

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 11, 2023 ANNUAL MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, April 11, 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 (videoconference)*
- *Steven C. Braden, Assistant Secretary and Treasure*
- *Lance R. Calvert, Secretary*

Absent:

- *Mavrick W. Goepfert, Treasurer*

Staff, Consultants and Guests Present:

- *Duane McKee, Executive Director*
- *Evan Oswald, Superintendent of Engineering Services*
- *Virginia Ferderber, Finance Director*
- *Michael Hnath, Dillon McCandless King Coulter & Graham - Authority Solicitor (videoconference)*
- *Collin Lampark, Hatch - Consulting Engineer*
- *Paula Grubbs – Butler Eagle*

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. March 14, 2023 Regular Meeting

- *A motion to approve the March 14, 2023 meeting minutes was made by Mr. Braden and seconded by Mr. Calvert. Motion approved 4-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Invoice Warrant Lists of March 15, 2023 (ACH \$52,830.25), March 20, 2023 (Capital \$500.00), March 20, 2023 (\$150,740.20), March 30, 2023 (\$55,547.83), March 11, 2023 (Capital - \$106,059.56), and March 11, 2023 (\$91,257.57)

- *Ms. Ferderber reviewed the warrants listed above.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the warrants listed. Motion approved 4-0.*

6. FINANCE DIRECTOR'S REPORT

A. Authority Fund Statements and Budget Report – March 31, 2023

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 11, 2023 ANNUAL MEETING

- *Ms. Ferderber reviewed the Authority Fund Statements and Budget Report for the month of March.*

B. Update on Investments

- *Ms. Ferderber updated the Board on the new investments. There were three new investments in CD's: \$246,000 at 5.3%, \$245,000 at 5.37% and \$244,000 at 5.46%.*
- *Mr. Vero asked when the last date of investment would be.*
- *Ms. Ferderber indicated that August would probably be the last investment.*

C. Quarterly Accounts Receivable Summary – March 31, 2023

- *Ms. Ferderber reviewed the Quarterly Accounts Receivable Summary dated March 31, 2023.*

7. OPERATIONS REPORTS

A. Plant Superintendent's Operations Report – March 2023

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

B. Field Superintendent's Operations Report- March 2023

- *See above.*

C. Realty Transfer I&I Inspection's Report – March 2023

- *See above.*

D. Engineering Services Report – March 2023

- *See above.*

E. Sewer Tap-In Report – March 2023

- *Mr. McKee reviewed the sewer tap-in report for March 2023. There were seven sewer tap permits issued, five residential and two no fee for repairs.*

F. Discharge Monitoring Report – February 2023

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during February 2023. The plant's average daily flow was 5.268 MGD.*
- *There was one overflow in February. On February 15, 2023, BASA received a call notifying us that there was an active SSO occurring on our Deshon Pump Station 16-inch force main line approximately 300 to 400 ft away from the station. The repair was initiated immediately and was completed on February 27th. Unfortunately, there is no way to calculate the amount of sewage that was discharged. However, by utilizing storage in the two equalization tanks and actively bypassing, 7,956,056 gallons of sewage was prevented from entering the environment. BASA and the contractors on the project cleaned up the site to the greatest extent possible.*
- *DEP was notified. A complete account of the project repair is in your Board package.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 11, 2023 ANNUAL MEETING

8. CONSULTING ENGINEERS' REPORTS

A. Authority Engineer's Monthly Report

- *Mr. Lampark said the consultant 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 - March 2023

- *Mr. Oswald informed the Board that HRG continues to work on drawings and permitting. The project is on schedule.*

9. FISCAL AND CONTRACTING MATTERS

A. Request Authorization to Advertise a Bid for Sewage Sludge Hauling and Disposal, Contract No. 2023-1

- *Mr. McKee informed the Board that there is a revised memo requesting authorization to advertise the sludge hauling and disposal contract. After discussion with PAWC the contract term was changed to a one-year contract with a one-year potential for extension.*
- *A motion was made by Mr. Braden and seconded by Mr. Calvert to approve advertising the bid for Sewage Sludge Hauling and Disposal, Contract 2023-1. Motion approved 4-0.*

B. Consider Awarding the Fairlane Drive Sewer Improvement, Contract 2022-06, Roto-Rooter Service Co, \$49,265.

- *Mr. Oswald requested the Board consider awarding the Fairlane Drive Sewer Improvements, Contract 2022-6 to Roto-Rooter Service in the amount of \$49,265.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to award the Fairlane Drive Sewer Improvement, Contract 2022-6 to Roto-Rooter Service in the amount of \$49,265. Motion approved 4-0.*

10. OLD BUSINESS

A. Consider Approving Shooting Range Agreement with Butler County Community College

- *Mr. Hnath explained to the Board that the agreement was revised to remove Butler City from the Agreement and change the term from 10 years to 3 years.*
- *Mr. Sybert asked why Butler City backed out of the Agreement.*
- *Mr. Hnath indicated that Butler City did not agree with the indemnification language.*
- *Mr. Vero said he thought that Butler City was going to share Buter Townships shooting range.*
- *Mr. Hnath asked that the Board consider approving the Shooting Range Agreement with BC3 including the revised term.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the Shooting Range Agreement with BC3. Motion approved 4-0.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 11, 2023 ANNUAL MEETING

11. NEW BUSINESS

- A. Consider Approving a Grinder Pump Agreement for 107 Afton Drive, Kathleen Goeke and Richard J. Goeke
- *Mr. McKee asked the Board to approve a grinder pump agreement for 107 Afton Drive. The covenants for this development require this to be an Authority owned grinder pump.*
 - *A motion was made by Mr. Braden and seconded by Mr. Syber to approve the grinder pump agreement for 107 Afton Drive. Motion approved 4-0.*
- B. Consider Approving Sewer Easement Agreement for Tax Parcel 290-2F18-13, Instrument No. 200003230006266 Summit Twp., with Jerome P. Oliver
- *Mr. Oswald requested the Board approve a Sewer Easement Agreement for tax parcel 290-2F18-13 in Summit Township with Jerome P. Oliver.*
 - *A motion was made by Mr. Calvert and seconded by Mr. Sybert to approve the Sewer Easement Agreement on tax parcel 290-2F18-13 located in Summit Township. Motion approved 4-0.*
- C. Consider Authorizing Utility Relocation Reimbursement Agreement for State Route 0068 – Section 253 Karns Bridge Sewer Line Work
- *Mr. Oswald requested the Board approve the Utility Reimbursement Agreement for State Route 0068, section 258 Karns Bridge Sewer Line work. The bridge project will require a portion of the Authority's sewer main to be relocated.*
 - *A motion was made by Mr. Braden and seconded by Mr. Vero to approve the Utility Reimbursement Agreement for State Route 0068, section 258 Karns Bridge Sewer Line work. Motion approved 4-0.*
- D. A motion was made by Mr. Calvert and seconded by Mr. Braden to add the consideration of approving a Sewer Easement Agreement for 723 S. Main Street, Butler, Eleanor Miller.
- *Mr. McKee explained that the owner was from out of state and the document arrived after the posting of the agenda.*
 - *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the Sewer Easement Agreement for 723 S. Main Street, Butler. Motion approved 4-0.*

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

- *None*

13. ADJOURNMENT

- *A motion was made by Mr. Braden and seconded by Mr. Calvert to adjourn the Meeting at 9:20 a.m. Motion approved 4-0.*


Asst Secretary


Date

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