

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE NOVEMBER 7, 2022 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, November 7, 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*
- *Steven C. Braden, Assistant Secretary and Treasurer*

Authority Board Members Absent

- *Mavrik W. Goepfert, Treasurer*
- *Lance R. Calvert, Secretary*

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*
- *Paula Grubbs, Butler Eagle*
- *Katie Yates, Maher Duessel*
- *Timothy Morgus, Maher Duessel*

1. WELCOME

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)

- *None*

4. APPROVAL OF MINUTES

A. October 11, 2022 Regular Meeting

B. November 2, 2022 Special Meeting

- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve both the October 11, 2022 Regular Meeting minutes and November 2, 2022 Special Meeting minutes. Motion approved 3-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

- A. Invoice Warrant Lists of October 13, 2022 (ACH \$54,673.03), October 18, 2022 (\$180,783.89), October 28, 2022 (\$43,521.53), November 8, 2022 (\$788,339.15), November 8, 2022 (Capital - \$31,988.00)**

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- *Ms. Lavorini reviewed the above warrants, noting that payments for the January 2023 bond debt service was included in the November 8, 2022 operating warrant.*
- *A motion was made by Mr. Braden and seconded by Mr. Vero to approve the warrants listed. Motion approved 3-0.*

6. FINANCE DIRECTOR'S REPORT

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

- *Ms. Lavorini reviewed the Fund Statements and Budget Report dated October 31, 2022.*

B. Investment Update

- *Ms. Lavorini informed the Board that one investment matured and \$750,000 was reinvested to mature the beginning of July at a yield of 5.14%. She noted that no investments will be made to extend beyond the currently invested maturities due to the potential sale of the Authority.*

C. Presentation of the Audited Financial Statements and Related Reports for the Years Ended July 31, 2022 and 2021

- *Ms. Yates reviewed the audited financial statements and related reports for the years ended July 31, 2022 and 2021. She noted that the Authority's opinion was an unqualified opinion, which provides the highest level of assurance.*
- *Motion was made by Mr. Vero and seconded by Mr. Braden to approve the audited financial statements and related reports for the years ended July 31, 2022 and 2021. Motion approved 3-0.*

7. OPERATIONS REPORTS

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

- *See above.*

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

- *See above.*

D. Engineering Services Report – October 2022

- *See above.*

E. Sewer Tap-In Report – October 2022

- *Mr. McKee reviewed the sewer tap-in report for October 2022. There were five sewer tap permits issued: Three residential, one inspection only and one no fee for repairs.*

F. Discharge Monitoring Report – September 2022

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- *Mr. McKee reported that the wastewater treatment plant was in full compliance with the monthly NPDES Permit discharge limits and monitoring requirements during September 2022. The plant's average monthly flow was 4.132 MGD.*
- *Mr. McKee informed the Board that there were no overflows during the month of September.*

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 - October 2022

- *Mr. Oswald informed the Board, HRG submitted the GBB sewage facilities planning module modification package for final approval. HRG continues to work on permitting, planning and structural design for all the pump stations. HRG also began coordination with the Geotechnical engineer.*

9. FISCAL AND CONTRACTUAL MATTERS

A. Consider Awarding Process and Data Automation for Links Pump Station SCADA , Not to Exceed Amount, \$64,210

- *Mr. McKee requested the Board award Process and Data Automation the SCADA project for the Links Pump Station for the not to exceed amount of \$64,210.*
- *A motion was made by Mr. Braden and seconded by Mr. Vero to award Process and Data Automation the SCADA project for the Links Pump Station for the not to exceed amount of \$64,210. Motion approved 3-0*

B. Consider Awarding Process and Data Automation for SCADA Phase 3 Remote Sites, Not to Exceed Amount, \$115,580

- *Mr. McKee requested the Board award Process and Data Automation Phase 3 SCADA for the remote stations for the not to exceed amount of \$115,580.*
- *A motion was made by Mr. Sybert and seconded by Mr. Vero to award Process and Data Automation Phase 3 SCADA for the remote stations in the not to exceed amount of \$115,580. Motion approved 3-0.*

C. Consider Authorizing Industrial Appraisal Company to Conduct a Complete Appraisal of the Authority Buildings/Structures, Machinery and Equipment for Insurance Valuation Purposes, \$19,600

- *Mr. McKee requested the Board approve Industrial Appraisal Company to conduct a complete appraisal of the Authority's buildings, structures, machinery, and equipment for insurance valuation purposes in the amount of \$19,600.*
- *A motion was made by Mr. Braden and seconded by Mr. Vero to approve Industrial Appraisal Company to conduct a complete appraisal of the Authority's buildings, structures, machinery,*

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and equipment for insurance valuation purposes in the amount of \$19,600. Motion approved 3-0.

- D. Consider Authorizing Gannett Fleming to Conduct a Fair Market Value Appraisal of the Authority's Wastewater System Assets, Not to Exceed Amount, \$30,000
- *Mr. McKee requested the Board approve Gannett Fleming to conduct a fair market value appraisal of the Authority's wastewater system assets in the not to exceed amount of \$30,000. As per Special Council the approval of the agreement can take place this month, but the final execution of the agreement need not take place until the Engineer's Assessment is completed.*
 - *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve Gannett Fleming to conduct a fair market value appraisal of the Authority's wastewater system assets in the not to exceed amount of \$30,000 pending the completion of the Engineer's Assessment of the Authority's assets. Motion approved 3-0.*
- E. Consider Award to Snyder Environmental Services Inc. to Conduct Cured in Place Sewer Repairs at James and Colleen Street, Costars #414069, \$60,900
- *Mr. Oswald requested the Board approve Snyder Environmental Services Inc. to conduct a cured in place sewer repair at James and Colleen Street utilizing Costars in the amount of \$60,900.*
 - *A motion was made by Mr. Braden and seconded by Mr. Vero to approve Snyder Environmental Services Inc. to conduct a cured in place sewer repair at James and Colleen Street utilizing Costars #414069 in the amount of \$60,900. Motion approved 3-0.*
- F. Annual Renewal of Tyler Technologies MUNIS Accounting Software, \$29,721.30 (5%)
- *Ms. Lavorini requested the Board renew the annual Tyler Technologies MUNIS accounting Software for \$29,721.30. There is a 5% increase but considering the potential sale of Authority assets it is not suggested that the Authority seek a new vendor at this time.*
 - *A motion was made by Mr. Sybert and seconded by Mr. Braden to approve the renewal of the annual Tyler Technologies MUNIS accounting Software for \$29,721.30. Motion approved 3-0.*
- G. Consider Approving a Memorandum of Understanding Modifying the AFL-CIO Collective Bargaining Agreement
- *Mr. Hnath reviewed the memorandum of understanding (MOU) containing the proposed health reimbursement arrangement (HRA) and other post-retirement healthcare changes. The HRA will be used by union and nonunion employees to get reimbursed for healthcare deductibles in 2023. The post-retirement healthcare changes are also meant for the nonunion employees. The union approved the MOU last Thursday, November 3, 2022.*
 - *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the memorandum of understanding to the unions current labor contract. Motion approved 3-0.*
- H. Consider Approving Davevic Benefits Heath Reimbursement Arrangement Design Guide
- *Ms. Lavorini requested the Board approve the Davevic Benefits Health Reimbursement Arrangement design guide. This is just the first step in developing the plan document for the new HRA.*

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- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve submitting Davevic Benefits Health Insurance Arrangement design guide. Motion approved 3-0.*

I. Consider Approving Participation in Citizens Bank Insured Deposits Program

- *Ms. Lavorini explained the sweep account arrangement being made available to the Authority. This option will reduce banking fees, allow for greater FDIC insurance on deposited accounts, and potentially increase interest earnings.*
- *A motion was made by Mr. Sybert and seconded by Mr. Braden to approve participating in Citizens Bank Insured Deposits program. Motion approved 3-0.*

j. Consider Award to State Pipe Services to Replace Manhole 1138, \$10,200

- *Mr. Oswald requested the Board approve awarding the replacement of manhole 1138 on Colleen Street to State Pipe Services in the amount of \$10,200.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve awarding the replacement of manhole 1138 on Colleen Street to State Pipe Services in the amount of \$10,200. Motion approved 3-0.*

10. OLD BUSINESS

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

- *Mr. McKee requested the Board approve submitting the Rate mitigation application to Municipal Benefits Services for \$48,645.*
- *A motion was made by Mr. Braden and seconded by Mr. Vero to approve submitting a rate mitigation application to Municipal Benefits Services in the amount of \$48,645. Motion approved 3-0.*

B. Authorize the Chairman to Sign the Cost Sharing Agreement with PennDOT for State Route 0068 – Section 290 Sewer Line Work

- *Mr. McKee requested the Board authorize the Chairman to sign the revised PennDOT Cost Sharing Agreement for State Route 0068, Connoquenessing portion of the Route 68 improvements. The revision is a change in a project date, no other changes.*
- *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve the Chairman signing the revised PennDOT Cost Sharing Agreement for the State Route 0068, Section 290 sewer line work. Motion approved 3-0.*

11. NEW BUSINESS

A. Consider Approving a Grinder Pump Agreement for Clarion Federal Credit Union, 170 New Castle Road, Butler PA

- *Mr. McKee requested the Board approve a grinder pump agreement for Clarion Federal Credit Union, 170 New Castle Road, Butler PA. This will be a privately owned grinder pump.*

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- *A motion was made by Mr. Braden and seconded by Mr. Vero to approve a grinder pump agreement for Clarion Federal Credit Union, 170 New Castle Road, Butler PA. Motion approved 3-0.*

B. Mr. McKee asked the Board to consider adding a grinder pump agreement for Rachel and Erik Lenyk, 109 Afton Drive, Renfrew PA to the Agenda.

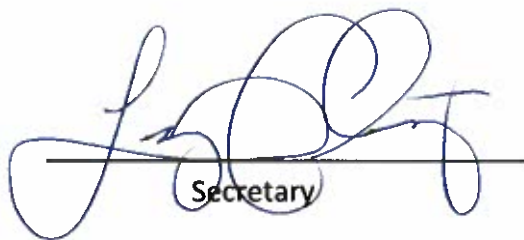
- *A motion was made by Mr. Vero and seconded by Mr. Braden to add the grinder pump agreement for Racheal and Erik Lenyk for 109 Afton Drive, Renfrew PA to the agenda.*
- *Mr. McKee added that this will be an Authority owned grinder pump. The covenants of the development require the grinder pump to be owned by the Authority.*
- *A motion was made by Mr. Sybert and seconded by Mr. Braden to approve the grinder pump agreement for Racheal and Erik Lenyk, 109 Afton Drive, Renfrew PA. Motion approved 3-0.*

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 meeting at 9:37 a.m. Motion approved 3-0.*



Secretary

12-13-2022
Date

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