

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE JULY 13, 2021 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (Authority) Board was hosted on Tuesday, July 13, 2021 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler, PA.

Authority Board Members Present:

- *Gerald S. Patterson, Jr., Chairman*
- *Paul F. Sybert, Vice Chairman*
- *Lance R. Calvert- Secretary*
- *Mavrik W. Goepfert, Treasurer*
- *Steven C. Braden - Assistant Secretary and Treasurer*

Staff, Consultants and Guests Present:

- *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*

The public was 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 July 13, 2021.

1. CALL TO ORDER

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

2. PUBLIC COMMENT: AGENDA ITEMS (Time Limit- 5 Minutes)

- *None*

3. APPROVAL OF MINUTES

A. June 8, 2021 Regular Meeting

- *Mr. McKee informed the Board that there was an error in the meeting minutes. The roll call indicated that the Board members were present via Zoom at the June 8, 2021 meeting. However, the meeting was held in person. The edit was made to the meeting minutes and are ready for approval.*
- *A motion was made by Mr. Braden and seconded by Mr. Calvert. Motion approved 5-0.*

4. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Periodic Estimate No.3, Sludge Thickener Bldg. Upgrade, \$4,347.00 (Bronder Technical Services)

- *Mr. Slomers reviewed periodic estimate No. 3 for the Sludge Thickener Building Upgrade and recommended payment of \$4,347.00 to Bronder Technical Services.*
- *A motion was made by Mr. Sybert and seconded by Mr. Goepfert to approve periodic*

estimate No. 3 for the Sludge Thickener Building Upgrade to Bronder Technical Services in the amount of \$4,347.00. Motion approved 5-0.

B. Periodic Estimate No. 4, North Hills COG 2020-2021 CAP Sewer Rehab Project, \$70,944.30 (State Pipe Services, Inc.)

- *Mr. Slomers reviewed periodic estimate No. 4 for the North Hills COG 2020-2021 CAP Sewer Rehabilitation Project and recommended payment of \$70,944.30 to State Pipe Services Inc.*
- *A motion was made by Mr. Calvert and seconded by Mr. Braden to approve periodic estimate No. 4 for the North Hills COG 2020-2021 CAP Sewer Rehabilitation Project to State Pipe Services, Inc. in the amount of \$70,944.30. Motion approved 5-0.*

C. Transfer of the Annual Excess Revenue Fund Deposits to the Bond redemption and Improvements Fund

- *Ms. Lavorini reviewed the calculation for the Annual Excess Revenue Fund transfer to the Bond Redemption and Improvements fund. She explained that the Trust Indenture allows the Authority to retain 5/12th of the total 2020-2021 budgeted fiscal expenses, the remainder must be transferred into the Bond Redemption and Improvements Fund.*
- *Ms. Lavorini asked the Board to make a motion transferring \$1,279,184.00 to the Bond Redemption and Improvement Fund.*
- *A motion was made by Mr. Sybert and seconded by Mr. Braden to approve the transfer of \$1,279,184.00 from the Operating Fund into the Bond Redemption and Improvements Fund.*

D. Invoice Warrant Lists: June 9, 2021 (ACH - \$57,336.12), June 15, 2021 (\$102,281.67) June 24, 2021 (\$32,639.59), July 1, 2021 (\$31,409.18), July 13, 2021 (\$1,367,778.55), July 13, 2021 (Capital – 83,218.58)

- *Ms. Lavorini reviewed the above warrants. The warrants include the emergency repair work to the Monroe force main and well as the transfer explained earlier at agenda item 4C.*
- *Mr. Patterson asked if there was anything else in the invoices out of the ordinary. Ms. Lavorini replied that there was not.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Patterson to approve the warrants listed. Motion approved 5-0.*

5. FINANCE DIRECTOR'S REPORT

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

- *Ms. Lavorini reviewed the Fund Statements and Budget Report dated June 30, 2021.*

B. Investment Update

- *Ms. Lavorini informed the Board there was no change in the status of PLGIT investments.*

C. Quarterly Accounts Receivable Summary – June 30, 2021

- *Ms. Lavorini reviewed the Quarterly Accounts Receivable Summary for June 30, 2021.*

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

- *Ms. Lavorini reviewed the Customer Account Audit Report dated July 7, 2021.*

E. Review of the Annual Debt Service Reserve Fund Valuation

- *Ms. Lavorini reviewed the Annual Debt Service Reserve Fund valuation as prepared by the*

Authority's Trustee, BNY Mellon. On June 30, 2021, there is an excess of funds in the account of \$363,281.92. The Authority's Bond Council and Financial Advisor recommends the money stay in place until any new bond debt is acquired, at the end or beginning of 2020 or 2021, respectively.

6. OPERATIONS REPORTS

A. Plant Superintendent's Operations Report -June 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 - June 2021

- See above.

C. Realty Transfer I&I Inspection's Report - June 2021

- See above.

D. Sewer Tap-in Report - June 2021

- There were ten sewer tap permits issued; one residential, two commercial units, one inspection only and six no fee permits for repairs.

E. Discharge Monitoring Report - May 2021

- Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during May 2021. The plant's average daily flow was 6.342 MGD.
- Mr. McKee informed the Board that there was one sanitary sewage overflows (SSO) in May. The Greenwood Pump Station wet well overflowed on May 9th, from 4:45 p.m. to 11:00 p.m. or 6.25 hours with a total discharge amount of 22,470 gallons. The SSO was reported to DEP.

7. 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.
- Mr. Patterson asked if the Board had any questions. There were no questions.

B. CAP Update- HRG's Progress Report- June 2021

- Mr. Slomers informed the Board that HRG is still on schedule and that staff and the Authority's legal counsel, Attorney Michael Hnath, are beginning to meet with property owners.

8. FISCAL AND CONTRACTING MATTERS

A. Consider Awarding Lime Supply Contract 2021-01 to Graymont Inc. in the amount of \$167.40/ton

- Mr. McKee recommended the Board award the Lime Supply Contract 2021-01 to Graymont Inc. in the amount of \$167.40/ton.
- Mr. Patterson asked how much we spend a year on Lime.
- Ms. Lavorini pointed the Board to the new Budget and informed them we anticipate spending \$42,000 this fiscal year.

- *Mr. McKee added that the old press used about \$200,00 per year in lime.*
- *A motion was made by Mr. Braden and seconded by Mr. Calvert to award the Lime Supply Contract 2021-01 to Graymont Inc. in the amount of \$167.40/ton. Motion approved 5-0.*

B. Request to Transfer Remaining Funds and Close the 2016 Debt Service Fund

- *Ms. Lavorini requested the Board authorize the transfer of \$518.39 being held within the BNY Mellon 2016 bond fund to the 2021 debt service fund and then close the 2016 bond account.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Braden to authorize the transfer of the funds from the 2016 bond fund to the 2021 debt service fund. Also closing the 2016 bond fund. Motion approved 5-0.*

9. OLD BUSINESS

A. Consider Approval of the Authority's 2021-2022 Second Preliminary Draft Operation Budget

- *Ms. Lavorini reviewed the 2021-2022 second preliminary draft Operations Budget. Mr. Lavorini noted that the narrative had no changes from last month. There were slight changes that were identified by highlights in the budget. Lime was lowered from \$50,000 to \$42,000. Computer software and consulting was increased from \$51,800 to \$53,800. The remaining \$6,000 was added to Operational Capital.*
- *Mr. McKee provided the Board with a list of proposed capital projects. This is a guide and subject to change based on the needs incurred during the period. Procurement will follow the approved purchasing policy of the Authority and procurement law.*
- *A motion was made by Mr. Sybert and seconded by Mr. Calvert to approve the 2021-2022 second preliminary draft Operations Budget as final. Motion approved 5-0.*

10. NEW BUSINESS

A. Consider Award of Engineering Services to HRG for Evaluation of Rocklick Pump Station Improvements and Preparation of Bid Documents

- *Mr. Slomers requested the Board award the engineering services to HRG for the Rocklick Pump Station Improvements in a not to exceed amount of \$11,900.*
- *A motion was made by Mr. Braden and seconded by Mr. Peterson to award the engineering design services to HRG in the not to exceed amount of \$11,000. Motion approved 5-0.*

B. Consider Award of Engineering Services to HRG for Phases 4 & 5 of the CAP Pump Station Upgrades – The Fisher Heights, Brewster & Brewster Booster (FBB) and Greenwood, Benbrook & Bryson (GBB)

- *Mr. Slomers requested the Board award the engineering services to HRG for Phases 4 and 5 of the 2019 CAP Pump Station Upgrades at FBB and GBB in the not to exceed amount of \$52,000.*
- *A motion was made by Mr. Calvert and seconded by Mr. Goepfert to award the engineering services to HRG for Phases 4 & 5 of the CAP Pumps Station upgrades at FBB and GBB. Motion approved 5-0.*

C. Consider Purchase of Combination Sewer Cleaner Truck (Vactor Truck) from Golden Equipment Co.

- *Mr. McKee reviewed the justification memo for the purchase of a new vactor truck.*
- *Mr. McKee requested the Board award the purchase of a combination sewer truck to Golden Equipment Co. in the amount of \$476,106.00. The Purchase will be made through Costars.*
- *A motion was made by Mr. Braden and seconded by Mr. Calvert to purchase a combination sewer truck from Golden Equipment through Costars in the amount of \$476,106.00. Motion approved 5-0.*

D. BASA I&I Program- An Overview of the Program

- *Mr. McKee showed a PowerPoint presentation on the Authority's I&I Program.*

E. Mr. Hnath notified the Board of a conflict of interest


- *Mr. Hnath informed the Board that for the first time in 20 years his firm has a conflict of interest with the filing of a lien for the Clearview Mall. Mr. Hnath has contact Gallagher Law Group, from Butler, PA to represent the Authority for the lien process. Gallagher Law will bill at the same rate as Dillon, McCandless, King, Coulter and Graham.*
- *Mr. Hnath suggest the Board appoint Gallagher Law as the lien conflict of interest council.*
- *A motion was made by Mr. Braden and seconded by Mr. Calvert to appoint Gallagher Law as the Authority's lien conflict of interest council. Motion approved 5-0.*

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

- *None*

12. **ADJOURNMENT**

- *A motion was made by Mr. Patterson and seconded by Mr. Goepfert to adjourn the Regular Meeting at 9:46 a.m. Motion approved 5-0.*



Secretary

8-10-2021

Date

**NEXT MEETING: TUESDAY, AUGUST 10, 2021 at 9:00 A.M.
AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**

