

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 9, 2024 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, April 9, 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*
- *Lance R. Calvert, Secretary*

Absent:

- *Steven C. Braden, Assistant Secretary and Treasurer*
- *Mavrik 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*

1. CALL TO ORDER

- *Mr. Sybert called the meeting to order at 9:04 a.m.*

2. ANNOUNCEMENT OF EXECUTIVE SESSION

- A. *Members of the Board and Staff met in executive session on March 12, 2024 from 9:30 a.m. to approximately 10:00 a.m., to discuss legal matters.*
- B. *Members of the Board met in executive session on March 27, 2024 from 4:00 p.m. to approximately 5:00 p.m., to discuss pending litigation and legal matters*
 - *Mr. Vero suggested we add an additional executive session from March 29th discussing pending litigation and legal matter.*
- C. *Members of the Board met in executive session on March 29, 2024 from 4:00 p.m. to approximately 5:45 p.m., to discuss pending litigation and legal matters.*

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

- *None*

4. APPROVAL OF MINUTES

- A. March 12, 2024 Regular Meeting
 - *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve the March 12, 2024 Meeting Minutes. Motion approved 3-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

- A. North Hills COG 2023-2024, Periodic Estimate No. 2, Manhole Rehabilitation & CCTV, (State Pipe Services, Inc.), \$37,104.45
 - *Mr. McKee requested the Board approve the North Hills COG 2023-2024 periodic estimate No. 2 for manhole rehabilitation & CCTV to State Pipe Services, Inc. in the amount of \$37,104.45.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 9, 2024 REGULAR MEETING

- *A motion was made by Mr. Calvert and seconded by Mr. Vero to approve the North Hills COG 2023-2024 periodic estimate No. 2 for manhole rehabilitation & CCTV to State Pipe Services, Inc. in the amount of \$37,104.45. Motion approved 3-0.*
- B. Invoice Warrant Lists of March 12, 2024 (\$487,000), March 13, 2024 (ACH \$54,332.01), March 18, 2024 (\$186,897.63), March 26, 2024 (Capital-\$8,304.32), March 26, 2024 (\$44,456.45), April 9, 2024 (Capital- \$50,355.49), April 9, 2024 (\$72,181.45)
 - *Ms. Ferderber reviewed the warrants listed above.*
 - *A motion was made by Mr. Sybert and seconded by Vero to approve the warrants listed. Motion approved 3-0.*

6. FINANCE DIRECTOR'S REPORT

- A. Authority Fund Statements and Budget Report –March 31, 2024
 - *Ms. Ferderber reviewed the Authority Fund Statement and Budget Report for the month of March.*
- B. Quarterly Accounts Receivable Summary – March 31, 2024
 - *Ms. Ferderber reviewed the Quarterly Accounts Receivable summary for March 2024 and asked if the Board had any questions.*
 - *Mr. Vero asked if the Authority should continue with collections as if business is normal.*
 - *Ms. Ferderber responded yes. When we did not send out late notices in December because we thought the sale of the Authority would take place the number of late payments and shut off notices increased substantially.*

7. OPERATIONS REPORTS

- A. Plant Superintendent's Operations Report – March 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- March 2024
 - *See above.*
- C. Realty Transfer I&I Inspection's Report – March 2024
 - *See above.*
- D. Engineering Services Report – March 2024
 - *See above.*
- E. Sewer Tap-In Report – March 2024
 - *Mr. McKee reviewed the sewer tap-in report for March 2024. There were fourteen sewer tap permits issued, three no fee for repairs, and eleven residential.*
- F. Discharge Monitoring Report – February 2024
 - *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during February 2024. The plant's average daily flow was 5.532 MGD.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 9, 2024 REGULAR MEETING

- *There was an overflow at MH 8078 just off Greenhill Drive in Butler Township on February 3, 2024. Staff immediately responded and jetted the line to relieve the blockage.*
- *There was a second overflow at MH 8060 in the same main on February 28, 2024. Staff immediately responded and jetted the line to relieve the blockage. The overflow was caused by excessive rags and debris. We believe this was related to the overflow on February 3, 2024.*
- *Both overflows were reported to DEP and the areas were cleaned and sanitized. A completed report of the overflows is in your Board Package.*

8. CONSULTING ENGINEERS' REPORTS

A. Authority Engineer's Monthly Report

- *Mr. Lampark provided the consultant engineering report to the Board and asked if the Board had any questions. The Board had no questions.*

B. CAP Update – HRG's Progress Report – March 2024

- *Mr. McKee informed the Board that the FBB drawings are nearly complete and that HRG is approaching 90% on the GBB design. Mr. McKee asked if the Board had any questions.*
- *The Board had no questions.*

9. FISCAL AND CONTRACTING MATTERS

A. Consider Awarding Contract No. 2023-3. Hansen/Whitestown Road Sewer Improvements to Jet Jack, \$477,486

- *Mr. McKee requested the Board award Contract No. 2023-3 for the Hansen/Whitestown Road Sewer Improvements to Jet Jack in the amount of \$477,486*
- *A motion was made by Mr. Sybert and seconded by Mr. Vero to approve the Board awarding Contract No. 2023-3 for the Hansen/Whitestown Road Sewer Improvements to Jet Jack in the amount of \$477,486. Motion approved 3-0.*

10. OLD BUSINESS

- *None*

11. NEW BUSINESS

A. Consider Resolution 04-09-2024-1, Revising the Rules and Regulations - Industrial Pretreatment

- *Mr. McKee requested the Board approve Resolution 04-09-2024-1 revising the Rules and Regulations, the Industrial Pretreatment section.*
- *A motion was made by Mr. Calvert and seconded by Mr. Vero to approve Resolution 04-09-2024-1 revising the Rules and Regulations, the Industrial Pretreatment section. Motion approved 3-0.*

B. Evans City Road Sanitary Sewer MH Emergency Repair Declaration

- *Mr. McKee requested the Board approve the declaration of emergency to repair four manholes located near Evans City Road.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 9, 2024 REGULAR MEETING

- *Mr. Lampark informed the Board that they had met with DEP to discuss the project. DEP has no problem with the emergency status, but they were going to require a permit. The permit will require some additional survey and engineering work.*
- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve the declaration of emergency to repair four manholes located near Evans City Road. Motion approved 3-0.*

C. Consider Awarding Evans City Rd. Sanitary Sewer MH Emergency Repair – Bauer Excavating, \$46,262

- *A motion was made by Mr. Vero and seconded by Mr. Calvert to approve Evans City Rd. Sanitary Sewer MH Emergency Repair proposal to Bauer Excavating in the amount of \$46,262. Motion approved 3-0.*

D. 2023/2024 Capital Improvements Update

- *Mr. McKee reviewed the memo for the 2023/2024 Capital Projects Funding Update. A variety of projects, costs and purchase mechanisms were reviewed. There is no request for additional funds, but some of the projects are being moved around to accommodate the immediate need.*

E. Consider Approving Easement Agreement with Western Pennsylvania Conservancy, \$500.00

- *Mr. McKee requested the Board approve the easement with Western Pennsylvania Conservancy in the amount of \$500. This is for the Alameda Sewer Improvement Project.*
- *Mr. Hnath pointed out that the value of the easement was assessed by Nicholas King Appraisers.*
- *A motion was made by Mr. Calvert and seconded by Mr. Vero to approve the easement with Western Pennsylvania Conservancy in the amount of \$500. 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. Calvert to adjourn the meeting at 9:26 a.m.*
- *Mr. Sybert then indicated that the Board would be entering into an executive session to discuss pending litigation but would not be returning to a regular session.*
- *Motion approved 3-0.*

14. EXECUTIVE SESSION- LEGAL MATTERS

- *Mr. Sybert, Mr. Vero, Mr. Calvert, Mr. Braden (arrived after the regular meeting), Mr. Hnath, Ms. Ferderber and Mr. McKee went into an executive session to discuss pending litigation and legal matters at approximately 9:30 a.m. The executive session ended at approximately 10:30 a.m.*

**BUTLER AREA SEWER AUTHORITY
MINUTES OF THE APRIL 9, 2024 REGULAR MEETING**



Secretary



Date

**NEXT MEETING: TUESDAY, MAY 14, 2024 AT 9:00 A.M.
MEETING TO BE HELD AT 100 LITMAN ROAD, BUTLER PA 16001**

