

**BUTLER AREA SEWER AUTHORITY**  
**MINUTES OF THE AUGUST 13, 2024 REGULAR MEETING**

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, August 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*
- *Steven C. Braden, Assistant Secretary and Treasurer*
- *Mavrik W. Goepfert, Treasurer*

**Absent from Meeting**

- *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*
- *Jay Wenger - RBC (via conference call)*

**1. CALL TO ORDER**

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

**2. Item 9A. RBC Capital Markets, LLC - Municipal Advisory Agreement**

- Mr. McKee introduced Jay Wenger from RBC via conference call.
- Mr. Wenger informed the Board that Mr. Hnath and he have agreed on the terms and conditions related to the Municipal Services Agreement.
- Mr. Wenger said he was prepared to develop and send out the Request for Proposals (RFP) to the Banks for loans. Once a Proposal is approved it would take 3-4 weeks to close on the loan.
- Mr. Hnath asked Mr. Wenger how long the RFPs would be honored by the banks.
- Mr. Wenger responded 30- 45 days but probably could be set up for 60 days.
- After some discussion by the Board and Mr. Hnath, it was decided that the Board would need to take action on a loan at the October meeting to meet the end of the year deadline for funding the CAP Project.
- Mr. Hnath then suggested the Board could take action on the Municipal Advisory Agreement now.
- A motion was made by Mr. Braden and seconded by Mr. Goepfert to approve the RBC Capital Markets, LLC Municipal Advisory agreement. Motion approved 4-0.

**3. 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 July 9, 2024 from 9:50 a.m. to approximately 10:30 a.m., to discuss legal matters.

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4. **PUBLIC COMMENT: AGENDA ITEMS** (Time Limit – 5 Minutes)
- *None*
5. **APPROVAL OF MINUTES**
- A. July 9, 2024 Regular Meeting
- *A motion was made by Mr. Vero and seconded by Mr. Goepfert to approve the July 9, 2024 Meeting Minutes. Motion approved 4-0.*
6. **APPROVAL OF WARRANTS/OTHER PAYMENTS**
- A. Hansen/Whitestown Sewer Improvement Project, Periodic Estimate No. 1, (Jet Jack, Inc.), \$283,119
- *Mr. McKee requested the Board approve pay estimate number 1 to Jet Jack for the Hansen/Whitestown Road Sewer Improvements Project in the amount of \$283,119.*
  - *A motion was made by Mr. Sybert and seconded by Mr. Braden to approve pay estimate number 1 to Jet Jack for the Hansen/Whitestown Road Sewer Improvements Project in the amount of \$283,119. Motion approved 4-0.*
- B. Invoice Warrant Lists of July 11, 2024 (ACH \$50,426.39), July 12, 2024 (\$65,182.56), July 22, 2024 (\$271,121.31), July 31, 2024(\$47,525.27), July 31, 2024 (Cap-\$5,550.00), August 13, 2024 (\$7,552.83), August 13, 2024-3 (\$75,621.66), August 13, 2024-3 (Cap-\$11,979.50)
- *Ms. Ferderber reviewed the warrants listed above and added a warrant for August 13, 2024 (\$283,119).*
  - *A motion was made by Mr. Goepfert and seconded by Mr. Vero to approve the warrants listed. Motion approved 4-0.*
7. **FINANCE DIRECTOR'S REPORT**
- A. Authority Fund Statements and Budget Report – July 31, 2024
- *Ms. Ferderber reviewed the Authority Fund Statement and Budget Report for the month of July. This was a year ending Statement.*
8. **OPERATIONS REPORTS**
- A. Plant Superintendent's Operations Report – July 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- July 2024
- *See above.*
- C. Realty Transfer I&I Inspections Report – July 2024
- *See above.*
- D. Engineering Services Report – July 2024
- *See above.*

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E. Sewer Tap-In Report – July 2024

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

F. Discharge Monitoring Report –June 2024

- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during June 2024. The plant's average daily flow was 4.53 MGD.*
- *There was one overflow in June. Manhole 8235 located near Greenhill Drive at the very northern edge of Butler Memorial Park on June 10, 2024. Sewer Crew cleared the root and debris that was clogging the line. State Pipe Services is scheduled to jet and clean. A complete report is in the Board package.*

**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.*
- *The Board had no questions.*

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

- *Mr. McKee informed the Board that both FBB and GBB are 90% complete and are on schedule.*
- *The Board had no questions.*

**10. FISCAL AND CONTRACTING MATTERS**

A. RBC Capital Markets, LLC - Municipal Advisory Agreement

- *See Item 2*

B. Request Authorization to Bid Rock Lick Pump Station Force Main, Contract 2024-04

- *Mr. McKee requested the Board authorize the advertisement of the Rock Lick Force Main Replacement Project, Contract 2024-024 with an estimated cost of \$689,000.*
- *A motion was made by Mr. Sybert and seconded by Mr. Braden to approve the advertisement of the Rock Lick Force Main Replacement project, Contract 2024-04 with an estimated cost of \$689,000. Motion approved 4-0.*

C. Consider \$100.00 Donation to the Butler Township Volunteer Fire District

- *A motion was made by Mr. Goepfert and seconded by Mr. Braden to approve the \$100 donation to the Butler Township Volunteer Fire District. Motion approved 4-0.*

D. Municipal Benefits Services Rate Mitigation (RMA) Expense Reimbursement Request

- *Mr. McKee requested the Board approve the withdrawal of \$5,216 from the MBS Rate Mitigation Account.*
- *A motion was made by Mr. Sybert and seconded by Mr. Vero to approve the withdrawal of \$5,216 from the MBS Rate Mitigation Account. Motion approved 4-0.*

E. Consider Approving HRG, CAP Pump Station Upgrades, Supplement #5- \$42,900

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- *Mr. McKee requested approval of Supplement #5 for the CAP Pump Station Upgrades in the amount of \$42,900.*
- *A motion was made by Mr. Vero and seconded by Mr. Goepfert to approve Supplement #5 for the CAP Pump Station Upgrades in the amount of \$42,900.*

**11. OLD BUSINESS**

A. Municipal Auction Results

- *Mr. McKee informed the Board that Truck 41, a 2012 Ford F240 sold on Municipal Auction for \$5,200.*

B. Financial Advisory, Jay Wenger RBC Capital Markets

- *See Item 2.*

**12. NEW BUSINESS**

A. Consider Approving Easement Agreement with the County of Butler

- *Mr. McKee requested the Board approve the Easement Agreement with the County of Butler. This easement is related to the Alameda Sewer Improvement Project.*
- *A motion was made by Mr. Vero and seconded by Mr. Goepfert to approve the Easement Agreement with the County of Butler. Motion approved 4-0.*

B. Request Authorization to Advertise Auction of Surplus Vehicle

- *Mr. McKee requested the Board authorize the advertisement of an online bid of a surplus vehicle. The sale of a 2012 Ford F350 truck with a reserve price of \$2,500.*
- *A motion was made by Mr. Braden and seconded by Mr. Goepfert to authorize the advertisement of an online bid of a surplus vehicle. The sale of a 2012 Ford F350 truck with a hold price of \$2,500. 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 9:20 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. Goepfert, Mr. Hnath, Ms. Ferderber and Mr. McKee went into an executive session to discuss personnel and legal matters at approximately 9:25 a.m. The executive session ended at approximately 10:08 a.m.*

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Secretary

9-10-24  
Date

**NEXT MEETING: TUESDAY, SEPTEMBER 10, 2024 AT 9:00 A.M.  
MEETING TO BE HELD AT 100 LITMAN ROAD, BUTLER PA 16001**

