

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of December 21, 2011

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Cantarera, Robert Yeatman, Phil Brenner, Patrick Hughes, Joe Scheese, Eric Todd and John Schaible. Also in attendance were Edward Lennex, Executive Director; Blair Fleischman, Joel Brown, Marcella Peyre-Ferry, Daily Local; Ken Hershey and Joe Chamberlain.

Pledge of Allegiance was said and a Moment of Silence was observed.

Motion made, seconded and passed to approve the Agenda. (J. Scheese, R. Yeatman)

Motion made, seconded and passed to approve the minutes of the November 16, 2011 meeting as amended. (J. Scheese, P. Brenner) E. Todd abstained

**Public Comment Period:** None.

**A. Action Items:**

- 1) Discussion of Resolution #11-12-001
- 2) Policy on Release of Available Capacity

**B. Appearances:** None.

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$17,591.86 and the monthly bills in the amount of \$40,468.67. (R. Cantarera, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #241 in the amount of \$45,000.00 to transfer to the Operating Account. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #242 in the amount of \$31,000 to transfer to the Payroll Account. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #243 in the amount of \$19,200 to transfer to the BRI Account. (R. Cantarera, J. Scheese)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #245 to Samuel L. Ross in the amount of \$6,190.43 for January 2012 Rent. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #246 to Barbara H. Ross in the amount of \$13,070.41 for January 2012 Rent. (R. Cantarera, J. Scheese)

**Total Bond Redemption & Improvement Fund Requisitions: \$19,260.84**

### **Escrow Accounts**

Motion made, seconded and passed to approve payment to Rettew for \$28,436.59 (check #151) for Invoices 3741, 6102 and 8124 for work related to Oxford Commons Review. (R. Cantarera, J. Scheese)

**Total Escrow Checks: \$28,436.59**

### **Draw Requests from Subordinated Sewer Revenue Note Series of 2011**

Motion made, seconded and passed to approve Draw Request #29 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$430.00 for the Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #30 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$20,318.06 for work related to the Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #31 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$11,453.24 for WWTP & Permitting. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #32 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$34,122.83 for work related to the Ross Spray fields. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #33 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$4,764.86 for USDA Funding. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #34 from the Subordinated Sewer Revenue Note Series of 2011 to reimburse the Oxford Area Sewer Authority in the amount of \$6,800.00 for work related to the Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #35 from the Subordinated Sewer Revenue Note Series of 2011 to Tetrahedron in the amount of \$1,700.00 for the Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #36 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$1,700.00 for work related to the Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #37 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$735.00 for the WWTP & Permitting. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #38 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$490.00 for work related to the Ross Spray fields. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #39 from the Subordinated Sewer Revenue Note Series of 2011 to Chester County Conservation District in the amount of \$10,750.00 for the Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #40 from the Subordinated Sewer Revenue Note Series of 2011 to Chester County Conservation District Clean Water Fund in the amount of \$500.00 for work related to the Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #41 from the Subordinated Sewer Revenue Note Series of 2011 to Commonwealth of PA Clean Water Fund in the amount of \$2,800.00 for work related to the Osborne Lagoon. (R. Cantarera, J. Scheese)

**Total Draw Request from the Subordinated Sewer Revenue Note Series of 2011: \$96,563.99**

Motion made, seconded and passed to approve the Financial Summary. (J. Schaible, J. Scheese)

Motion made, seconded and passed to approve the Treasurer's Report. (J. Scheese, J. Schaible)

**FACILITY EXPANSION COMMITTEE REPORT:** None. Has not met.

**OPERATIONS MANAGEMENT COMMITTEE REPORT:** Met on November 22, 2011. The report of this meeting is included in Board Packets. Ed read the report from the Committee. The Committee proposed a policy for the allocation of capacity that would become available when construction began on the Osborne

Lagoon if PADEP granted a release of capacity and at completion of the Lagoon when the Consent Order would be fulfilled. The Board discussed the proposed policy and recommended that it be amended to provide for priority being given to failing On-Lot systems first. The Board requested the Executive Directed to make the appropriate changes to the policy reflecting the Board's discussions and to presented it at the January Board meeting for the Board's consideration.

**FINANCE & BOND COMMITTEE REPORT:** None. Has not met.

**PERSONNEL COMMITTEE REPORT:** None. Has not met.

**PENSION COMMITTEE REPORT:** None. Has not met.

**BUDGET COMMITTEE:** None. Has not met.

**CHAIRMAN'S ITEMS:** None.

**CONTRACT AWARDS:** Nothing.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**

**Consent Order:** The December 2011 Corrective Action Plan/Connection Management Plan was submitted to DEP on November 30, 2011. A copy of the CAP/CMP is included in the Board Packets. Table 2 of the Plan lists the projects that capacity will be released to based on the following factors:

1. Chronological order based on Tapping Fees Paid, Planning Modules approved an Extension agreement (where necessary) With the Authority.
2. Properties connected to the system prior to April 2004, but not an active discharger at the time moratorium set in place.
3. Approved Planning Module an Extension Agreement (where Necessary) but no Tapping Fees Paid.
4. Failing on-lot systems.

**Osborne Lagoon:** A pre-construction meeting was held November 14, 2011 and it was agreed that the Notice to Proceed would be issued to the Contractors on March 1, 2012. Due to the regulations governing the construction of a dam wall, it was felt that construction would be hindered by the weather and to be fair to the contractors, and the 270 day construction requirement, March 1<sup>st</sup> would be a better date to start the clock.

**Act 537 Plan:** The Act 537 Plan is now officially approved. Rettew and staff are putting together the necessary documentation and procedures that will be followed for the Authority and our Member Municipalities to be able to file for reimbursement for 50% of the expenditures that were made to produce the Plan. This information

will be available in early January and Ed will schedule an Act 537 Plan workgroup session to cover all the information.

**Future Disposal Fields:** The Ross Tract Design is currently under way.

**Pretreatment Regulations:** Nothing to report at this time.

**Lincoln/Brick Street Spray Field Analysis:** Nothing to report at this time.

**New Treatment Plant:** Currently under design at Rettew.

**Sewer Line Extension Requests:** Nothing to report at this time.

**12" Effluent Forcemain Replacement Feasibility Study -**

Nothing to report at this time.

**Pump Station Evaluations -** Rettew and operations staff began work on the project November 14, 2011.

2. **Developer Activity –**

All work to replace the effluent forcemain portions involved with the Oxford Commons Shopping Center have been completed.

The portion of the forcemain which was damaged by Andrews Excavating is being dealt with and will be replaced and repaired.

The Pump Station forcemain from the project is nearing completion along Pine Street.

3. **Operations Report:**

**DEP Comprehensive Groundwater Monitoring:** Carroll Engineering has drafted a response letter to DEP's review letter and that will be sent out the week of December 19<sup>th</sup>.

**Spray Field Re-Permitting:** Nothing to report at this time.

**Influent/Effluent Sampling:** Nothing to report.

**Cell Towers:** Nothing to report at this time.

**Operations Management Report:** The average daily influent were 561,148 with a maximum day of 927,100 for a total of 16,834,440.

The average daily effluent was 732,885 with a maximum day of 1,032,000 for a total of 19,055,000.

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 258.1    Grant Street = 204.4    8<sup>th</sup> Street = 311.6  
Q1 = 2.4            Locust Street = 3.8    Locksley Glen = 109.2  
Wiltshire = 135.1

**OASA Operations Report:**

11/3/11 - pulled out the lift station comminutor [grinder] and sent pictures of it to Kappe, inc. They are the dealers for that brand [Chicago] and the original seller/installers. The estimates ranged from \$11,000 to \$18,000 depending on how far we wanted to go with the repairs. We also got a second opinion from Deltronics Corporation, who has repaired it in the past. Their estimate was very

close to Kappe's. A third party did not respond. We feel it isn't worth spending that much money if that unit will not be needed in the near future with the plant up coming re-design at the main lift station. We would however, like to get the okay to have the Muffin Monster [channel grinder] at the 6<sup>th</sup> Street Pumping Station either repaired for \$12,000 or upgraded to the more modern style gear driven for \$20,000. It has been out of service since September.

11/5/11 Walmart Contractors installed a forcemain pipe for future use across Rte. 10 and paved over it.

11/8/11 - had the heaters on 6<sup>th</sup>, 8<sup>th</sup> and Grant Street Pump Stations serviced.

11/11/11 - Andrews Excavating accidentally broke our 12" force main, while installing the sewer line for Lower Oxford. We supplied a full circle repair clamp and helped them to install it so they could continue their work. We took measurements of the repair location for future reference.

11/14/11 - Rettew Engineers worked with us all day gathering information on the pumping stations as part of a report they are doing for the Authority. They will return at a later date to assist us in doing pump down tests on all the stations.

11/15/11 - We have been experimenting periods of low voltage at the plant causing the emergency generator at the lift station to start up, and the effluent pumps to trip out. We called PECO to check to see if it was on their line coming to the plant.

11/17/11 - We removed Blower #1 at the septage receiving station to be sent out for repair.

11/18/11 - We picked up a repaired motor and gear box for the pivots, from Reel's Electrical Repair and dropped off another to be evaluated.

11/28/11 - We called PECO again about low voltage, they said the problem was our transformer so we called Dolinger Electric, they confirmed it is our transformer so they turned up the voltage and recommended they get oil samples from it to check on its condition. We told them OK go ahead and have it done.

Received 106 PA #1 calls in November, 27 were in conflict and required marking.

Received 186 loads of septage, the total gallons was 556,750 for an average of 17,959 gallons per day.

As of 12/13/11 have 31 storage days remaining in our lagoons.

**DEP Comprehensive Groundwater Monitoring:** Nothing.

**Spray Field Re-Permitting** - Nothing.

**Influent/Effluent Sampling:** Nothing to report at this time.

**Cell Towers:** Nothing to report at this time.

4. **Administration Report**

**Customer Correspondence**

**Personnel Issues**

**Resolution:** Will have Resolution #11-12-001 on the agenda for discussion and consideration by the Board. After discussion with Kathy Gray, she has recommended the Board discuss the changes at the December Meeting, make appropriate changes if necessary and approve and adopt at our January Meeting. There was a discussion by the Board with respect to changes made to the Tapping Fee regulations and based on Kathy Gray's recommendation, changes needed to be made. The Board instructed the Executive Director and Ms. Gray to make the appropriate changes and represent the Resolution.

**Consulting Engineer:** Engineer's Report is in the Board Packet.

**Rules & Regulations:** Nothing to report.

**Executive Director's Activities:** None.

**Annual Audit:** The audit has been completed and staff and the Auditors are finalizing the Financial Statements for the Board's review and approval.

**Collection of Past Due Sewer Charges**

5. **Financial Report:**

Financial Reports will be in your Board Packet.

Septage Billing for November was \$20,550.00 representing 173 loads accepted for a total of 513,750 gallons.

Motion made, seconded and passed to approve the Executive Director's Report. (R. Yeatman, J. Scheese)

**LEGAL ITEMS:** Kathy received a letter from Fulton Bank wanting to close the next Interim Loan.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:** Mr. Chamberlain questioned the "rent" on the Ross

Property. Is the payment towards rent or the purchase of the land? Ed states it is on the principle. Mr. Chamberlain also wanted to know if capacity was available and when he was told it was not, he questioned when it would be available. Ed states that he will know more when a response is received from DEP regarding the CAP/CMP that was submitted to them.

**Non-Agenda Items** – None.

**ADJOURN:** Motion made, seconded and passed to adjourn. (J. Scheese, P. Hughes)

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary