

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE DECEMBER 13, 2022 REGULAR MEETING**

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The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, December 13, 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 (via Videoconference)*
- *Lance R. Calvert, Secretary*

**Authority Board Member Absent**

- *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*
- *Paula Grubbs, Butler Eagle*
- *Alma Rettinger, Michael Baker*
- *Rachel Carroll, Michael Baker*

**1. WELCOME**

**2. CALL TO ORDER**

- *Mr. Sybert called the meeting to order at 9:01 a.m.*

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

- *None*

**4. APPROVAL OF MINUTES**

**A. November 7, 2022 Regular Meeting**

**B. November 16, 2022 Special Board Meeting**

- *Mr. McKee reviewed two minor edits for the November 7, 2022 meeting minutes. Page 4, paragraph G, edited review to reviewed, and further down in the same paragraph, edited health to health.*
- *Mr. Sybert acknowledged the edits and requested a motion from the Board to approved both the November 7, 2022 and November 16, 2022 meeting minutes.,*
- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve both the November 7, 2022 Regular Meeting minutes and November 16, 2022 Special Meeting minutes. Motion approved 4-0.*

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

- A. Periodic Estimate No. 1, North Hills COG 2022-2023, Manhole Rehabilitation & CCTC, \$60,182.10 (State Pipe Services, Inc.)
- *Mr. Oswald reviewed periodic estimate number 1 from State Pipe Services. The work consisted of raising 14 manholes on Dellwood Drive and various CCTV work. Mr. Oswald then request the Board approve payment of \$60,182.10*
  - *A motion was made by Mr. Calvert and seconded by Mr. Vero to approve periodic estimate No. 1 to State Pipe Services in the amount of \$60,182.10. Motion approved 4-0.*
- B. Invoice Warrant Lists of November 9, 2022 (ACH \$54,673.03), November 15, 2022 (\$117,011.10), November 28, 2022 (\$134,792.01), December 7, 2022 (\$90,129.67), December 13, 2022 (\$187,118.29), and December 13, 2022 (Capital - \$79,282.07)
- *Ms. Lavorini reviewed the above warrants.*
  - *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve the warrants listed. Motion approved 4-0.*

**6. FINANCE DIRECTOR'S REPORT**

- A. Authority Fund Statements and Budget Report – November 30, 2022
- *Ms. Lavorini reviewed the Fund Statements and Budget Report dated November 30, 2022.*
- B. Investment Update
- *Ms. Lavorini informed the Board there were no new investments.*

**7. OPERATIONS REPORTS**

- A. Plant Superintendent's Operations Report – November 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- November 2022
- *See above.*
- C. Realty Transfer I&I Inspections Report – November 2022
- *See above.*
- D. Engineering Services Report – November 2022
- *See above.*
- E. Sewer Tap-In Report – November 2022
- *Mr. McKee reviewed the sewer tap-in report for November 2022. There were three sewer tap permits issued: one residential, and two no fee for repairs.*
- F. Discharge Monitoring Report – October 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 October 2022. The plant's average monthly flow was 4.351 MGD.*
- *Mr. McKee informed the Board that there was one overflow in October. On October 28, 2022, it was observed that manhole (MH) 4725 located southwest of the Butler Sam's Club on N. Eberhart Road had experienced an overflow. It is unknown when the overflow occurred or how much overflowed. The area was stabilized, and the incident was reported to DEP.*

**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 – November 2022**

- *Mr. Oswald informed the Board that HRG continues to work on property acquisition drawings, permitting, planning and structural design for all the pump stations. HRG will be initiating discussions with the local municipalities regarding zoning changes for the new pump stations. The project is on schedule.*

**9. FISCAL AND CONTRACTUAL MATTERS**

**A. Consider Promotion of Adam Geibel from Project Coordinator to Project Manager**

- *Mr. Sybert indicated the promotion of Adam Geibel to Project Manager would be discussed in the Executive Session and will be voted on after the Board returns to the regular meeting.*

**B. Consider Non-Union Wages for 2023**

- *Mr. Sybert indicated that the consideration of the non-union employee wages would be discussed in the Executive Session and will be voted on after the Board returns to the regular meeting.*

**C. Consider Approving the Proposal of Rhoades Law for Developing OPEB Trust**

- *Mr. Hnath reviewed the Rhoades Law proposal to provide professional guidance in the development of the OPEB Trust for the Authority's retirees.*
- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve the Rhoades Law proposal. Motion approved 4-0.*

**D. Consider Approving the Butler Area Sewer Authority Health Reimbursement Arrangement (HRA) Adopting Agreement**

- *Ms. Lavorini reviewed the Health Reimbursement Arrangement adoption agreement provided by Davevic.*
- *A motion was made by Mr. Calvert and seconded by Mr. Sybert to approve the Health Reimbursement Arrangement adoption agreement. Motion approved 4-0.*

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**10. OLD BUSINESS**

- *None*

**11. NEW BUSINESS**

**A. Establish Board Meeting Dates for 2023**

- *Mr. McKee reviewed the proposed meeting dates; all meetings will be held on the second Tuesday of the month at 9:00 a.m. in the Authority Office Conference Room.*

**B. Authorize Advertisement of 2023 Board Meeting Dates**

- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve advertising the 2023 Board meeting dates. Motion approved 4-0.*

**C. Consider Approving Resolution 12-13-2022-01, Amending the Rules and Regulations**

- *Mr. Oswald and Mr. McKee reviewed the proposed changes to the Rules and Regulations.*
- *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve Resolution 12-13-2022-01 amending the Rules and Regulations. Motion approved 4-0.*

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

- *None*

**13. EXECUTIVE SESSION**

- *Mr. Sybert excused the visitors and staff from the room for an Executive Session. Mr. Sybert indicated the Board will return to the regular meeting to take action on the remaining agenda items after the Executive Session.*
- *The Board, Mr. Hnath and Mr. McKee entered an Executive Session to discuss property, legal and personnel matters at 9:23 a.m.*
- *The Board invited the visitors and staff back onto the meeting room to resume the regular meeting at 10:04 a.m.*

**14. ITEM 9A - Consider Promotion of Adam Geibel from Project Coordinator to Project Manager**

- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve the promotion of Adam Geibel from Project Coordinator to Project Manager. Motion approved 4-0.*

**15. ITEM 9B - Consider Non-Union Wages for 2023**

- *A motion was made by Mr. Calvert and seconded by Mr. Sybert to approve the 2023 non-union wages. Motion approved 4-0.*

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**16. ADJOURNMENT**

- *A motion was made by Mr. Vero and seconded by Mr. Calvert to adjourn the meeting at 10:06 a.m. Motion approved 4-0.*



Secretary



Date

**NEXT MEETING: TUESDAY, JANUARY 10, 2023 at 9:00 A.M.  
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**

