

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE OCTOBER 10, 2023 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, October 10, 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*
- *Mavrik W. Goepfert, Treasurer*

Absent:

- *Steven C. Braden, Assistant Secretary and Treasurer*
- *Lance R. Calvert, Secretary*

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*
- *David Zarnick, Township of Butler (via videoconference) for Executive Session*
- *Tom Knights, Township of Butler (via videoconference) for Executive Session*
- *David Nasatir, Obermayer (via videoconference) for Executive Session*

1. CALL TO ORDER

- *Mr. Sybert called the meeting to order at 9:03 a.m.*

2. ANNOUNCEMENTS OF EXECUTIVE SESSIONS

- *Mr. Syber announced that executive sessions were held. Members of the Board and Staff met in executive session on September 12, 2023 from 9:30 a.m. to approximately 9:50 a.m., to discuss legal matters and members of the Board and Staff met in executive session on September 28, 2023 from 2:00 p.m. to approximately 3:00 p.m., to discuss personnel matters.*

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

- *Item 11A – Mr. Sybert welcomed Mr. and Mrs. Chilcott, indicating the name was misspelled on the agenda as Willcott.*
- *Mr. Chilcott requested the Board consider lowering their 2 unit charge to 1 unit. The building was unoccupied and there was no water use. He doesn't think the water was used. PAWC responded that there was no evidence of a leak so the meter reading would be charged.*
- *Mr. Chilcott said that there was a utility truck working in the area and maybe this affected the meter reading.*
- *Mr. Sybert asked Mr. McKee if this had ever happened before.*
- *Mr. McKee responded that the situation was abnormal, given there was no leak or toilets running.*
- *Mr. McKee suggested that staff visit the site and report back to the board. The issue would be discussed later in executive session.*

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- *Mr. Sybert agreed and thanked the Chilcott's for their time, indicating that Staff would get back to them.*

4. APPROVAL OF MINUTES

A. September 12, 2023 Regular Meeting

- *A motion to approve the September 12, 2023 meeting minutes was made by Mr. Vero and seconded by Mr. Goepfert. Motion approved 3-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. Contract 2022-06, Changer Order 1, Fairlane Drive Sewer Improvements Project, (Roto Rooter Services), \$9,022.85

- *Mr. Oswald requested the Board approve Change Order 1 for the Fairlane Drive Sewer Improvements Project to Roto Rooter Services in the amount of \$9,022.85.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Vero to approve Change Order 1 for the Fairlane Drive Sewer Improvements Project to Roto Rooter Services in the amount of \$9,022.85. Motion approved 3-0.*

B. Contract 2022-06, Changer Order 2, Fairlane Drive Sewer Improvements Project, (Roto Rooter Services), \$4,250

- *Mr. Oswald requested the Board approve Change Order 2 for the Fairlane Drive Sewer Improvements Project to Roto Rooter Services in the amount of \$4,250.*
- *A motion was made by Mr. Sybert and seconded by Mr. Vero to approve Change Order 2 for the Fairlane Drive Sewer Improvements Project to Roto Rooter Services in the amount of \$4,250. Motion approved 3-0.*

C. Contract 2022-06, Payment (Final), Fairlane Drive Sewer Improvements Project, (Roto Rooter Services), \$15,736.10

- *Mr. Oswald requested the Board approve final payment for Fairlane Drive Sewer Improvements Project to Roto Rooter Services in the amount of \$15,736.10.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Vero to approve final payment for Fairlane Drive Sewer Improvements Project to Roto Rooter Services in the amount of \$15,736.10. Motion approved 3-0.*

D. Contract 2021-03, Payment #3, Rock Lick Creek Pump Station Upgrade Project, (Utility Contracting), \$6,564.80

- *Mr. Oswald requested the Board approve a partial payment for the Rock Lick Creek Pump Station Upgrade Project to Utility Contracting in the amount of \$6,564.80*
- *A motion was made by Mr. Sybert and seconded by Mr. Vero to partial payment for the Rock Lick Creek Pump Station Upgrade Project to Utility Contracting in the amount of \$6,564.80. Motion approved 3-0.*

E. Invoice Warrant Lists of September 13, 2023 (ACH \$54,482.29), September 19, 2023 (\$116,202.99), September 29, 2023 (\$32,225.80), October 10, 2023 (\$141,317.52), and October 10, 2023 (Capital - \$71,601.40)

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- *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 3-0.*

6. FINANCE DIRECTOR'S REPORT

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

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

B. Quarterly Accounts Receivable Summary – September 30, 2023

- *Mr. Ferderber reviewed the quarterly accounts receivable summary ending September 30, 2023.*

C. Audited Financial Statements and Related Reports for the Years Ended July 31, 2023 and 2022

- *Ms. Ferderber informed the Board that the hard copies of the 2022-2023 Annual Audited Financial Statements and Related Reports were on the table. Electronic copies were provided electronically to the Board. Ms. Ferderber asked if the Board had any questions.*
- *The Board had no questions.*

7. OPERATIONS REPORTS

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

- *See above.*

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

- *See above.*

D. Engineering Services Report – September 2023

- *See above.*

E. Sewer Tap-In Report – September 2023

- *Mr. McKee reviewed the sewer tap-in report for September 2023. There were six sewer tap permits issued, one commercial with 2 units, and five residential.*

F. Discharge Monitoring Report – August 2023

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during August 2023. The plant's average daily flow was 4.906 MGD.*
- *There were no overflows in the month of August.*

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 the Board had any questions.*

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- *The Board had no questions.*

B. CAP Update – HRG’s Progress Report – September 2023

- *Mr. Oswald informed the Board that HRG has been working on the land development submissions for Center and Butler Township. Staff have also been working with PAWC on design reviews and comments. The project is on schedule.*

9. FISCAL AND CONTRACTING MATTERS

A. BASA’s Property/Casualty Insurance Renewal with Mitchell Insurance

- *Mr. McKee informed the Board that Mitchell Insurance had provided the best price for property/casualty insurance from Cincinnati Insurance. Unfortunately, the increase was a total of 13%. We were initially hoping for a 10% or less increase.*
- *Mr. McKee requested the Board consider approving the renewal of property and casualty insurance with Mitchell Insurance.*
- *A motion was made by Mr. Sybert and seconded by Mr. Vero to approve the property and casualty insurance to include a 13% increase with Mitchell Insurance. Motion approved 3-0.*

B. Consider Approval of Assignment of Accounts and Agency Agreement with the City of Butler, Township of Butler and Sharp Collections Inc.

- *Mr. Hnath reviewed the collaborative process of reviewing the proposals with the City and the Township. The group agreed that Sharps Collections would best serve their needs posting closing for the collection of delinquent accounts, no lien letters and collecting the surcharge are on Dutchtown Road.*
- *A motion was made by Mr. Sybert and seconded by Vero to approve the Assignment of Accounts and Agency Agreement with the City of Butler, Township of Butler, and Sharp Collections Inc. Motion approved 3-0.*

C. Consider Approving Process and Data Automation(PDA), Change Order #1, SCADA Phase 3 Remote Sites, \$5,630

- *Mr. McKee requested the Board approve Change Order #1 for the SCADA Phase 3, Remote Sites, to PDA in the amount of \$5,630. This change is adding wire whips, or prewired connectors than run from the PLC to the equipment. This work was originally going to be done by our staff. This will save time and effort.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Vero to approve change order #1, for SCADA Phase 3 Remote Sites project to PDA in the amount of \$5,630. Motion approved 3-0.*

D. Consider Approving State Pipe Services Inc. MH Repair & Rehab, Open Cut Repairs, Trenchless Repairs, CCTV, and Pipe Bursting through NHCOC 2023-2024 Unit Costs, Not to Exceed \$250,000.

- *Mr. McKee requested the Board approve the annual manhole repair & rehab, open cut repairs, trenchless repairs, CCTV, and pipe bursting through NHCOC 2023-2024 unit costs contract. This is a not to exceed amount of \$250,000 to State Pipe Services.*

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- *A motion was made by Mr. Sybert and seconded by Mr. Goepfert to approve the annual manhole repair & rehab, open cut repairs, trenchless repairs, CCTV, and pipe bursting through NHCOCG 2023-2024 unit costs contract in the not to exceed amount of \$250,000 to State Pipe Services. Motion approved 3-0.*

E. Consider Approving 2024 PennPrime’s Worker’s Compensation Trust Renewal Proposal

- *Mr. McKee requested the Board approve the renewal proposal for the 2024 PennPRIME workers compensation insurance.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Vero to approve the renewal proposal for the 2024 PennPRIME workers compensation insurance. Motion approved 3-0.*

10. OLD BUSINESS

- A. *None*

11. NEW BUSINESS

A. Donald and Sheryl Willcott, 1613 South Main St. Ext.- Billing Dispute

- *See Item 3.*
- *Mr. Sybert made a motion to add a new item to the Agenda, Item 11B to consider approval of Butler Township’s land development applications and agreements for Benbrook, Bryson and Greenwood Pump Stations. The motion was seconded by Mr. Goepfert. Motion approved 3-0.*

B. Consider Approval of Butler Township’s Land Development Applications and Agreements for Benbrook, Bryson and Greenwood Pump Stations.

- *Mr. McKee added that the pump stations are all a part of Corrective Action Plan required by DEP.*
- *The motion was made by Mr. Vero and seconded by Mr. Goepfert to approve Butler Township land development applications and agreements for Benbrook, Bryson and Greenwood Pump Stations. Motion approved 3-0.*

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

- *None*

13. ADJOURNMENT

- *A motion was made by Mr. Vero and seconded by Mr. Goepfert to adjourn the Meeting at 9:25 a.m. and moved to an executive session. Motion approved 3-0.*

14. EXECUTIVE SESSION: PERSONNEL and LEGAL MATTERS

- *The Board in attendance, Ms. Ferderber, Mr. McKee, and Mr. Hnath were joined by Mr. Knights, Mr. Zarnick, Mr. Wyatt and Mr. Nasatir from approximately 9:30 to 9:50 to discuss personnel and legal matters pertaining to the sale of the Authority to PAWC.*

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P.R. Surt

~~Secretary~~

Chairman

11/14/23

Date

**NEXT MEETING: TUESDAY, NOVEMBER 14, 2023 at 9:00 A.M.
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**