

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE MARCH 8, 2022 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, March 8, 2022 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler, PA.

Authority Board Members Present:

- *Paul F. Sybert, Chairman*
- *Fred M. Vero, Vice Chairman*
- *Mavrik W. Goepfert, Treasurer*
- *Lance R. Calvert, Secretary*
- *Steven C. Braden, Assistant Secretary and Treasure*

Staff, Consultants and Guests Present:

- *Duane McKee, Executive Director*
- *Ronata Lavorini, Finance Director*
- *Evan Oswald, Superintendent of Engineering Services*
- *Virginia Ferderber, Collections and Payables Coordinator*
- *Michael Hnath, Dillon McCandless King Coulter & Graham - Authority Solicitor*
- *Collin Lampark, Hatch - Consulting Engineer*
- *Ryan Hayes, PAWC*
- *Logan Turk, NextEra Water*
- *Sam Zurzolo, Butler Township*

1. EXECUTIVE SESSION:

- *The Board met for Executive Session from 8:00 a.m. to 8:55 a.m. to discuss legal and personnel matters. All five Board members, Mr. Hnath, Mr. McKee, and Ms. Lavorini were present.*

2. CALL TO ORDER

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

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

- *Mr. Turk introduced himself as a representative of NextEra Water and expressed interest in purchasing the Authority assets. Mr. Turk provided the Board a letter of interest.*

4. APPROVAL OF MINUTES

A. February 8, 2022 Regular Meeting

- *A motion to approve the February 8, 2022 meeting minutes, was made by Mr. Vero and seconded by Mr. Calvert. Motion approved 5-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Periodic Estimate No. 2, Contract No. 2020-02, Sludge Thickener Upgrade, \$31,646.76 (Ray Showman Jr. Excavating, Inc.)

- *Mr. Oswald reviewed periodic estimate no. 2 for the Sludge Thickener Upgrade project and recommended payment of \$31,646.76 to Ray Showman Jr. Excavating, Inc.*

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- *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve payment of estimate no. 2 in the amount of \$31,646.76 to Ray Showman Jr. Excavating, Inc. for the Sludge Thickener Upgrade project. Motion approved 5-0.*

B. Invoice Warrant Lists of February 8, 2022 (Capital \$18,284.98), February 9, 2022 (ACH - \$54,137.87), February 15, 2022 (\$155,976.59), February 24, 2022 (\$60,079.69), March 3, 2022 (\$73,805.22), and March 8, 2022 (Capital - \$59,157.36)

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

6. FINANCE DIRECTOR'S REPORT

A. Authority Fund Statements and Budget Report – February 28, 2022

- *Ms. Lavorini reviewed the Authority Fund Statements and Budget Report through the month ending February 28, 2022.*

B. Investment Update

- *Ms. Lavorini informed the Board there has been a slight improvement in the returns of PLGIT investments. She will continue to monitor the rates as interest rate hikes are anticipated in March of 2022.*

C. Summary of Semi-Annual Pension Committee Meeting – February 17, 2022

- *Ms. Lavorini reviewed the pension committee meeting minutes of February 17, 2022, making reference to the December 31, 2021 Monitoring Report, the Market Outlook PowerPoint presentation, and other information included in the Board's meeting package. She noted that no actions were required by the Board at this time.*

7. OPERATIONS REPORTS

A. Plant Superintendent's Operations Report – February 2022

- *Mr. McKee informed the Board that the operation reports were in their packages. An Engineering report was added and will continue to be included on the agenda. Mr. McKee then asked if there were any questions. There were no questions.*

B. Field Superintendent's Operations Report- February 2022

- *See above.*

C. Realty Transfer I&I Inspection's Report – February 2022

- *See above.*

D. Engineering Services Report – February 2022

- *See above*

E. Sewer Tap-In Report – February 2022

- *Mr. McKee reviewed the sewer tap-in report for February 2022. There were eleven sewer tap permits issued seven new residential permits and four no fee permits for repairs.*

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F. Discharge Monitoring Report – January 2022

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during January 2022. The plant's average daily flow was 5.628 MGD.*
- *Mr. McKee informed the Board that there was one wet weather overflow in January 2022. The Cupps Pump Station overflowed on January 27, 2022 for approximately 5 hours due to a malfunctioning wet well level detection device. Using an estimated flow rate based on the flow prior to the event, we suspect about 39,000 gallons overflowed into the environment.*

8. CONSULTING ENGINEERS' REPORTS

A. Authority Engineer's Monthly Report

- *Mr. Lampark said the consultant engineering report was in the Board package and asked if there were any questions.*
- *The Board had no questions.*

B. CAP Update – HRG's Progress Report - February 2022

- *Mr. McKee informed the Board that HRG met with Staff regarding several design issues, but the project is still on schedule. The design plans should be far enough along for a final cost estimate so that we can start the evaluation of obtaining a bond or a short-term loan to fund the project in June.*

9. FISCAL AND CONTRACTING MATTERS

A. Armstrong Cable Internet Commercial Service Agreement to Remote Sites

- *Mr. McKee reviewed the justification memo and requested the Board approve a 3-year agreement with Armstrong Cable to provide internet service to 20 remote sites. The new internet service would be faster and more reliable than the current leased copper line service. There is a onetime installation cost of \$1,599 and a \$1,853.95 month fee. That is about \$455 per month more than the leased copper line.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Braden to authorize the Commercial Service Agreement with Armstrong Utilities, with a \$1,599 onetime installation fee and \$1,853.95 per month internet service fee for 20 remote sites. Motion approved 5-0.*

10. OLD BUSINESS

A. Municipal Online Auction of Surplus Vehicles and Equipment Results

- *Mr. McKee informed the Board that the recent online auction of surplus vehicle and equipment yielded a \$102,074 profit. The estimated value was \$86,170.*

B. Consider Extending the PAWC Exclusivity Provision in the Confidentiality Agreement to June 30, 2022

- *A motion was made by Mr. Vero and seconded by Mr. Braden to extend the PAWC exclusivity provision in the Confidentiality Agreement to June 30, 2022. Motion approved 5-0.*

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11. NEW BUSINESS

A. Consider Authorization to Hire Two Summer Employees

- *Mr. McKee request the Board hire two summer employees. One for in the office and one for in the field. The positions are budgeted at \$14 per hour. The Authority usually looks for applicants 18 years or older for insurance purposes. The insurance company wants drivers of Authority vehicles to be 18 years or older.*
- *Motion was made by Mr. Braden and seconded by Mr. Sybert to hire two summer employees at \$14.00 per hour. Motion approved 5-0.*

B. Consider Approving Gannett Flemming's Proposal for Professional Valuation Services, Not to Exceed \$15,000.

- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the Gannett Fleming proposal to provide professional valuation services for the not to exceed amount of \$15,000. Motion approved 5-0.*

C. Consider Authorizing Chairman to Sign Cost Sharing Agreement with PennDOT for the Route 68 Sewer Line Relocation Work.

- *Mr. McKee explained the cost sharing agreement allows the Authority to share cost for the relocation of sewer lines located in the right of way of Route 68. PennDOT would pay 75% and the Authority will pay 25%.*
- *A motion was made by Mr. Vero and seconded by Mr. Goepfert to approve the Cost Sharing Agreement with PennDOT for the Route 68 sewer line relocation work. Motion approved 5-0.*

D. Request Authorization to Advertise the On-Line Auction of Surplus Vehicles and Equipment with Municibid

- *A motion was made by Mr. Braden and second by Mr. Calvert to authorize the advertisement through an online auction of surplus vehicles and equipment. Motion approved 5-0.*

E. Letter of Appreciation from Center Township Board of Supervisors

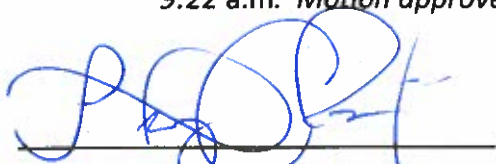
- *Mr. McKee explained that the field crew assisted Center Township with a storm drain issue.*
- *Mr. Sybert said it was nice we could help our neighbor.*

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

- *None*

13. ADJOURNMENT

- *A motion was made by Mr. Vero and seconded by Mr. Braden to adjourn the Regular Meeting at 9:22 a.m. Motion approved 5-0.*



Secretary

4/12/22

Date

**BUTLER AREA SEWER AUTHORITY
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**NEXT MEETING: TUESDAY, APRIL 12, 2022 at 9:00 A.M.
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**

