

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE MAY 9, 2023 ANNUAL MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, May 9, 2023 at 9:00 a.m. at the Authority office located at 100 Litman Road, Butler, PA.

Authority Board Members Present:

- *Fred M. Vero, Vice Chairman*
- *Mavrick W. Goepfert, Treasurer*
- *Steven C. Braden, Assistant Secretary and Treasure*

Absent:

- *Lance R. Calvert, Secretary*
- *Paul F. Sybert, Chairman*

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*
- *Collin Lampark, Hatch - Consulting Engineer*
- *William Pitts, Butler Eagle*

1. WELCOME

2. CALL TO ORDER

- *Mr. Vero 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. April 11, 2023 Regular Meeting

- *A motion to approve the April 11, 2023 meeting minutes was made by Mr. Goepfert and seconded by Mr. Braden. Motion approved 3-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Invoice Warrant Lists of April 12, 2023 (ACH \$54,761.81), April 14, 2023 (\$166,472.34), April 24, 2023 (\$74,178.18), April 28, 2023 (\$44,860.16), May 9, 2023(Capital - \$18,599.60), and May 9, 2023 (\$1,430,209.72)

- *Ms. Ferderber reviewed the warrants listed above.*
- *A motion was made by Mr. Braden and seconded by Mr. Goepfert to approve the warrants listed. Motion approved 3-0.*

6. FINANCE DIRECTOR'S REPORT

A. Authority Fund Statements and Budget Report – April 30, 2023

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- *Ms. Ferderber reviewed the Authority Fund Statements and Budget Report for the month of April.*
- *A motion to approve the Funding Statement was made by Mr. Braden and seconded by Mr. Goepfert. Motion approved 3-0.*

B. Update on Investments

- *Ms. Ferderber updated the Board on the new investments. There was one that matured. The information regarding the investments is in your Board Package. There will be no new investments.*
- *Mr. Vero asked when the last investment would mature.*
- *Ms. Ferderber indicated that the last investment would mature by the end of August.*

7. OPERATIONS REPORTS

A. Plant Superintendent's Operations Report – April 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- April 2023

- *See above.*

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

- *See above.*

D. Engineering Services Report – April 2023

- *See above.*

E. Sewer Tap-In Report – April 2023

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

F. Discharge Monitoring Report – March 2023

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during March 2023. The plant's average daily flow was 8.109 MGD.*
- *There were no overflows in the month of March.*
- *A motion was made by Mr. Braden and seconded by Mr. Goepfert to approve the operations reports. Motion approved 3-0.*

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 - April 2023

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- *Mr. Oswald informed the Board that HRG continues to work on drawings and permitting. The project is on schedule.*
- *A motion was made by Mr. Braden and seconded by Mr. Goepfert to approve the Engineers Reports. Motion approved 3-0.*

9. FISCAL AND CONTRACTING MATTERS

A. Consider Purchase from Baierl Ford -2023 Ford Super Duty, F-450 DRW XL, Costars #025-E22-545, \$58,794.00

- *Mr. McKee requested the Board authorize the purchase of a 2023 Ford Super Duty truck utilizing the Costars purchasing contract in the amount of \$58,794.*
- *A motion was made by Mr. Vero and seconded by Mr. Goepfert to approve the purchase of a 2023 Ford Super Duty truck utilizing the Costars Contract in the amount of \$58,794. Motion approved 3-0.*

B. Authorize Advertisement of RFPs for Investment Manager and Plan Administration Services for the OPEB Trust

- *Mr. Hnath requested the Board authorize the advertisement of RFPs for Investment Manager and Plan Administrator for the proposed OPEB Trust. This is a requirement of Act 205.*
- *A motion was made by Mr. Braden and approved by Mr. Goepfert to approve advertising for an Investment Manager and Plan Administrator for the OPEB Trust. Motion approved 3-0.*

10. OLD BUSINESS

A. Consider Approving Resolution No. 05-9-2023-1, Authorizing Acquisition Properties and Declaration of Taking

- *Mr. Hnath explained that he has been meeting with the property owners and thing are going well. The Declaration of Taking is just for those properties that do not agree with the appraised value, thus allowing the project to continue. More will be discussed in the Executive Session.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve Resolution No. 05-9-2023-1 Authorizing the Acquisition of Properties and Declaration of Taking. Motion approved 3-0.*

11. NEW BUSINESS

A. Hiring of Two Summer Employees

- *Mr. McKee informed the Board that two summer employees have been hired. One will share duties in the office and outside and the second employee will only work outside.*

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

- *None*


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13. ADJOURNMENT

- *A motion was made by Mr. Braden and seconded by Mr. Goepfert to adjourn the Meeting at 9:15 a.m. Motion approved 3-0.*
- *The Board then moved to the Executive Session.*

14. EXECUTIVE SESSION: Property Matters

- *The Board, Mr. McKee, Ms. Ferderber and Mr. Hnath went into Executive Session at 9:20 to discuss property matters. Executive Session concluded at 9:45 a.m.*



Secretary

6-13-2023

Date

**NEXT MEETING: TUESDAY, JUNE 13, 2023 at 9:00 A.M.
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**