

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE AUGUST 9, 2022 REGULAR MEETING**

---

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, August 9, 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*
- *Colin Lampark, Hatch - Consulting Engineer*
- *Ryan Hayes, Pennsylvania American Water Company (PAWC)*
- *Paula Grubbs, Butler Eagle*
- *Amber & Jack Ripper – 105 Layton Drive*

**1. CALL TO ORDER**

- *Mr. Sybert called the meeting to order at 9:03 a.m.*

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

- *Mr. Sybert invited Amber and Jack Ripper to discuss their issues regarding a failed Realty Transfer I&I Inspection at 105 Layton Drive.*
- *Mr. McKee gave a brief overview of the failed Realty Transfer I&I Inspection. Explaining that the Rippers would like to perform a spot repair on a terracotta line and that BASA has a policy that does not allow spot repairs on terracotta.*
- *Mr. Ripper explained that he was willing to replace the lateral outside of the house but was seeking some leniency on the full replacement of the sewer lateral under the slab and in the house. He has had trouble getting prices and the prices he has received are \$11,000 and \$20,000. The cost to replace the line under the slab and into the bathroom area was very expensive. He is requesting that they be permitted to leave that small portion of the sewer lateral.*
- *Mr. Hnath explain that the policy has been in place for a very long time.*
- *It was concluded that the Board would discuss this issue in Executive Session and that Mr. McKee would communicate the results to Mr. and Ms. Ripper after the meeting.*

**3. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE AUGUST 9, 2022 REGULAR MEETING**

---

- *Mr. Sybert announced that members of the Board and Staff met in executive session on August 4, 2022, from 4:30 p.m. to approximately 6:00 p.m., with special counsel to discuss the potential sale of the Authority.*

**4. APPROVAL OF MINUTES**

**A. July 12, 2022 Regular Meeting**

- *A motion was made by Mr. Braden and seconded by Mr. Goepfert to approve the July 12, 2022 meeting minutes. Motion approved 5-0.*

**B. July 29, 2022 Special Meeting**

- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve the July 29, 2022 meeting minutes. Motion approved 5-0.*

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

**A. Periodic Estimate No. 3 (Final), North Hills COG 2021-2022, Cupps Area Manhole Rehabilitation & Open Cut Repairs, \$74,723.64 (State Pipe Services, Inc.)**

- *Mr. Oswald reviewed periodic estimate no. 3, final, for the NHCOCG 2021-2022, Cupps Area Manhole Rehabilitation and Open Cut Repairs and recommend payment of \$74,723.64 to State Pipe Services, Inc.*
- *A motion was made by Mr. Braden and seconded by Mr. Sybert to approve payment of estimate no. 3, final, in the amount of \$74,723.64 to State Pipe Services, Inc. for the NHCOCG Cupps Area Manhole Rehabilitation and Open Cut Repairs project. Motion approved 5-0.*

**B. Periodic Estimate No. 6, Contract No. 2020-02, Sludge Thickener Upgrade, \$35,923.96 (Ray Showman Jr. Excavating, Inc.)**

- *Mr. Oswald reviewed periodic estimate no. 6 for the Sludge Thickener Upgrade and recommended payment of \$35,923.96 to Ray Showman Jr. Excavating, Inc.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Braden to approve payment of estimate no. 6 in the amount of \$35,923.96 to Ray Showman Jr. Excavating, Inc. for the Sludge Thickener Upgrade project. Motion approved 5-0.*

**C. Periodic Estimate No. 6, Contract No. 2020-06, Sludge Thickener Upgrade, \$12,860.13 (Bronder Technical Services, Inc.)**

- *Mr. Oswald reviewed periodic estimate no. 6 for the Sludge Thickener Upgrade and recommended payment of \$12,860.13 to Bronder Technical Services, Inc.*
- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve payment of estimate no. 3 in the amount of \$12,860.13, to Bronder Technical Services, Inc. for the Sludge Thickener Upgrade project. Motion approved 5-0.*

**D. Invoice Warrant Lists of July 13, 2022 (ACH \$53,170.45), July 19, 2022 (\$113,324.06), July 29, 2022 (\$48,234.97), August 9, 2022 (\$5,845.25), August 9, 2022 (\$148,674.57, August 9, 2022 (Capital - \$83,097.67)**

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE AUGUST 9, 2022 REGULAR MEETING**

---

- *Ms. Lavorini reviewed the above warrants. Two operational warrants on August 9, 2022 were issued, one for last fiscal year and one for the current fiscal year expenses.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the warrants listed. Motion approved 5-0.*

**6. FINANCE DIRECTOR'S REPORT**

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

- *Ms. Lavorini reviewed the Fund Statements and Budget Report dated July 31, 2022. She noted that this is the final budgetary monthly statements for the year, but that the final audited financial will contain yearend adjustments to reflect a full accrual basis of accounting.*

**B. Investment Update**

- *Ms. Lavorini informed the Board that there were two investments at \$250,000 each, with a term of one year with a yield of 3.43% and the second at 3.68%.*

**C. Amended 2022-2023 Operations Budget**

- *Ms. Lavorini called the Board's attention to page two of the budget that was approved last month. There was a mathematical correction made. The amount highlighted showing \$5,600 was previously shown as a negative number instead of a positive number. The new budget total is \$12,752,000. The offset, to the increase in revenues, is shown on page 7 and is reflected in the 2022-2023 Bond Issue line item.*
- *A motion was made by Mr. Calvert and seconded by Mr. Sybert to approve the amended 2022-2023 Operations Budget. Motion approved 5-0.*

**7. OPERATIONS REPORTS**

**A. Plant Superintendent's Operations Report – July 2022**

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

**B. Field Superintendent's Operations Report- July 2022**

- *See above.*

**C. Realty Transfer I&I Inspections Report – July 2022**

- *See above.*

**D. Engineering Services Report – July 2022**

- *See above.*

**E. Sewer Tap-In Report – July 2022**

- *Mr. McKee reviewed the sewer tap-in report for July 2022. There were four sewer tap permits issued, all four were residential permits.*

**F. Discharge Monitoring Report – June 2022**

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE AUGUST 9, 2022 REGULAR MEETING**

---

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with the monthly NPDES Permit discharge limits and monitoring requirements during June 2022. The plant's average daily flow was 4.354 MGD.*
- *Mr. McKee informed the Board that there were no overflows during the month of June.*

**8. CONSULTING ENGINEERS' REPORTS**

**A. Authority Engineer's Monthly Report**

- *Mr. Lampark stated that the consultant's 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 - July 2022**

- *Mr. Oswald informed the Board that HRG continues to work on design and permitting. Staff is meeting today to review potential property acquisition.*

**9. FISCAL AND CONTRACTUAL MATTERS**

**A. Municipal Benefits Services Rate Mitigation (RMA) Expense Reimbursement Request**

- *Mr. McKee explained that the MBS Trust has established Rate Mitigation Accounts (RMA) for members and determines contributions on an annual basis using several factors, weightings, allocations, and qualification tiers. BASA currently has \$103,318.33 available in the RMA in unrestricted funds to use towards premium reductions or wellness programs. BASA has been saving these funds for many years, and with a potential 5% or larger premium rate increase expected for 2023, this is a good time to use the funds.*
- *Mr. McKee requested the Board authorize the Chairman and Vice Chairman to sign the rate mitigation account withdrawal authorization request form to withdraw the full \$103,318.33 to be used for premium reductions.*
- *Mr. McKee also informed the Board that there is a restricted balance of \$15,119.67 that will be available in future years.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve signing the rate mitigation account withdrawal authorization form to withdraw the \$103,318.33 from the unrestricted rate mitigation funds account. Motion approved 5-0.*

**B. Consider \$100.00 Donation to the Butler Township Volunteer Fire District**

- *Mr. McKee asked the Board to approve the annual \$100 donation to the Butler Township Volunteer Fire Department.*
- *A motion was made by Mr. Braden and seconded by Mr. Goepfert to approve the \$100 donation to the Butler Township Volunteer Fire Department. Motion approved 5-0.*

**C. Consider Approving iTracking Leasing Agreement for Greenwood I&I Study, \$17,600**

- *Mr. Oswald reviewed the iTracking Leasing agreement with the Board. The flow monitoring devices go in the manholes and will allow us to measure wet weather flows more effectively.*

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE AUGUST 9, 2022 REGULAR MEETING**

---

- *Mr. Oswald requested the Board approve signing the iTracking Lease Agreement with an annual amount of \$17,600. There is an option for a second year at the same price.*
  - *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve signing the iTracker Lease Agreement with an annual fee of \$17,600. Motion approved 5-0.*
- D. Consider Approving HRG's Design Supplement to the Corrective Action Plan, \$27,600
- *Mr. Oswald explained that three of the EQ tank pump stations being added will need rag removal equipment, or dual auger systems.*
  - *Mr. McKee added that the cost of running potable water to the pump station EQ tanks was more expensive than adding the dual auger systems.*
  - *Mr. Oswald requested the Board approve HRG's Supplement 1 adding dual auger, a rag removal system on three of the EQ pump stations, to the CAP design contract with a cost of \$27,600.*
  - *A motion was made by Mr. Braden and seconded by Mr. Sybert to approve HRG's Supplement 1 - Dual Auger design in the amount of \$27,600. Motion approved 5-0.*
- E. Consider Approval of the Biennial OPEB (Other Post-Employment Benefits) Valuation Report by Mockenhaupt Benefits Group – August 1, 2021
- *Ms. Lavorini reviewed the biennial OPEB valuation report prepared by Mockenhaupt benefits group and requested the Board approve valuation report.*
  - *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve the biennial OPEB valuation report prepared by Mockenhaupt. Motion approved 5-0.*
- F. Consider Awarding Bauer Excavating LLC for Repairing Volkswood Lane Sanitary Sewer Manhole, \$16,793, Emergency Declaration
- *Mr. Oswald explained to the Board that there is a manhole located behind Volkswood Lane that has been exposed by the creek water. Although the creek is not running into the manhole, the situation is critical and requires immediate attention to protect the environment, human health and safety.*
  - *Mr. Oswald requested the Board authorize Bauer Excavating to perform the work necessary to repair the area around the manhole for \$16,793 under an emergency declaration.*
  - *A motion was made by Mr. Braden and seconded by Mr. Goepfert to authorize Bauer Excavating to perform the work necessary to repair the area around the manhole located behind Volkswood Lane in the amount of \$16,793 under an emergency declaration. Motion approved 5-0.*
- G. Consider Approving Motorized Door Openers for the Administration Doors to Alleghany Door Enterprises, \$12,947
- *Mr. Oswald requested the Board approve the installation of five automatic door openers in the Administration building to Alleghany Door Enterprises in the amount of \$12,947.*
  - *A motion was made by Vero and seconded by Mr. Sybert to approve the installation of five automatic door openers in the Administration building to Alleghany Door Enterprises in the amount of \$12,947. Motion approved 5-0.*

**BUTLER AREA SEWER AUTHORITY  
MINUTES OF THE AUGUST 9, 2022 REGULAR MEETING**

---

**10. OLD BUSINESS**

**A. Authorize the Chairman to Sign the Ceisler Media and Issue Advocacy Agreement**

- *A motion was made by Mr. Vero and seconded by Mr. Braden to authorize the Chairman to sign the Ceisler Media and Issues Advocacy Agreement. Motion approved 5-0.*

**B. Consider Extending the PAWC Confidentiality Agreement**

- *A motion as made by Mr. Vero and seconded by Mr. Calvert to authorize the Chairman to extend the PAWC Confidentiality Agreement if necessary. Motion approved 5-0.*

**11. NEW BUSINESS**

**A. Consider Approving Updated Purchasing Policy**

- *Mr. McKee informed the Board that the changes to the Policy are to raise the current advertisement of bid limits to \$21,900 and also allow the value to change on an annual basis as the Labor and Industry makes their inflationary changes. The second change is to raise the amount that the Executive Director and purchase before Board approval from \$10,000 to \$21,900. The change brings the amount more inline with the current bid limits.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the revised Purchasing Policy. Motion approved 5-0.*

**B. 105 Layton Drive – Amber and Jack Ripper – Realty Transfer I&I Inspection**

- *See Item 2 – Public Comment: Agenda items*

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

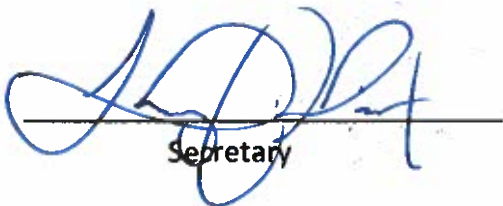
- *None*

**13. ADJOURNMENT**

- *A motion was made by Mr. Vero and seconded by Mr. Calvert to adjourn the Regular Meeting and exit into an executive session at 9:45 a.m. Motion approved 5-0.*

**15. EXECUTIVE SESSION**

- *The Board, Mr. Hnath, Ms. Lavorini and Mr. McKee went into an executive session from 9:50 a.m. to 10:35 a.m. to discuss the potential sale of PAWC and other legal matters.*

  
\_\_\_\_\_  
Secretary

9-13-22  
\_\_\_\_\_  
Date

**NEXT MEETING: TUESDAY, SEPTEMBER 13, 2022 at 9:00 A.M.  
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**