts State of Emergency on May 31, 2021, at 12:01 a.m.– BASA Can Return to in Person Board Meetings

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- Mr. McKee informed the Board that the PA Governor will be lifting the COVID-19 State of Emergency on May 31, 2021. We will be permitted to conduct in person public board meetings.
- Mr. Patterson asked if Mr. McKee would monitor the need to mask at Board meetings.
- Mr. McKee responded that the Governor's mask mandate will remain in place until 70% of the populations are fully vaccinated. The conference room is too small to provide adequate social distancing so we will have to wear a mask, unless everyone on the room is full vaccinated.

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

- *Mr. Smith, Butler City Council, asked if the overflow in Ritts Park was cleaned up and if the City Parks Manager was notified.*
- *Mr. McKee said the Park Manager was not notified, but the overflow was cleaned up.*
- *Mr. Smith asked Mr. McKee to please notify Butler City when there is an overflow in the park. Mr. Smith offered to provide Mr. McKee contact information for the City Parks Manager, Rod Huey.*
- *Mr. McKee agreed to contact the Parks Department any time there is a sewage overflow in a City Park.*
- *Mr. Zarnick stated he was glad the BASA Board meetings were to be held in person next month and that the Butler Township Manager, Mr. Tom Knights will be attending the Board meetings.*

13. ADJOURNMENT

- *A motion was made by Mr. Sybert and seconded by Mr. Braden to adjourn the Regular Meeting at 9:22 a.m. Motion approved 4-0.*



Secretary

6-8-21

Date

NEXT MEETING: TUESDAY, JUNE 8, 2021 at 9:00 A.M.
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA

