

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE SEPTEMBER 12, 2023 REGULAR MEETING**

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, September 12, 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*
- *Lance R. Calvert, Secretary*

**Absent:**

- *Mavrick W. Goepfert, Treasurer*

**Staff, Consultants and Guests Present:**

- *Duane McKee, Executive Director*
- *Virginia Ferderber, Finance Director*
- *Michael Hnath, Dillon McCandless King Coulter & Graham - Authority Solicitor*
- *Collin Lampark, Hatch - Consulting Engineer*
- *Eddie Trizzino, Butler Eagle*
- *Tom Wyatt, Obermayer (via videoconference) for Executive Session*

**1. WELCOME**

**2. CALL TO ORDER**

- *Mr. Sybert called the meeting to order at 9:03 a.m.*
- *Mr. Sybert made a motion to add three new items to the Agenda.*
  - **9D. Consider Approval of Operation and Maintenance Agreement for Stormwater Management Best Management Practices with Center Twp. for Brewster Pump Station**
  - **9E. Consider Approval of Operation and Maintenance Agreement for Stormwater Management Best Management Practices with Center Twp. for Fisher Pump Station**
  - **9F. Consider Giving the Executive Director Authorization to Approve New Commercial Auto, Property, General Liability, Inland Marine, Cyberwar Risk Liability, Umbrella, and Terrorism Insurance if the Overall Increase in Cost is 10% or Less.**
- *The motion was moved by Mr. Sybert and seconded by Mr. Braden to approve adding Items 9D, 9E and 9F. to the Agenda. Motion approved 4-0.*

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

- *None*

**4. APPROVAL OF MINUTES**

**A. August 8, 2023 Regular Meeting**

- *A motion to approve the August 8, 2023 meeting minutes was made by Mr. Calvert and seconded by Mr. Braden. Motion approved 4-0.*

**B. August 21, 2023 Special Meeting**

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- *A motion to approve the August 21, 2023 special meeting minutes was made by Mr. Vero and seconded by Mr. Braden. Motion approved 4-0*

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

- A. Contract 2021-03, Change Orders 2,3 & 4, Rock Lick Creek Pump Station Upgrade Project, (Utility Contracting), \$7,626.52.
- *Mr. McKee requested the Board approve Change Orders 2,3 & 4 for the Rock Lick Creek Pump Station Upgrade Project to Utility Contracting in the amount of \$7,626.52.*
  - *A motion was made by Sybert and seconded by Mr. Vero to approve Change Orders 2,3 & 4 for the Rock Lick Creek Pump Station Upgrade Project to Utility Contracting in the amount of \$7,626.52. Motion approved 4-0.*
- B. Contract 2021-03, Payment #2, Rock Lick Creek Pump Station Upgrade Project, (Utility Contracting), \$182,117.53.
- *Mr. McKee requested the Board approve Payment #2 of Contract 2021-03 for the Rock Lick Creek Pump Station Upgrade Project to Utility Contracting in the amount of \$182,117.53.*
  - *A motion was made by Mr. Calvert and seconded by Mr. Braden to approve Payment #2 of Contract 2021-03 for the Rock Lick Creek Pump Station Upgrade Project to Utility Contracting in the amount of \$182,117.53. Motion approved 4-0.*
- C. Invoice Warrant Lists of August 9, 2023 (ACH \$52,430.32), August 15, 2023 (\$15,712.42), August 15, 2023 (\$213,128.40), August 15, 2023 (Capital- \$65,504.70), August 25, 2023 (\$169,808.97), September 12, 2023 (\$319,289.14), and September 12, 2023 (Capital - \$400.00)
- *Ms. Ferderber reviewed the warrants listed above.*
  - *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve the warrants listed. Motion approved 4-0.*

**6. FINANCE DIRECTOR'S REPORT**

- A. Authority Fund Statements and Budget Report – August 31, 2023
- *Ms. Ferderber reviewed the Authority Fund Statement and Budget Report for the month of August.*
- B. Update on Investments
- *Ms. Ferderber updated the Board on the current investments. The Authority has made no new investments. All investments have currently matured.*

**7. OPERATIONS REPORTS**

- A. Plant Superintendent's Operations Report – August 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- August 2023
- *See above.*
- C. Realty Transfer I&I Inspection's Report – August 2023

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- *See above.*

**D. Engineering Services Report – August 2023**

- *See above.*

**E. Sewer Tap-In Report – August 2023**

- *Mr. McKee reviewed the sewer tap-in report for August 2023. There were seventeen sewer tap permits issued, eleven residential, two inspections only and four repairs no fee.*

**F. Discharge Monitoring Report – July 2023**

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during July 2023. The plant's average daily flow was 4.539 MGD.*
- *There were no overflows in the month of July.*

**8. CONSULTING ENGINEERS' REPORTS**

**A. Authority Engineer's Monthly Report**

- *Mr. Lampark said the consultant engineering report was in the Board package. In addition, the Annual Engineers Report has been completed and asked if the Board had any questions.*
- *The Board had no questions.*

**B. CAP Update – HRG's Progress Report – August 2023**

- *Mr. McKee informed the Board that design drawings for the FBB Pump Stations are at 90% and the GBB design drawings will be at 90% next month. The project is on schedule.*

**9. FISCAL AND CONTRACTING MATTERS**

**A. Consider Awarding Purchase from PumpMan Pittsburgh LLC, Replacement Pump #3 for Monroe Pump Station, Costars #016-E22-10 - \$38,421**

- *Mr. McKee asked the Board to approve the purchase of a replacement Pump #3 for Monroe Pump Station from PumpMan Pittsburgh LLC utilizing the Costars Contract #016-E22-10 in the amount of \$38,421.*
- *A motion was made by Mr. Braden and seconded by Mr. Calvert to approve the purchase of a replacement pump #3 for Monroe Pump Station from PumpMan Pittsburgh LLC utilizing the Costars contract #016-E22-10 in the amount of \$38,421. Motion approved 4-0.*

**B. Consider Awarding Novaform Lining Project to Snyder Environmental Services, Costars #041-E22-014 - \$102,485**

- *Mr. McKee asked the Board to approve awarding the Novaform lining project to Snyder Environmental Services utilizing the Costars contract #041-E22-014 in the amount of \$102,485.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve awarding the Novaform lining project to Snyder Environmental Services utilizing the Costars contract #041-E22-014 in the amount of \$102,485. Motion approved 4-0.*

**C. Consider Awarding Manhole Lining Project to Advanced Rehabilitation Technology, Costars #380975, \$78,638**

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- *Mr. McKee asked the Board to approve awarding the manhole lining project to Advanced Rehabilitation Technology utilizing the Costars #380975 in the amount of \$78,638.*
  - *A motion was made by Mr. Braden and seconded by Mr. Calvert to approve awarding the manhole lining project to Advanced Rehabilitation Technology utilizing the Costars #380975 in the amount of \$78,638. Motion approved 4-0.*
- D. Consider Approval of Operation and Maintenance Agreement for Stormwater Management Best Management Practices with Center Twp. for Brewster Pump Station
- *Mr. McKee asked the Board to approve the Operation and Maintenance Agreement for Stormwater Management Best Management Practices with Center Twp. for Brewster Pump Station.*
  - *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the Operation and Maintenance Agreement for Stormwater Management Best Management Practices with Center Twp. for Brewster Pump Station. Motion approved 4-0.*
- E. Consider Approval of Operation and Maintenance Agreement for Stormwater Management Best Management Practices with Center Twp. for Fisher Pump Station
- *Mr. McKee asked the Board to approve the Operation and Maintenance Agreement for Stormwater Management Best Management Practices with Center Twp. for Fisher Pump Station.*
  - *A motion was made by Mr. Calvert and seconded by Mr. Braden to approve the Operation and Maintenance Agreement for Stormwater Management Best Management Practices with Center Twp. for Brewster Pump Station. Motion approved 4-0.*
- F. Consider Giving the Executive Director Authorization to Approve New Commercial Auto, Property, General Liability, Inland Marine, Cyberwar Risk Liability, Umbrella, and Terrorism Insurance if the Overall Increase in Cost is 10% or Less.
- *Mr. McKee informed the Board that Mitchell Insurance was seeking quotes for the Authority insurance coverage. The current coverage is due to expire in October prior to the next Board meeting.*
  - *A motion was made by Vero and seconded by Mr. Braden to give the Executive Director Authorization to approve new Commercial Auto, Property, General Liability, Inland Marine, Cyberwar Risk Liability, Umbrella, and Terrorism Insurance if the overall increase in cost is 10% or less. Motion approved 4-0.*
  - *Mr. McKee will report back to the Board at the October Board meeting.*

**10. OLD BUSINESS**

- A. James Bush, 116 Irene Dr., Butler- Billing Dispute
- *Mr. Bush was not present to dispute the billing.*

**11. NEW BUSINESS**

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- A. Consider Approving Winddown Agreement Between the City of Butler, Butler Township and the Authority
- *Mr. McKee informed the Board that the Winddown Agreement is a document covering all the post-closing items and responsibilities between the three party's (BASA, City of Butler, Township of Butler) after the sales to PAWC.*
  - *Mr. McKee asked the Board to approve the Winddown Agreement Between the City of Butler, Butler Township and the Authority.*
  - *A motion was made by Mr. Sybert and seconded by Mr. Vero to approve the Winddown Agreement between the City of Butler, Butler Township, and the Authority. Motion approved 4-0.*
- B. Consider Approving 2022/2023 Annual Engineers Report
- *A motion was made by Mr. Calvert and seconded by Mr. Sybert to approve the 2022/2023 Annual Engineers Report. Motion approved 4-0.*
- C. Consider Approving Resolution 09-12-2023-1, Schedule of Fees
- *Mr. McKee informed the Board that this Fee Resolution included the removal of the Dutchtown Road surcharge. The surcharge removal will be effective after the closing date of the sale to PAWC.*
  - *Mr. Hnath expanded by saying that this was a requirement of the sale that BASA maintain all debt at the time of sale.*
  - *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve Resolution No. 09-12-2023-1, Schedule of Fees. Motion approved 4-0.*

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

**13. ADJOURNMENT**

- *A motion was made by Mr. Vero and seconded by Mr. Calvert to adjourn the Meeting at 9:23 a.m. Motion approved 4-0.*

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**14. EXECUTIVE SESSION**

- *The Board, Mr. McKee, Ms. Ferderber, Mr. Hnath and Mr. Wyatt (via videoconference) went into an executive session at 9:30 a.m. to discuss legal matters pertaining to the sale of the Authority. The executive session concluded at approximately 9:50 a.m.*



Secretary  
Chair



Date

**NEXT MEETING: TUESDAY, OCTOBER 10, 2023 at 9:00 A.M.  
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**