

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE JANUARY 10, 2023 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, January 10, 2023 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*
- *Evan Oswald, Superintendent of Engineering Services*
- *Virginia Ferderber, Director of Finance*
- *Michael Hnath, Dillon McCandless King Coulter & Graham - Authority Solicitor*
- *Colin Lampark, Hatch - Consulting Engineer*

1. EXECUTIVE SESSION

- *The BASA Board (Mr. Sybert, Mr. Vero & Mr. Braden), Mr. McKee and Mr. Hnath entered into an Executive Session at 8:45 a.m. to discuss personnel and other legal matters.*
- *The Executive Session concluded at 9:00 a.m.*

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)

- *None*

4. APPROVAL OF MINUTES

A. December 13, 2022 Regular Meeting

- *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve both the December 13, 2022 regular meeting minutes. Motion approved 3-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Periodic Estimate No. 2, North Hills COG 2022-2023, Manhole Rehabilitation & CCTV, \$64,338.03 (State Pipe Services, Inc.)

- *Mr. Oswald reviewed periodic estimate number 2 from State Pipe Services. Mr. Oswald requested the Board approve payment of \$64,338.03.*
- *A motion was made by Mr. Braden and seconded by Mr. Vero to approve periodic estimate No. 2 to State Pipe Services in the amount of \$64,338.03. Motion approved 3-0.*

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B. Invoice Warrant Lists of December 14, 2022(ACH \$57,417.59), December 14, 2022 (\$3,534.62), December 20, 2022 (\$125,566.28), December 29, 2022 (\$28,570.24), January 10, 2023 (\$172,652.73), and January 10, 2023 (Capital - \$97,829.86)

- *Ms. Ferderber reviewed the above warrants. Ms. Ferderber highlighted an invoice on June 10, 2023, Operation Warrant from Snyder Environmental. The Board had approved an expense of \$60,900 on November 8, 2022. The project experienced an overage of 35.9%, raising the contract price to \$87,583. This was Costars' purchase.*
- *The Board acknowledged the increase.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the warrants listed. Motion approved 3-0.*

6. FINANCE DIRECTOR'S REPORT

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

- *Ms. Ferderber reviewed the Fund Statements and Budget Report dated December 31, 2022.*

B. Investment Update

- *Ms. Ferderber informed the Board that one CD matured on January 3, 2023, in the amount of \$253,136.44. BASA will not make any new investments for the remainder of the year.*

C. Quarterly Accounts Receivable Summary – December 31, 2022

- *Ms. Ferderber reviewed the Quarterly Accounts Receivable summary report.*

7. OPERATIONS REPORTS

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

- *See above.*

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

- *See above.*

D. Engineering Services Report – December 2022

- *See above.*

E. Sewer Tap-In Report – December 2022

- *Mr. McKee reviewed the sewer tap-in report for December 2022. There were four sewer tap permits issued: one residential, two commercial and one no fee for repairs.*

F. Discharge Monitoring Report – November 2022

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with the monthly NPDES Permit discharge limits and monitoring requirements during November 2022. The plant's average monthly flow was 6.481 MGD.*

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- *There were a number of overflows from Friday, November 11th to Sunday, November 13th when BASA logged 3.1 inches of rainfall at the wastewater treatment facility. Sanitary sewer overflows occurred at Fisher Heights, Brewster, Greenwood, and Rocklick Pump Stations. Full details on amounts and durations can be found attached to the DMR in the Board package.*
- *Staff visited each location to clean up solids/debris. Any surface that came into contact with sewage was neutralized using lime.*

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 – December 2022

- *Mr. Oswald informed the Board that HRG continues to work on permitting, planning and structural design for all the pump stations. PAWC have been added to the design meetings to allow for consideration of their input. The project is on schedule.*

9. FISCAL AND CONTRACTUAL MATTERS

A. Consider Awarding McCarl's Services, Inc., Labor and Materials for Boiler Installation- \$49,147, Costars No. 008-635

- *Mr. Oswald explained that the Boiler cannot be repaired, and needs replaced. McCarl's will provide the labor and materials to install the boiler under Costars utilizing prevailing wages in the amount of \$49,147.*
- *Mr. Hnath explained to the Board that the terms and conditions need revised, but the Board may approve the award pending the Solicitors and Executive Directors' final approval of the terms and conditions.*
- *A motion was made by Vero and second by Mr. Braden to approve awarding McCarl's Services, Inc., for labor and materials for the boiler Installation in the amount of \$49,147 pending the Solicitors and Executive Directors' final approval of the terms and conditions. Motion approved 3-0.*

B. Consider Awarding Kappe Associates, Inc., Labor and Materials for Installation of Duperon Auger System at the Monroe Pump Station -\$251,400, Costars 016-096

- *Mr. Oswald explained that the Monroe Pump Station currently has two inoperable muffin monsters. The muffin monsters will be replaced with two Duperon auger systems. Kappe will provide the labor and materials to install the new Duperon auger systems under Costars utilizing prevailing wages in the amount of \$251,400. However, the terms and conditions are still under review.*
- *Mr. Hnath is in conversations with Kappe, the changes to the terms and conditions are going well, but the current price is only good until the end of January. If the agreement cannot be*

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reached by the end of January, the price will increase. Kappe indicated any price increase would be less than 10%.

- *Mr. Hnath requested the Board consider approving the award pending the Solicitors and Executive Directors' final approval of the terms and conditions while also allowing for a maximum of a 10% price increase.*
- *Motion was made by Mr. Sybert and seconded by Mr. Vero to approve awarding Kappe Associates, Inc., labor, and materials for the installation of two Duperon Auger Systems at the Monroe Pump Station in the amount of \$251,400, pending the Solicitors and Executive Directors' final approval of the terms and conditions while also allowing for a maximum of a 10% price increase. Motion approved 3-0.*

C. Consider Approving North Hills Council of Governments 2023 Associated Membership Dues of \$1,000

- *Mr. Oswald requested the Board approve Resolution No. 1-10-2023-1 approving the 2023 membership with the North Hills Council of Governments in the amount of \$1,000.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve Resolution No. 1-10-2023 -1 for the 2023 North Hills Council of Governments membership in the amount of \$1,000. Motion approved 3-0.*

D. Request Authorization to Advertise the On-Line Auction of Surplus Vehicles and Equipment with Municibid

- *Mr. Oswald requested the Board authorize the advertisement of the online auction of surplus vehicles and equipment utilizing Municibid.com.*
- *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve the advertisement of the online auction of surplus vehicles and equipment utilizing Municibid.com. Motion approved 3-0.*

E. Request Authorization to Advertise Contract 2022-03 – Alameda Park Sewer Upgrade

- *Mr. Oswald requested the Board authorize the advertisement of Contract 2022-03 the Alameda Park Sewer Upgrade Project with an estimated cost of \$2,216,140.*
- *A motion was made by Mr. Braden and seconded by Mr. Vero to approve advertising Contract 2022-03 the Alameda Park Sewer upgrade project with an estimated cost of \$2,216,140. Motion approved 3-0.*

10. OLD BUSINESS

- *None*

11. NEW BUSINESS

A. Authorize the Executive Director to Sign all Paperwork Necessary to Purchase and Transfer Vehicles Sold

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- *A motion was made by Mr. Sybert and seconded by Mr. Braden to approve authorizing the Executive Director to sign paperwork necessary to purchase and transfer vehicles sold. Motion approved 3-0.*

B. Discuss Retention of Business and Clerical Staff

- *A motion was made by Mr. Syber and seconded by Mr. Vero to approve the promotion of Virginia Ferderber to Director of Finance, as well as the retention bonuses as outline in the memo prepared by the Executive Director for Virginia Ferderber (Finance Director), Mindy Spohn, Marilyn Bresnahan and Bev McKinney (Accounting Clerks). Motion approved 3-0.*

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

- *None*

13. ADJOURNMENT

- *A motion was made by Mr. Sybert and seconded by Mr. Braden to adjourn the meeting at 9:32 a.m. Motion approved 3-0.*



Secretary



Date

NEXT MEETING: TUESDAY, FEBRUARY 14, 2023 at 9:00 A.M.
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA