

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE OCTOBER 11, 2022 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, October 11, 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 Treasurer*

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*
- *Joey Georgy, Ceisler Media*
- *Jeff Alexander, Ceisler Media*
- *Caitlin O'Conner, Ceisler Media*
- *Tom Wyatt, Obermayer*
- *Dave Nasatir, Obermayer*
- *Dave Zarnick, Butler Township Commissioner*
- *Don Shearer, Butler City Council*

1. CALL TO ORDER

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

2. ANNOUNCEMENT OF EXECUTIVE SESSION

- *Mr. Sybert announced that all members of the Board, certain staff, Authority Solicitor, Special Council (Obermayer) and Public Relations Consultants (Ceisler Media) met in executive session earlier this morning from approximately 8:00 a.m. to 8:30 a.m. to discuss legal issues.*
- *After the legal matters were concluded, Special Council (Obermayer) and Public Relations (Ceisler Media) were excused from the meeting room. The Executive Session continued with the Board, Finance Director, Executive Director, and Authority Council to discuss personnel matters from approximately 8:30 a.m. to 8:50 a.m.*

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

- *None*

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4. APPROVAL OF MINUTES

A. September 13, 2022 Regular Meeting

- *Mr. McKee noted that there was a correction to the meeting minutes. Mr. Zarnick from Butler Township and Mayor Bob Dandoy from Butler City were added to the attendance list. Both attended the meeting via videoconference.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the September 13, 2022 meeting minutes. Motion approved 5-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Invoice Warrant Lists of September 14, 2022 (ACH \$55,405.25), September 20, 2022 (\$193,161.01), September 29, 2022 (\$27,124.63), October 11, 2022 (\$122,357.72), and October 11, 2022 (Capital \$12,091.34)

- *Ms. Lavorini reviewed the above warrants.*
- *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 – September 30, 2022

- *Ms. Lavorini reviewed the Fund Statements and Budget Report dated September 30, 2022.*

B. Investment Update

- *There were no changes in investments during the period.*

C. Quarterly Accounts Receivable Summary – September 30, 2022

- *Ms. Lavorini reviewed the quarterly accounts receivable summary as of September 30, 2022.*

7. OPERATIONS REPORTS

A. Plant Superintendent's Operations Report – September 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- September 2022

- *See above.*

C. Realty Transfer I&I Inspections Report – September 2022

- *See above.*

D. Engineering Services Report – September 2022

- *See above.*

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E. Sewer Tap-In Report – September 2022

- *Mr. McKee reviewed the sewer tap-in report for September 2022. There were eleven sewer tap permits issued: All eleven were residential permits.*

F. Discharge Monitoring Report – August 2022

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with the monthly NPDES Permit discharge limits and monitoring requirements during August 2022. The plant's average monthly flow was 4.17 MGD.*
- *Mr. McKee informed the Board that there were no overflows during the month of August.*

8. CONSULTING ENGINEERS' REPORTS

A. Authority Engineer's Monthly Report

- *Mr. Lampark informed the Board that the consultant's monthly 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 - September 2022

- *Mr. Oswald informed the Board that HRG submitted the sewage facilities planning module for Greenwood, Bryson, and Benbrook pump stations. There has been no response from DEP. HRG continues to revise the property acquisitions drawings and the detailed design drawings.*

9. FISCAL AND CONTRACTUAL MATTERS

A. Consider Approving Mitchell Insurance Renewal - 2023 Cincinnati Insurance Package

- *Mr. McKee informed the Board that Mitchell Insurance has provided a renewal for 2023 commercial insurance coverage. The insurance is provided by Cincinnati Insurance but managed by Mitchell Insurance. We are 2 years through a 3-year rate guarantee on the commercial insurance package with Cincinnati Insurance Company. The three-year rate guarantee covers most of the lines of business with three main exceptions. The Commercial Auto with an increase of \$2,035. The Umbrella with a decrease of \$55, and Management Liability or Director and Officer Liability Insurance with an increase of \$340.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the Mitchell Commercial Insurance coverage for 2023. Motion approved 5-0.*

B. Consider Approving DEP Technologies Service Contract, 80 hours for \$7,820

- *Mr. McKee requested the Board approve the 80-hour IT support contract with DEP Technologies in the amount of \$7,820.*
- *A motion was made by Mr. Sybert and seconded by Mr. Goepfert to approve DEP Technologies 80-hour IT support contract in the amount of \$7,820. Motion approved 5-0.*

C. Consider Approving 2023 PennPrime's Worker's Compensation Trust Renewal Proposal

- *Mr. McKee requested the Board approve PennPrime's 2023 workers compensation trust renewal proposal in the amount of \$58,686.*

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- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve PennPrime's 2023 worker's compensation renewal in the amount of \$58,686. Motion approved 5-0.*

D. Consider Awarding McCarl's Services, Inc., Labor and Materials for Boiler Installation \$55,050

- *Mr. Oswald requested the Board approve McCarl's Services, Inc. labor and materials Costars proposal to provide and install a new boiler in the chemical building in the amount of \$55,050.*
- *Mr. Hnath requested that the proposal be amended to add the requirement for prevailing wages.*
- *A motion was made by Mr. Braden and second by Mr. Vero to approve McCarl's Services, Inc. proposal with the amended language adding prevailing wages in the amount of \$55,050 to provide the labor and materials for a new boiler in the chemical building. Motion approved 5-0.*

E. Consider Awarding Herbert, Rowland and Grubic (HRG) Engineering Design Services for Rock Lick Pump Station Force Main, Not to Exceed Amount, \$32,000

- *Mr. Oswald requested the Board approve HRG for engineering design services for the Rock Lick Pump Station force main replacement in the amount of \$32,000. Staff solicited three quotes and HRG was the low quote.*
- *A motion was made by Mr. Vero and seconded by Mr. Goepfert to approve HRG's design and engineering services for the Rock Lick force main replacement in the amount of \$32,000.*

10. OLD BUSINESS

A. Consider Approving Resolution 10-11-2022 Authorizing all Actions Related to the Execution and Performance of the PAWC Asset Purchase Agreement

- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve Resolution 10-11-2022 authorizing all actions related to the execution and performance of the PAWC asset purchase agreement. Motion approved 5-0.*

B. Municipal Benefits Services (MBS) Rate Mitigation (RMA) Expense Reimbursement Request

- *Mr. McKee informed the Board that the application submitted in August was rejected by MBS. The amount requested must be in the amount of the premium cost of any of the months in the last quarter. The revised application to MBS will be in the amount of the November insurance premium invoice.*
- *Mr. McKee informed the Board that there will be an additional application for reimbursement made in November for December premiums.*
- *A motion was approved by Mr. Goepfert and seconded by Mr. Braden to approve the rate mitigation expense reimbursement request application to MBS in the amount of the November premium invoice. Motion approved 5-0.*

11. NEW BUSINESS

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A. Update on Low Income Household Water Assistance Program (LIHWAP) and PA Homeowners Assistance Fund (PAHAF)

- *Ms. Lavorini explained that the LIHWAP funding has depleted and the program will expire in October 2022. However, PAHAF funding is available to help customers who are having trouble paying their sewer bill. PAHAF requires no contract with the Authority to be a participating vendor.*

B. Notice of Material Event Pursuant to Sec Rule 15c2-12 – Authority Has Entered into an Asset Purchase Agreement with Pennsylvania American Water

- *Mr. Hnath explained to the Board that per the Authority's Bond Counsel a notice of material events must be disclosed regarding the execution of the Asset Purchase Agreement with PAWC.*
- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve the disclosure of the Notice of Material Event Pursuant to Sec Rule 15c2-12, because the Authority has entered into an Asset Purchase Agreement with PAWC. Motion approved 5-0.*

C. Thickener Building Improvements and Sewer Repair Presentation

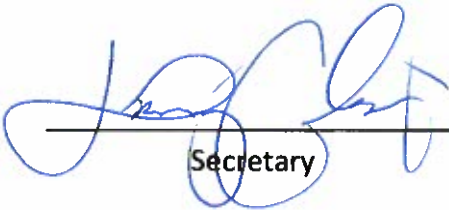
- *Mr. McKee presented a short slideshow of the Thickener Building Improvements and sewer main repairs.*

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

- *None*

13. ADJOURNMENT

- *A motion was made by Mr. Goepfert and seconded by Mr. Calvert to adjourn the meeting at 9:25 a.m. Motion approved 5-0.*



Secretary

11-7-22

Date

NEXT MEETING: MONDAY, NOVEMBER 7, 2022 at 9:00 A.M.
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA

