

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE FEBRUARY 8, 2022 ANNUAL MEETING**

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The annual meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, February 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, Vice Chairman*
- *Lance R. Calvert, Secretary*
- *Mavrik W. Goepfert, Treasurer*
- *Steven C. Braden, Assistant Secretary and Treasure*
- *Fred M. Vero, Recently Appointed*

**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*
- *Jim Reich, DPM Properties LLC*
- *Thomas Rodgers, 4146 Woodland Road*
- *Shaun Brown, Conrad Rentals, LLC*
- *Ryan Hayes, PAWC*
- *Paula Grubbs, Butler Eagle*
- *Logan Turk, NextEra – Water*
- *Jeff Weber, Butler City*

**1. WELCOME**

**2. CALL TO ORDER**

- *Mr. Sybert called the meeting to order at 9:05 a.m.*

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

**4. ELECTION OF OFFICERS**

- *Mr. Sybert 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. Mr. Goepfert made a motion to nominate Mr. Sybert to be Chairman. Hearing no further nominations, Mr. Hnath asked for a motion to close nomination. Mr. Vero made a motion to close nominations for Chairman, and Mr. Braden seconded the motion. The motion to close passed by unanimous voice vote. A roll call vote on Mr. Sybert for Chairman, was taken and Mr. Sybert was unanimously elected as chairman.*
- *Mr. Hnath asked for nominations from the floor for the position of Vice Chairman of the Board. Mr. Sybert made a motion to nominate Mr. Vero to be Vice Chairman. Hearing no further*

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*nominations, Mr. Hnath asked for a motion to close nominations. Mr. Braden made a motion to close nominations for Vice Chairman, and Mr. Goepfert seconded the motion. The motion to close passed by unanimously voice vote. A roll call vote on Mr. Vero for Vice Chairman of the Board was taken and Mr. Vero was unanimously elected as Vice Chairman.*

- *Mr. Hnath asked for nominations from the floor for the position of Secretary of the Board. Mr. Braden made a motion to nominate Mr. Calvert as the Secretary. Hearing no additional nominations, Mr. Hnath asked for a motion to close nominations. Mr. Braden made a motion to close nominations for Secretary, Mr. Vero seconded the motion. A motion to close passed by unanimous voice vote. A roll call vote on Mr. Calvert as Secretary of the Board was taken and Mr. Calvert was unanimously elected as Secretary.*
- *Mr. Hnath asked for nominations from the floor for the position of Treasurer of the Board. Mr. Vero made a motion to nominate Mr. Goepfert as the Treasurer. Hearing no additional nominations, Mr. Hnath asked for a motion to close nominations. Mr. Vero made a motion to close nominations for Treasurer, Mr. Calvert seconded the motion. A motion to close passed by unanimous voice vote. A rollcall vote on Mr. Goepfert as Treasurer of the Board was taken and Mr. Goepfert was unanimously elected as Treasurer.*
- *Mr. Hnath asked for nominations from the floor for the position of Assistant Secretary/Treasurer of the Board. Mr. Vero made a motion to nominate Mr. Braden as the Assistant Secretary/Treasurer. Hearing no additional nominations, Mr. Hnath asked for a motion to close nominations. Mr. Goepfert made a motion to close nominations for Assistant Secretary/Treasurer, Mr. Calvert seconded the motion. A motion to close passed by unanimous voice vote. A rollcall vote on Mr. Braden as Assistant Secretary/Treasurer of the Board was taken, and Mr. Braden was unanimously elected as Secretary/Treasurer.*
- *Mr. Hnath turned the remaining business of the meeting over to Mr. Sybert.*

**5. APPOINTMENT OF SOLICITOR (Prior Year: Dillon McCandless King Coulter & Graham)**

- *A motion was made by Mr. Sybert, seconded by Mr. Braden, to approve the reappointment of Dillon McCandless King Coulter & Graham with the adoption of the \$5 per hour increase, \$190 per hour, as the Authority Solicitor. Motion approved 5-0.*

**6. APPOINTMENT OF CONSULTING ENGINEER (Prior Year: Hatch Engineers)**

- *A motion was made by Mr. Sybert, seconded by Mr. Vero to approve the reappointment of Hatch Engineers, at the same rates as 2021, as the consulting engineer for the Authority. Motion approved 5-0.*

**7. APPOINTMENT OF AUDITOR (Prior Year: Maher Duessel)**

- *A motion was made by Mr. Sybert and seconded by Mr. Calvert to approve the reappointment of Maher Duessel as the Authority's Auditor. A five-year engagement letter, rates defined therein, dated January 27, 2021 was adopted by the Authority Board on February 9, 2021. Motion approved 5-0.*

**8. APPOINTMENT OF INSURANCE CONSULTANT (Prior Year: Bailey Raabe & Associates)**

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- A motion was made by Mr. Sybert and seconded by Mr. Braden to approve the reappointment of Bailey Raabe & Associates as the Authority's insurance consultant at an hourly rate of \$200. Motion approved 5-0

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

- A motion was made by Mr. Sybert and seconded by Mr. Vero to approve the appointment of Jay Wenger, now with RBC Capital Markets, LLC, as the Authority's Financial Advisor. Motion approved 5-0.

**10. APPROVAL OF MINUTES**

**A. January 11, 2022 Regular Meeting**

- *A motion to approve the January 11, 2022 meeting minutes, was made by Mr. Sybert and seconded by Mr. Calvert. Motion approved 5-0.*

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

**A. Periodic Estimate No.1, Contract No. 2020-02, Sludge Thickener Upgrade, \$18,284.98 (Ray Showman Jr. Excavating, Inc.)**

- *Mr. Oswald reviewed periodic estimate no. 1 for the Sludge Thickener Upgrade project and recommended payment of \$18,284.98 to Ray Showman Jr. Excavating, Inc.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve payment of estimate no. 1 in the amount of \$18,284.98 to Ray Showman Jr. Excavating, Inc. for the Sludge Thickener Upgrade project.*

**B. Invoice Warrant Lists of January 12, 2022 (ACH - \$54,132.74), January 18, 2022 (\$97,847.02), January 27, 2022 (\$35,799.85), February 8, 2022 (Capital - \$17,033.37), and February 8, 2022 (\$49,856.25)**

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

**12. FINANCE DIRECTOR'S REPORT**

**A. Authority Fund Statements and Budget Report – January 31, 2022**

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

**B. Investment Update**

- *Ms. Lavorini informed the Board there has been no change in the status of PLGIT investments. However, she continues to monitor the rates as interest rate hikes are anticipated for March 2022.*

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**13. OPERATIONS REPORTS**

A. Plant Superintendent's Operations Report – January 2022

- *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 2022

- *See above.*

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

- *See above.*

D. Sewer Tap-In Report – January 2022

- *Mr. McKee reviewed the sewer tap-in report for January 2022. There were three sewer tap permits issued one new residential permit and two no fee permits for repairs.*

E. Discharge Monitoring Report – December 2021

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during December 2021. The plant's average daily flow was 6.709 MGD.*
- *Mr. McKee informed the Board that there were no wet weather overflows in December 2021.*

**14. 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 - January 2022

- *Mr. McKees informed the Board that HRG continues to work on 30 percent drawings and are still on schedule.*

**15. FISCAL AND CONTRACTING MATTERS**

A. Authorization to Update and Execute New Signature Cards

- *Ms. Lavorini requested the Board authorize new signature cards, due to changes in Board membership, for any financial institutions used by the Authority. This will allow all Board members to sign and authorize checks.*
- *A motion was made by Mr. Vero and seconded by Mr. Calvert to authorize staff to obtain new signature cards. Motion approved 5-0.*

B. Request Authorization to Advertise the Bid of the Rock Lick Pump Station Improvements, Contract 2021-03, with the Estimated Cost of \$160,000.

- *Mr. Oswald requested the Board authorize the advertisement of the bid for the Rock Lick Pump Station improvements with an estimated cost of \$160,000.*

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- *A motion was made by Mr. Vero and seconded by Mr. Sybert to authorize the advertisement of the Rock Lick Pump Station improvements, Contract 2021-03 with an estimated cost of \$160,000. Motion approved 5-0.*

**16. OLD BUSINESS**

- *None*

**17. NEW BUSINESS**

**A. Consider Approving Resolution No. 02-08-2022-1, Schedule of Fees**

- *Mr. McKee introduced Resolution No. 02-08-2022-1 Schedule Fees. All changes were in red and in the section on legal fees.*
- *A motion was made by Mr. Calvert and seconded by Mr. Sybert to approve Resolution No. 02-08-2022-1 Schedule of Fees. Motion approved 5-0.*

**B. Consider Approving a Grinder Pump Agreement for 105 Afton Lane, James, and Cindy Smith**

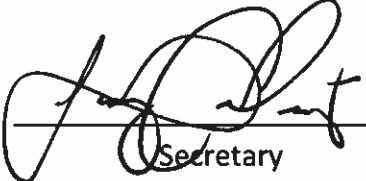
- *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve the grinder pump agreement for 105 Afton Lane for James and Cindy Smith.*

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

- *Mr. Brown asked the Board if they had reviewed the issue of selling the Authority with Council.*
- *Mr. McKee informed Mr. Brown that this was a comment period and not for questions and answers. Mr. McKee added that the Board may direct him to answer any questions he may have regarding the selling of the Authority after the meeting or at his earliest convenience. Mr. Brown acknowledge and agreed.*

**19. ADJOURNMENT**

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

  
\_\_\_\_\_  
Secretary

3/8/22  
\_\_\_\_\_  
Date

**NEXT MEETING: TUESDAY, MARCH 8, 2022 at 9:00 A.M.**  
**BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**

