

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE SEPTEMBER 10, 2024 REGULAR MEETING

The regular meeting of the Butler Area Sewer Authority (BASA) Board was held on Tuesday, September 10, 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 (via conference call)*
- *Lance R. Calvert, Secretary*
- *Mavrik W. Goepfert, Treasurer*

Absent from Meeting

- *Steven C. Braden, Assistant Secretary and 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 9:00 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 August 13, 2024 from 9:25 a.m. to approximately 10:08 a.m., to discuss legal matters.*

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

- *None*

4. APPROVAL OF MINUTES

A. August 13, 2024 Regular Meeting

- *A motion was made by Mr. Goepfert and seconded by Mr. Calvert to approve the August 13, 2024 Meeting Minutes. Motion approved 4-0.*

5. APPROVAL OF WARRANTS/OTHER PAYMENTS

A. North Hills COG 2022-2023, Periodic Estimate No. 3 (FINAL), Manhole Rehabilitation & CCTV, (State Pipe Services, Inc.), \$6,733.60

- *Mr. McKee requested the Board approve North Hills COG 2022-2023, Periodic Estimate No. 3, a final payment for manhole rehabilitation & CCTV to State Pipe Services, Inc. in the amount of \$6,733.60.*
- *A motion was made by Mr. Sybert and seconded by Mr. Goepfert to approve North Hills COG 2022-2023, Periodic Estimate No. 3, a final payment for manhole rehabilitation & CCTV to State Pipe Services, Inc. in the amount of \$6,733.60. Motion approved 4-0.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE SEPTEMBER 10, 2024 REGULAR MEETING

- B. Whitestown Road Lining Project, Periodic Estimate No.1, Contract No. 2024-01, (Champion Cleaning Specialist, Inc.), \$31,575.24
- *Mr. McKee requested the Board approve Whitestown Road Lining Project, Periodic Estimate No.1, Contract No. 2024-01 to Champion Cleaning Specialist, Inc. in the amount of \$31,575.24*
 - *A motion was made by Mr. Goepfert and seconded by Mr. Vero to approve the Whitestown Road Lining Project, Periodic Estimate No.1, Contract No. 2024-01 to Champion Cleaning Specialist, Inc. in the amount of \$31,575.24. Motion approved 4-0.*
- C. Invoice Warrant Lists of August 13, 2024 (ACH \$50,426.39), August 20, 2024 (\$17,235.76), August 20,2024 (\$42,897.55), August 30, 2024 (\$25,757.27), September 10, 2024 (Cap-\$10,183.90), September 10, 2024 (\$93,128.96)
- *Ms. Ferderber reviewed the warrants listed above.*
 - *A motion was made by Mr. Calvert and seconded by Mr. Goepfert to approve the warrants listed. Motion approved 4-0.*

6. FINANCE DIRECTOR'S REPORT

- A. Authority Fund Statements and Budget Report – August 31, 2024
- *Ms. Ferderber reviewed the Authority Fund Statement and Budget Report for the month of August.*

7. OPERATIONS REPORTS

- A. Plant Superintendent's Operations Report – August 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- August 2024
- *See above.*
- C. Realty Transfer I&I Inspections Report – August 2024
- *See above.*
- D. Engineering Services Report – August 2024
- *See above.*
- E. Sewer Tap-In Report – August 2024
- *Mr. McKee reviewed the sewer tap-in report for August 2024. There were five sewer tap permits issued, four residential, and one inspection only.*
- F. Discharge Monitoring Report –July 2024
- *Mr. McKee reported that the wastewater treatment plant was in full compliance with all the NPDES Permit discharge limits and monitoring requirements during July 2024. The plant's average daily flow was 4.617 MGD.*
 - *There was one overflow in July. Manhole 6056 located at 163 Seneca Drive, Butler, Pa 16001. The homeowner had been away from their residence for some time and returned home to find evidence of a past SSO in the back yard. BASA was notified by the homeowner around 3:00 p.m. on Friday, August 16, 2024 . BASA reported to DEP, cleaned up the debris and spread lime*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE SEPTEMBER 10, 2024 REGULAR MEETING

where it was needed. We believe that the SSO occurred during the last major rain event on July 31, 2024 where we received roughly 3" of rainfall in a 24 hr. period.

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.*
- *Mr. Lampart also provided the draft Annual Engineers Report and asked the Board to review the report and provide any comments or questions to Mr. McKee or himself. The final version will be provided to the Board at the October meeting.*

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

- *Mr. McKee informed the Board that both FBB and GBB are 90% complete and are on schedule.*
- *Mr. McKee informed the board that Staff had a meeting with Bond Council, Financial advisor and Mr. Hnath to discuss borrowing options to fund the CAP construction. There should be an update at the October meeting.*
- *The Board had no questions.*

9. FISCAL AND CONTRACTING MATTERS

A. Consider Approving Secondment Agreement with Pennsylvania American Water (PAWC)

- *Mr. McKee requested the Board approve the Secondment Agreement with PAWC. The Agreement will allow PAWC to provide a Project Engineer for an agreed to amount. The current arrangement is for part-time or up to 24 hours a week.*
- *Mr. Vero asked if the Agreement was associated with the APA and if there was a cancellation clause.*
- *Mr. Hnath responded that the Agreement was not associated with the APA and there was a 30-day cancellation clause.*
- *A motion was made by Mr. Vero and seconded by Mr. Goepfert to approve the Secondment Agreement with PAWC. Motion approved 4-0;*

B. Consider Approving State Pipe Services Inc. Grouting, CCTV and Cleaning, Slip lining, Pipe Bursting, Open Cut Daily Rate, Open Cut Spot Installation, Open Cut Pipe Replacement, Trenchless Sectional Repairs, and Manhole Rehabilitation through NHCOC 2024-2025 Unit Costs, Not to Exceed \$300,000

- *Mr. McKee requested the Board approve item 9B and 9C on the agenda in one motion. Item 9B is State Pipe Services Inc. for grouting, CCTV and cleaning, slip lining, pipe bursting, open cut daily rate, open cut spot installation, open cut pipe replacement, trenchless sectional repairs, and manhole rehabilitation with a not to exceed amount of \$300,000. And Insight Pipe Contracting for cured-in-place slip lining with a not to exceed amount of \$100,000. Both Contracts are on a unit cost basis.*

BUTLER AREA SEWER AUTHORITY
MINUTES OF THE SEPTEMBER 10, 2024 REGULAR MEETING

- *A motion was made by Mr. Sybert and seconded by Mr. Calvert to approve the NHCOG 2024-2025 Contracts, Item 9B and Item 9C State Pipe Services in the amount of \$300,000 and Insight Pipe in the amount of \$100,000 both with unit cost pricing. Motion approved 4-0.*

C. Consider Approving Insight Pipe Contracting Cured-in-Place through NHCOG 2024 – 2025 Unit Cost, Not to Exceed \$100,000

- *See Item B*

10. OLD BUSINESS

A. Municibid Auction Results

- *Mr. McKee informed the Board that Truck 42, a 2012 Ford F250 was sold on Muncibid Auction for \$5,200. However, the Bidder has not responded to the emails requesting payment.*

11. NEW BUSINESS

A. Consider Approving 2024/2025 Annual Engineers Report

- *Mr. McKee requested the Board table approving the 2024/2025 Annual Engineers Report.*
- *The board tabled the item.*

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

- *None*

13. ADJOURNMENT

- *A motion was made by Mr. Calvert and seconded by Mr. Goepfert to adjourn the meeting at 9:15 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.*

14. EXECUTIVE SESSION- LEGAL MATTERS

- *Mr. Sybert, Mr. Vero, Mr. Calvert, Mr. Goepfert, Mr. Hnath, Ms. Ferderber and Mr. McKee went to an executive session to discuss personnel and legal matters at approximately 9:15 a.m. The executive session ended at approximately 9:35 a.m.*


Secretary

10/8/2024
Date

NEXT MEETING: TUESDAY, OCTOBER 8, 2024 AT 9:00 A.M.
MEETING TO BE HELD AT 100 LITMAN ROAD, BUTLER PA 16001