

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

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, July 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*
- *Mavrick W. Goepfert, Treasurer*
- *Steven C. Braden, Assistant Secretary and Treasurer*

Absent:

- *Lance R. Calvert, Secretary*

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. 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. June 13, 2023 Regular Meeting

- *A motion to approve the June 13, 2023 meeting minutes was made by Mr. Goepfert and seconded by Mr. Braden. Motion approved 4-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Contract 2021-03, Payment # 1, Rock Lick Creek Pump Station Upgrade Project, (Utility Contracting), \$48,846.34.

- *Mr. Oswald requested the Board approve payment #1 for Rock Lick Creek Pump Station Upgrade Project, Contract 2021-03 to Utility Contracting in the amount of \$43,846.34.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve Payment # 1 for Rock Lick Creek Pump Station Upgrade Project, Contract 2021-03 to Utility Contracting in the amount of \$43,846.34. Motion approved 4-0.*

B. North Hill COG 2022-2023, Periodic Estimate #4, Manhole Rehabilitation & CCTV, (State Pipe Services, Inc.), \$82,804.77

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- *Mr. Oswald requested the Board approve payment #4 for the North Hills COG 2022-2023, manhole rehabilitation & CCTV work to State Pipe Services in the amount of \$82,804.77.*
- *A motion was made by Mr. Sybert and seconded by Mr. Goepfert to approve payment #4 for the North Hills COG 2022-2023, manhole rehabilitation & CCTV work to State Pipe Services in the amount of \$82,804.77. Motion approved 4-0.*

C. Transfer of the Annual Excess Revenue Fund Deposits to the Bond Redemption and Improvements Fund in the amount of \$1,392,300.00

- *Ms. Ferderber reviewed the transfer of the annual excess revenue fund deposits to the bond redemption and improvements fund in the amount of \$1,392,300.*
- *A motion was made by Mr. Vero and seconded by Mr. Goepfert to approve the transfer of the annual excess revenue fund deposits to the bond redemption and improvements fund in the amount of \$1,392,300. Motion approved 4-0.*

D. Invoice Warrant Lists of June 14, 2023 (ACH \$60,315.92), June 15, 2023 (\$181,821.37), June 26, 2023 (\$37,710.11), July 11, 2023 (\$1,514,861.67), and July 11, 2023 (Capital - \$149,493.89)

- *Ms. Ferderber reviewed the warrants listed above.*
- *A motion was made by Mr. Goepfert 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 – June 30, 2023

- *Ms. Ferderber reviewed the Authority Fund Statement and Budget Report for the month of June.*

B. Update on Investments

- *Ms. Ferderber updated the Board on the current investments. No new investments are being made. The investment summary is in the Board package.*

C. Quarterly Accounts Receivable Summary – June 30, 2023

- *Ms. Ferderber reviewed the quarterly accounts receivable summary.*

D. Review of the Annual Debt Service Reserve Fund Valuation

- *Ms. Ferderber reviewed the annual debt service reserve fund valuation. This was for the Board information only, no action is required.*
- *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 – June 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- June 2023

- *See above.*

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

- *See above.*

D. Engineering Services Report – June 2023

- *See above.*

E. Sewer Tap-In Report – June 2023

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

F. Discharge Monitoring Report – May 2023

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during May 2023. The plant's average daily flow was 4.974 MGD.*
- *There were no overflows in the month of May.*

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 - June 2023

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

9. FISCAL AND CONTRACTING MATTERS

A. Bond Redemption & Improvement Fund – Requisition No. 11 (\$625,726.47)

- *Ms. Ferderber reviewed the Bond Redemption & Improvements Fund Requisition No. 11 in the amount of \$625,726.47.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the Bond Redemption and Improvements Fund Requisition No. 11 in the amount of \$625,726.47. Motion approved 4-0.*

B. Consider approval of Discretionary Investment Management Agreement with FNB for investment advisor services for the OPEB Trust, subject to review and approval by the Executive Director, Solicitor and Special Counsel (Rhoades)

- *Mr. Hnath reminded the Board of the development of the OPEB Trust that is being developed for the BASA employee retirees.*
- *Mr. Hnath requested the Board approve Item 9B. the Discretionary Investment Management Agreement with FNB for investment advisor services for the OPEB Trust, Item C the approval of Treasury Management Master Services Agreement with FNB to operate the custodial account*

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for the OPEB Trust, and item D. the Administrative Services Agreement with DJME Ventures, Inc. (successor to Davevic Benefit Consultants, Inc.) for third-party administrative services for the OPEB Trust. All subject to review and approval by the Executive Director, Solicitor and Special Counsel (Rhoades)

- *A motion was made by Mr. Braden and seconded by Mr. Vero to approve Items 9B, C and D. Motion approved 4-0.*

C. Consider approval of Treasury Management Master Services Agreement with FNB to operate the custodial account for the OPEB Trust, subject to review and approval by the Executive Director and Solicitor.

- *See motion in Item 9B.*

D. Consider approval of Administrative Services Agreement with DJME Ventures, Inc. (successor to Davevic Benefit Consultants, Inc.) for third-party administrative services for the OPEB Trust.

- *See motion in Item 9B.*

10. OLD BUSINESS

A. Consider Approving the Authority's 2023-2024 Draft Operating Budget as Final

- Ms. Ferderber informed the Board there were no changes to the draft budget presented last month and requested the Board approve the 2023-2024 Operations Budget.
- A motion was made by Mr. Vero and seconded by Mr. Goepfert to approve the 2023-2024 Operating budget. Motion approved 4-0.

11. NEW BUSINESS

A. Consider Approval Resolution No. 07-11-2023-1, Schedule of Fees

- *Mr. McKee requested the Board approve Resolution No. 07-11-2023-1 changing the Schedule of Fees to include a \$2.50/EDU/Mo. rate increase effective October 1, 2023.*
- *A motion was made by Mr. Sybert and seconded by Mr. Braden to approve Resolution No. 07-11-2023-1 changing the Schedule of Fees to include a \$2.50/EDU/Mo. rate increase effective October 1, 2023. Motion approved 4-0.*

B. Consider Approving Resolution No. 07-11-2023-2, Amendment to the Article of Incorporation

- Mr. Hnath explained that Resolution No. 07-11-2023-2 for the Amendment to the Article of Incorporation was an approval step necessary for the eventual dissolution of the Authority after the sale to PAWC. A copy of the Resolution will need to be provided to Butler City and Butler Township.
- A motion was made by Mr. Braden and seconded by Mr. Sybert to approve Resolution No. 07-11-2023-2 Amending the Article of Incorporation. Motion approved 4-0.

C. Consider Approving a Grinder Pump Agreement for 103 Afton Drive, Paul F. Shatlock Jr. & Stacy C. Shatlock

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- *Mr. Oswald requested the Board approve the Grinder Pump Agreement for 103 Afton Drive, Paul F. Shatlock Jr. & Stacy C. Shatlock. This will be an Authority owned grinder pump.*
 - *A motion was made by Mr. Braden and seconded by Mr. Sybert to approve Grinder Pump Agreement for 103 Afton Drive, Paul F. Shatlock Jr. & Stacy C. Shatlock. Motion approved 4-0.*
- D. Mr. Sybert made a motion to add Item 11D for the Board to consider authorizing Maher Duessel to provide Information to appointed representatives of Butler City and the Butler Township to the Agenda.
- *A motion was made by Mr. Vero and seconded by Mr. Sybert to approve authorizing Maher Duessel to provide Information to appointed representatives of Butler City and the Butler Township. Motion approved 4-0.*

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

- *None*

13. EXECUTIVE SESSION

- *The Board, Mr. Hnath, Mr. McKee, and Ms. Ferderber moved into the executive session to discuss personnel matters at 9:25 a.m.*
- *The Meeting was called back into order at 10:10 a.m.*

14. ADJOURNMENT

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



Secretary

8/8/23

Date

NEXT MEETING: TUESDAY, AUGUST 8, 2023 at 9:00 A.M.
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA

