

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

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

**Absent from Meeting**

- *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*
- *Eddie Trizzino, Butler Eagle*
- *Jay Wenger - RBC (via conference call)*
- *Jamie Inferrera – Dinsmore & Schohl LLP (via video conference)*

**1. CALL TO ORDER**

- *Mr. Sybert called the meeting to order at 9:02 a.m.*

**2. ANNOUNCEMENT OF EXECUTIVE SESSION**

- *Mr. Sybert announced that there was an Executive Session held to discuss legal matters.*
- *Members of the Board and Staff met in executive session on June 11, 2024 from 10:00 a.m. to approximately 10:55 a.m., to discuss legal matters.*

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

- *None*

**4. APPROVAL OF MINUTES**

**A. June 11, 2024 Regular Meeting**

- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the June 11, 2024 Meeting Minutes. Motion approved 4-0.*

**5. ITEM 11 A. Financial Advisor and Bond Counsel Discuss Future Borrowing Opportunities**

- *Mr. McKee introduced Mr. Jay Wenger, RBC Financial Advisor and Jamie Inferrera, Dinsmore & Schohl Bond Counsel for the Authority. The CAP Project schedule approved by DEP requires the project to be awarded in December 2024. The project is currently estimated at \$14 million.*
- *Mr. Wenger reviewed the options available to borrow approximately \$14 million for the 2019 Corrective Action Plan building six new pump stations and two EQ stations. Mr. Wenger reviewed the specifics relating to obtaining a Bond, Pennvest Loan or a Loan as related to the*

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*potential sale to PAWC. The best approach may be a Draw Down Loan. Mr. Wenger agreed to provide a draft RFP for obtaining offers from several Banks for a 15- 20 year, tax exempt loan obligation allowing for a early payback if the sale goes through. If the Authority does receive loan proceeds it could invest the borrowed funds for close to the actual interest rate being paid on the loan.*

- *Ms. Inferrera representing Bond Counsel indicated the option Mr. Wenger outlined would be fine. The Authority would need Pennvest consent, but that should not be an issue. We would just need to allow at least 30 days for clearance.*
- *Mr. Hnath suggest the Board consider Loan options at the September or October Board meeting.*
- *The Board agreed.*

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

**A. Transfer of the Annual Excess Revenue Fund Deposits to the Bond Redemption and Improvements Fund in the amount of \$1,680,385**

- *Ms. Ferderber requested the Board approve the transfer of the annual excess revenue fund deposits to the Bond Redemption and Improvements Fund in the amount of \$1,680,385.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the transfer of the annual excess revenue fund deposits to the Bond Redemption and Improvements Fund in the amount of \$1,680,385. Motion approved 4-0.*

**B. Invoice Warrant Lists of June 11, 2024 (ACH \$50,426.39), June 17, 2024 (\$41,467.38), June 26, 2024 (\$59,457.63), July 9, 2024(\$1,789,745.63), July 9, 2024 (Cap-\$56,751)**

- *Ms. Ferderber reviewed the warrants listed above.*
- *A motion was made by Mr. Braden and seconded by Mr. Calvert to approve the warrants listed. Motion approved 4-0.*

**C. Review of the Annual Debt Service Reserve Fund Valuation**

- *Ms. Ferderber reviewed the annual debt service reserve fund valuation.*
- *The Board had no questions.*

**7. FINANCE DIRECTOR'S REPORT**

**A. Authority Fund Statements and Budget Report – June 30, 2024**

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

**B. Quarterly Accounts Receivable Summary – June 30, 2024**

- *Ms. Ferderber reviewed the quarterly accounts receivable summary*
- *The Board had no questions*

**8. OPERATIONS REPORTS**

**A. Plant Superintendent's Operations Report – June 2024**

- *Mr. McKee informed the Board that the reports were in their packages and asked if there were any questions. There were no questions.*

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B. Field Superintendent's Operations Report- June 2024

- *See above.*

C. Realty Transfer I&I Inspections Report – June 2024

- *See above.*

D. Engineering Services Report – June 2024

- *See above.*

E. Sewer Tap-In Report – June 2024

- *Mr. McKee reviewed the sewer tap-in report for June 2024. There were fourteen sewer tap permits issued, twelve residential, one inspection only and one no fee for repairs.*

F. Discharge Monitoring Report –May 2024

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during May 2024. The plant's average daily flow was 7.024 MGD.*
- *There were no overflows in May.*

**9. 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.*
- *Mr. Vero asked if there was a scheduling issue.*
- *Mr. Lampark said no. The project schedule for the intersection project to move to Whitestown road on July 12 was moved to after Labor Day. The Authority project should be completed by the end of August.*

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

- *Mr. McKee informed the Board that both FBB and GBB are 90% complete and are on schedule. Staff recently held a 90% review meeting with HRG and PAWC for GBB. Both projects will be completed and ready for bidding by December 2024. McKee asked if the Board had any questions.*
- *The Board had no questions.*

**10. FISCAL AND CONTRACTING MATTERS**

A. Consider Authorizing The EADS Group Design Proposal for Morton Avenue Sewer Improvements, \$23,000.

- *Mr. McKee requested the Board approve the EADS design proposal for Morton Avenue Sewer Improvements in the amount of \$23,000.*
- *A motion was made by Mr. Sybert and second by Mr. Calvert to approve the EADS design proposal for Morton Avenue Sewer improvements in the amount of \$23,000. Motion approved 4-0.*

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- B. Consider Awarding Chemical Supply Contract, Bulk Quicklime, Contract 2024-02 to Graymont, Inc., \$260.00/ton
- *Mr. McKee requested the Board award the chemical supply contract for bulk quicklime, Contract 2024-02 to Graymont Inc. in the amount of \$260.00/ton.*
  - *A motion was made by Mr. Braden and seconded by Mr. Vero to award the chemical supply contract for bulk quicklime, Contract 2024-02 to Graymont Inc. in the amount of \$260.00/ton.*
- C. Consider Approving Increase to Novaform Lining Project to Snyder Environmental Services, Costars #041-E22-014 - \$23,400
- *Items C, D and E are Prebid contracts with built in unit costs. However, the quantities used in the projects are estimated. In some cases, the estimates were too low. As a result, the line-item cost increased. Mr. McKee asked the Board to approve **Item C** increases to Novaform Lining Project to Snyder Environmental Services, Costars #041-E22-014 in the amount of \$23,400, **Item D** the Manhole Lining Project to Advanced Rehabilitation Technology, Costars #380975 in the amount of \$15,309.84 and **Item E** Insight Pipe Contracting, LLC CIPP, Lining 8" Sewer Main Along Vets Club Lane, NHCOG in the amount of \$263.*
  - *A motion was made by Mr. Vero and seconded by Mr. Braden to approve Items C, D and E. Motion approved 4-0.*
- D. Consider Approving Increase to Manhole Lining Project to Advanced Rehabilitation Technology, Costars #380975 -\$15,309.84
- *See Item C.*
- E. Consider Approving Increase to Insight Pipe Contracting, LLC CIPP, Lining 8" Sewer Main Along Vets Club Lane, NHCOG, \$263
- *See Item C*
- F. Consider Purchase of 2024 Ford F-250SD with utility bed from Baierl Ford, Costars #025-125, \$67,103
- *Mr. McKee requested the Board approve the purchase of a 2024 Ford F-250SD with utility bed from Baierl Ford, Costars #025-125 in the amount \$67,103. This is a replacement for truck 42.*
  - *A motion was made by Mr. Sybert and seconded by Mr. Vero to approve the purchase of a 2024 Ford F-250SD with utility bed from Baierl Ford, Costars #025-125 in the amount \$67,103. Motion approved 4-0.*
- G. Consider Awarding Whites Town Road CIPP Sewer and Service Lateral Lining, Contract No. 2024-01 to Champion Cleaning Specialist, Inc (CCSI) - \$215,395.56
- *Mr. McKee requested the Board award the Whitestown Road CIPP Sewer and Service Lateral Lining project, Contract No. 2024-01 to Champion Cleaning Specialist, Inc (CCSI) in the amount of \$215,395.56*

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- *A motion was made by Mr. Sybert and seconded by Mr. Calvert to award the Whitestown Road CIPP Sewer and Service Lateral Lining project, Contract No. 2024-01 to Champion Cleaning Specialist, Inc (CCSI) in the amount of \$215,395.56. Motion approved 4-0.*

**H. Bond Redemption & Improvement Fund – Requisition No. 12 (\$853,844.38)**

- *Ms. Ferderber reviewed the Bond Redemption & Improvements Fund Requisition No. 12 in the amount of \$853,844.38 and asked the Board if they had any questions.*
- *The Board had no questions.*
- *A notion was made by Mr. Vero and seconded by Mr. Calvert to approve the Bond Redemption & Improvements Fund Requisition No. 12 in the amount of \$853,844.38. Motion approved 4-0.*

**11. OLD BUSINESS**

**A. Consider Approving the Authority's 2024-2025 Operating Budget**

- *Ms. Ferderber reviewed the draft operations budget for 2024/2025. The only changes in the budget are highlighted in yellow. This is a balanced budget with no rate increase.*
- *Mr. Vero asked if the budget accounts for the potential expenses for Ceisler Media.*
- *Mr. McKee responded no; the budget was not increased to account for Ceisler Media.*
- *After some discussion the Board agreed to add \$30,000 to the Professional Services Fund, Miscellaneous Expenses.*
- *Mr. Ferderber added the \$30,000 to the Miscellaneous Expenses, raising the value from \$20,000 to \$50,000. The budget was balanced by removing \$30,000 from the Capital Improvements Fund, Treatment Plant lowering the value from \$578,107 to \$548, 107.*
- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the 2024/2025 Operation budget allowing for the addition of \$30,000 to the Professional Services and decreasing the Capital by \$30,000. Motion approved 4-0.*

**B. Municibid Auction Results**

- *Mr. McKee reviewed the Municibid auction results. All items sold for over the reserve price except the 2012 Ford F350. The auction raised \$5,181 in the sale of surplus items.*

**12. NEW BUSINESS**

**A. Financial Advisor and Bond Counsel Discuss Future Borrowing Opportunities**

- *See Item 5*

**B. Authorize the Executive Director to Sign all Paperwork Necessary to Purchase and Transfer Vehicles Sold**

- *A motion was made by Mr. Vero and seconded by Mr. Braden to approve the Executive Director to sign all paperwork necessary to purchase and transfer vehicles sold. Motion approved 4-0.*

**C. Request Authorization to Advertise the Online Auction of Surplus Vehicle**

- *Mr. McKee requested the Board authorize the advertisement of a Municibid online auction for the sale of a surplus vehicle, 2012 Ford F350.*

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- *A motion was made by Mr. Sybert and seconded by Mr. Calvert to authorize the advertisement of a Municibid online auction for the sale of a surplus vehicle, 2012 Ford F350.*

**D. Consider Approving Resolution No. 07-09-2024 Revising Rules and Regulations**

- *Mr. McKee requested the Board approve Resolution No. 07-09-2024 revising section 100-10.01 Sewer Service Charges further defining the flat rate charge as a user fee and not a fee based on water usage.*
- *A motion was made by Mr. Calvert and seconded by Mr. Braden to approve Resolution No. 07-09-2024 revising section 100-10.01 Sewer Service Charges. Motion approved 4-0.*

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


- *None*

**14. ADJOURNMENT**

- *A motion was made by Mr. Vero and seconded by Mr. Braden to adjourn the meeting at 9:44 a.m.*
- *Mr. Sybert then indicated that the Board would be entering into an executive session to discuss Personnel and legal matters but would not be returning to a regular session.*
- *Motion approved 4-0.*

**15. EXECUTIVE SESSION- LEGAL MATTERS**

- *Mr. Sybert, Mr. Vero, Mr. Braden, Mr. Calvert, Mr. Hnath, Ms. Ferderber and Mr. McKee went into an executive session to discuss personnel and legal matters at approximately 9:50 a.m. The executive session ended at approximately 10:30 a.m.*

  
Asst Secretary-Treasurer

  
Date

**NEXT MEETING: TUESDAY, AUGUST 13, 2024 AT 9:00 A.M.**  
**MEETING TO BE HELD AT 100 LITMAN ROAD, BUTLER PA 16001**