

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE FEBRUARY 13, 2024 ANNUAL MEETING

The annual meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, February 13, 2024 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*
- *Steven C. Braden, Assistant Secretary and Treasurer*
- *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*

1. CALL TO ORDER

- *Mr. Sybert called the meeting to order at 9:00 a.m.*

2. ANNOUNCEMENT OF EXECUTIVE SESSION

- A. Members of the Board and Staff met in executive session on January 9, 2024 from 9:30 a.m. to approximately 10:30 a.m., to discuss pending litigation.
- B. Members of the Board and Staff met in executive session on January 10, 2024 from 3:00 p.m. to approximately 3:30 p.m., to discuss pending litigation.
 - *Mr. Sybert announced that the Board had two executive sessions to discuss pending litigation. The first was on January 9, 2023 from 9:30 a.m. to 10:30 a.m. and the second was on January 10, 2024 from 3:00 p.m. to 3:30 p.m.*
 - *Mr. Hnath then announced that the Board will be meeting in Executive Session today, February 13, 2024 at 4:30 to discuss pending litigation.*

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

- *None*

4. ELECTION OF OFFICERS

- *Mr. Sybert turned the meeting over to Mr. Hnath to conduct the business of the election of officers.*
- *Mr. Hnath suggested that if the Board wanted to re-elect the current slate of officers, it could do so by a Board member making a motion to re-elect the current officers by acclamation. All the Board members indicated their willingness to have the current officers continue to serve in their current capacities.*

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- *A motion to re-elect the current slate of officers by acclamation was made by Mr. Braden and seconded by Mr. Sybert. Motion approved 5-0.*
 - *Mr. Hnath turned the meeting back over to Mr. Sybert.*
- 5. APPOINTMENT OF SOLICITOR (Prior Year: Dillon McCandless King Coulter & Graham)**
- *A motion was made by Mr. Vero and seconded by Mr. Braden, to approve the reappointment of Dillon McCandless King Coulter & Graham as the Authority Solicitor. Motion approved 5-0.*
- 6. APPOINTMENT OF CONSULTING ENGINEER (Prior Year: Hatch Engineers)**
- *A motion was made by Mr. Goepfert, seconded by Mr. Calvert to approve the reappointment of Hatch Engineers as the consulting engineer for the Authority. Motion approved 5-0.*
- 7. APPOINTMENT OF AUDITOR (Prior Year: Maher Duessel)**
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the reappointment of Maher Duessel as the Authority's Auditor. Motion approved 5-0.*
- 8. APPOINTMENT OF INSURANCE CONSULTANT (Prior Year: Bailey Raabe & Associates)**
- *A motion was made by Mr. Calvert and seconded by Mr. Goepfert to approve the reappointment of Bailey Raabe & Associates as the Authority's insurance consultant. Motion approved 5-0*
 - *Mr. Hnath suggested the Board consider appointing Mitchell Insurance as a backup insurance consultant.*
 - *A motion was made by Mr. Sybert to add Mitchell Insurance as a backup insurance consultant to Bailey Raabe & Associated. The motion was moved by Mr. Vero and seconded by Mr. Braden to approve Michell Insurance as a back up Insurance Consultant. Motion approved 5-0.*
- 9. APPOINTMENT OF FINANCIAL ADVISOR (Prior Year: Jay Wenger, RBC Capital Markets.)**
- *A motion was made by Mr. Braden and seconded by Mr. Sybert to approve the appointment of Jay Wenger, RBC Capital Markets, as the Authority's Financial Advisor. Motion approved 5-0.*
- 10. APPROVAL OF MINUTES**
- A. January 9, 2024 Regular Meeting**
- *A motion to approve the January 9, 2024 meeting minutes was made by Mr. Vero and seconded by Mr. Calvert. Motion approved 5-0.*
- 11. APPROVAL OF WARRANTS/OTHER PAYMENTS**
- A. Invoice Warrant Lists of January 5, 2024 (\$1,397.58), January 16, 2024 (\$60,527.69) January 23, 2023 (ACH \$54,227.49), January 26, 2024 (\$152,178.75) February 2, 2024 (\$19,027.8), February 13, 2024 (\$111,875.38), February 13, 2024 (Capital - \$9,610.80)**
- *Ms. Ferderber reviewed the warrants listed above.*

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- *A motion was made by Mr. Goepfert and seconded by Mr. Braden to approve the warrants listed. Motion approved 5-0.*

12. FINANCE DIRECTOR'S REPORT

A. Authority Fund Statements and Budget Report – January 31, 2024

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

13. OPERATIONS REPORTS

A. Plant Superintendent's Operations Report – January 2024

- *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- January 2024

- *See above.*

C. Realty Transfer I&I Inspection's Report – January 2024

- *See above.*

D. Engineering Services Report – January 2024

- *See above.*

E. Sewer Tap-In Report – January 2024

- *Mr. McKee informed the Board that there were no sewer taps in January 2024.*

F. Discharge Monitoring Report – December 2023

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during December 2023. The plant's average daily flow was 5.564 MGD.*
- *Mr. McKee informed the Board that there were two overflows in December. On December 22nd, Manhole #8057 was reported to be overflowing in the woods on Cupps Road. The overflow was the result of roots, and debris. The Crew cleared the blockage and then cleaned and sanitized the area. The incident was reported to DEP.*
- *On December 27th at the Brewster Pump Station overflowed due to a major rain event of 1.04 inches of rain over 24 hours and debris build up. BASA conducted site cleanup as needed and the incident was reported to DEP.*
- *Mr. Sybert asked what caused the overflow at Brewster Pump Station. Mr. McKee responded that it was excess rain and wet weather flows.*
- *Mr. McKee informed the Board that there is a completed report of the overflows in the Board Package.*

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14. 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 - January 2024

- *Mr. Oswald informed the Board that HRG continues to work on drawings and permitting. The project is on schedule.*
- *Mr. McKee added that the DEP did approve the revised CAP schedule. The new schedule, R3CAP allows all six pump stations to be bid for construction in December 2024. The original schedule required three of the pump stations to be bid in January 2024. Now all six pump stations are on the same schedule.*

15. FISCAL AND CONTRACTING MATTERS

- *None*

16. OLD BUSINESS

- *None*

17. NEW BUSINESS

A. Update on Resolution No. 01-09-2024-01 Authorizing the Purchase of Natural Gas Supply Services Utilizing an Online Auction.

- *Mr. McKee informed the Board that the online auction did produce a price under the set points approved in the Resolution. The contract is for one year.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the purchase of natural gas from UGI Energy Services. Motion approved 5-0.*

B. Equitable Life and Long-Term Disability Insurance Renewal

- *Mr. McKee asked the Board to approve the renewal of the life and long-term disability insurance to Equitable Insurance.*
- *A motion was made by Mr. Goepfert and seconded by Mr. Sybert to approve the renewal of the life and long-term disability insurance to Equitable Insurance. Motion approved 5-0*

C. Consider Approving Resolution No. 5-9-2023-1 (Corrected), Authorizing Acquisition of Properties and Declaration of Taking

- *Mr. Hnath informed the board that the parcel number on Mr. Zurzolo needed revised.*
- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve the corrected Resolution the No. 5-9-2023-1 authorizing the acquisition of properties and declaration of taking. Motion approved 5-0.*

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


- *None*

19. ADJOURNMENT

- *A motion was made by Mr. Sybert and seconded by Mr. Goepfert to adjourn the Meeting at 9:15 a.m. Motion approved 5-0.*

20. EXECUTIVE SESSION: PERSONNEL AND LEGAL MATTERS

- *The entire Board, Mr. McKee and Ms. Ferderber went into an executive session from 9:15 a.m. until 9:45 to discuss personnel and legal matters.*


Assistant Secretary

3/12/24
Date

**NEXT MEETING: TUESDAY, MARCH 12, 2024 at 9:00 A.M.
BASA AUTHORITY OFFICE, 100 LITMAN ROAD, BUTLER, PA**

