

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE JUNE 13, 2023 ANNUAL MEETING**

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The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, June 13, 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*
- *Mavrick W. Goepfert, Treasurer*
- *Lance R. Calvert, Secretary*

**Absent:**

- *Steven C. Braden, Assistant Secretary and 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*
- *Collin Lampark, Hatch - Consulting Engineer*
- *William Pitts, Butler Eagle*

**1. CALL TO ORDER**

- *Mr. Sybert called the meeting to order at 9:05 a.m.*

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

- *None*

**3. ANNOUNCEMENT OF EXECUTIVE SESSIONS**

**A. Members of the Board and Staff met in executive session on May 15, 2023 from 12:00 p.m. to approximately 12:30 p.m., to discuss property matters.**

- *Mr. Sybert announced that the Board and Staff met in executive session on May 15, 2023 from 12:00 p.m. to approximately 12:30 p.m., to discuss property matters.*

**B. Members of the Board and Staff met in executive session on May 23, 2023 from 12:00 p.m. to approximately 12:30 p.m., to discuss property matters.**

- *Mr. Sybert announced that the Board and Staff met in executive session on May 23, 2023 from 12:00 p.m. to approximately 12:30 p.m., to discuss property matters.*

**4. APPROVAL OF MINUTES**

**A. May 9, 2023 Regular Meeting**

- *A motion to approve the May 9, 2023 meeting minutes was made by Mr. Vero and seconded by Mr. Calvert. Motion approved 4-0.*

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

- A. Contract 2021-03, Change Order # 1, Rock Lick Creek Pump Station Upgrade Project, (Utility Contracting), \$1,833.54.
- *Mr. Oswald requested the Board approve, Change Order # 1 for Rock Lick Creek Pump Station Upgrade Project, Contract 2021-03 to Utility Contracting in the amount of \$1,833.54.*
  - *A motion was made by Mr. Goepfert and seconded by Mr. Vero to approve Change Order # 1 for Rock Lick Creek Pump Station Upgrade Project, Contract 2021-03 to Utility Contracting in the amount of \$1,833.54. Motion approved 4-0.*
- B. Butler Memorial Park Emergency Sewer Repair, Change Order, (Hiles Excavating) \$3,750.00
- *Mr. Oswald requested the Board approve a change order for the Butler Memorial Park Emergency Sewer Repair to Hiles Excavating in the amount of \$3,750.00. This change order was to construct an access road and a no-cost time extension.*
  - *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve the change order for the Butler Memorial Park Emergency Sewer Repair to Hiles Excavating in the amount of \$3,750.00. Motion approved 4-0.*
- C. Periodic Estimated (final payment), Butler Memorial Park Emergency Sewer Repair, (Hiles Excavating), \$55,725.00
- *Mr. Oswald requested the Board approve the final payment to Hiles Excavating for the Butler Memorial Park Emergency Sewer Repair in the amount of \$55,725.00.*
  - *A motion was made by Mr. Sybert and seconded by Mr. Calvert to approve final payment to Hiles Excavating for the Butler Memorial Park Emergency Sewer Repair in the amount of \$55,725.00. Motion approved 4-0.*
- D. Periodic Estimate No. 3, North Hills COG 2022-2023, Manhole Rehabilitation & CCTV, \$15,384.78 (State Pipe Services, Inc.)
- *Mr. Oswald requested the Board approve payment No. 3 to State Pipe Services for the North Hills COG 2022-2023 project including manhole rehabilitation & CCTV in the amount of \$15,384.78.*
  - *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve payment No. 3 to State Pipe Services for the North Hills COG 2022-2023 project including manhole rehabilitation & CCTV in the amount of \$15,384.78. Motion approved 4-0.*
- E. Estates at Rolling Wood, Lots 1-6 Performance Bond Escrow Release, \$59,124.45
- *Mr. McKee requested the Board approve the release of the Estates at Rolling Wood, Lots 1-6 Performance Bond Escrow in the amount of \$59,124.45.*
  - *A motion was made by Mr. Goepfert and seconded by Mt. Sybert to approve the release of the Estates at Rolling Wood, Lots 1-6 Performance Bond Escrow in the amount of \$59,124.45. Motion approved 4-0.*

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F. Invoice Warrant Lists of May 5, 2023 (ACH \$55,490.83), May 15, 2023 (\$120,227.95), May 22, 2023 (\$940,010.54), May 31, 2023 (\$109,208.61), June 13, 2023(Capital - \$77,343.67), and June 13, 2023 (\$111,606.49)

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

**6. FINANCE DIRECTOR'S REPORT**

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

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

B. Update on Investments

- *Ms. Ferderber updated the Board on the current investments. The investment summary is in the Board package.*
- *Mr. Sybert asked the Board if there were any questions regarding the financial reports. There were no questions.*

**7. OPERATIONS REPORTS**

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

- *See above.*

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

- *See above.*

D. Engineering Services Report – May 2023

- *See above.*

E. Sewer Tap-In Report – May 2023

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

F. Discharge Monitoring Report – April 2023

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during April 2023. The plant's average daily flow was 5.703 MGD.*
- *There were no overflows in the month of April.*

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**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 - May 2023**

- *Mr. Oswald informed the Board that HRG update report was in their Board package and asked if there were any questions.*
- *The Board had no questions.*

**9. FISCAL AND CONTRACTING MATTERS**

**A. Consider Award of CAP Pump Station Upgrades, Land Development Services to Herbert, Rowland, and Grubic- Not to Exceed amount of \$53,500**

- *Mr. Oswald requested the Board approve Herbert Rowland and Grubic proposal for the CAP Pump Station Upgrades, Land Development Services for the not to exceed amount of \$53,500.*
- *A motion was made by Mr. Calvert and seconded by Mr. Sybert to approve Herbert Rowland and Grubic proposal for the CAP Pump Station Upgrades, Land Development Services for the not to exceed amount of \$53,500. Motion approved 4-0.*

**B. Consider Awarding Sewage Sludge Hauling and Landfill Disposal Services, Contract No. 2023-01 to Browning - Ferris Industries (dba, Republic Services), \$68.18/wet ton**

- *Mr. McKee requested the Board approve the Sewage Sludge Hauling and Landfill Disposal Services Contract No. 2023-01 to Browning - Ferris Industries (dba, Republic Services) in the amount of \$68.18/wet ton.*
- *A motion was made by Mr. Vero and seconded by Mr. Goepfert to approve the Sewage Sludge Hauling and Landfill Disposal Services Contract No. 2023-01 to Browning - Ferris Industries (dba, Republic Services) in the amount of \$68.18/wet ton. Motion approved 4-0.*

**C. Authorization to Update and Execute New Signature Cards**

- *Mr. McKee requested the Board make a motion authorizing the signatures on the bank cards of all the Board members, Executive Director, and Mike Hnath.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Calvert to authorize the signatures on the bank cards of all the Board Members, Executive Director, and Mike Hnath. Motion approved 4-0.*

**10. OLD BUSINESS**

- A. None

**11. NEW BUSINESS**

- A. Review of the Authority's 2023-2024 Draft Operating Budget

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- Ms. Ferderber reviewed the draft 2023-2024 operations budget. She explained that the budget was developed assuming that Authority would operate an entire fiscal year.
- Mr. McKee advised the Board to review the draft operation budget over the next month. Any questions could be directed to Ms. Ferderber or himself.

**B. Consider Approval of \$2.50/EDU/Month Proposed Rate Increase for Sewer Services Effective October 1, 2023**


- Mr. McKee explained that the \$2.50/EDU/mo. was in the asset purchase agreement with PAWC and is to be implemented just prior to closing. After discussions with Counsel, Staff and PAWC it was determined that the rate increase be implemented on October 1, 2023.
- Mr. McKee recommended the Board approve the rate increase to be effective on October 1, 2023.
- A motion was made by Mr. Sybert and seconded by Mr. Vero to approve the \$2.50/EDU/mo. rate increase to be effective on October 1, 2023. Motion approved 4-0.

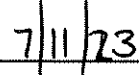
**12. PUBLIC COMMENT: NON-AGENDA ITEMS (Time Limit – 5 Minutes)**

- None

**13. ADJOURNMENT**

- A motion was made by Mr. Sybert and seconded by Mr. Calvert to adjourn the Meeting at 9:25 a.m. Motion approved 4-0.

  
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Secretary/Treasurer

  
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Date

**NEXT MEETING: TUESDAY, JULY 11, 2023 at 9:00 A.M.**  
**BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**

