

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of October 19, 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, Joe Scheese, Eric Todd and John Schaible. Also in attendance were Edward Lennex, Executive Director, Kathy Gray, Solicitor; Michele Braas; Blair Fleischman, Joel Brown, Marcella Peyre-Ferry, Daily Local; Randy Teel, Michael Kerr, Patrick Curran and Joe Chamberlain.

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

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

Motion made, seconded and passed to approve the minutes of the September 21, 2011 meeting as amended. ( J. Scheese, J. Schaible) E. Todd abstained.

Motion made, seconded and passed to approve the minutes of the Special Board Meeting of August 31, 2011. (J. Scheese, E. Todd)

**Public Comment Period:** Randy Teel questioned what other issues might there be at hand that weren't brought forward sooner. He used the Forcemain as an example.

Michael Kerr- owner of the property located at 29 S. 8<sup>th</sup> Street. Questioned why it took 6 weeks to get a response to his letter. Ed explained that there was some investigating that needed to take place before an answer could be sent. Also, the Director was on vacation. Service at the property in question was discontinued August of 1992. Capacity is considered gone when it goes unused for a period of 5+ years. After a lengthy discussion, it was asked of Mr. Kerr what he expects to gain from attending this meeting. He wants to pay the old tapping fee to connect. Motion made, seconded and not passed allowing Mr. Kerr to pay the old Tapping Fee. (J. Scheese, E. Todd) Mr. Kerr will have to pay \$2,600.00 to connect. It was so noted that the Inspection fee is separate. Ed will e-mail Mr. Kerr the Regulations for being able to pay ½ down and ½ at the 1 year mark. All fees must be paid to connect.

Patrick Curran - Mr. Curran is a member of the Baltimore Pike South Extension Group. He was in attendance to clarify if fees were being paid for connecting. Ed reassured Mr. Curran that they were and that no one is allowed to connect before going before the Extension Group.

**A. Action Items:**

- 1) Approval of Rettew Project No. 073082005P - Forcemain Rerouting - Motion made, seconded and passed to approve Rettew Project No. 073082005P Forcemain Rerouting Feasibility Study. (J. Scheese, E. Todd)
- 2) Approval of Rettew Project No. 073082006 - Review of Pump Stations - Motion made, seconded and passed Rettew Project No. 073082006 - Review of Pump Stations. (J. Scheese, J. Schaible)

**B. Appearances:** None.

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$15,164.42 and the monthly bills in the amount of \$162,009.50. (R. Cantarera, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #235 in the amount of \$115,000.00 to transfer to the Operating Account. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #236 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 #237 in the amount of \$19,300 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 #241 to Samuel L. Ross in the amount of \$6,190.43 for November Rent. (R. Cantarera, J. Scheese )

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #242 to Barbara H. Ross in the amount of \$13,070.41 for November 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 Barley Snyder for \$550.00 (check #149) for Invoice 427736-4 for work related to Oxford Commons Review. (R. Cantarera, J. Scheese)

**Total Escrow Checks: \$550.00**

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

Motion made, seconded and passed to approve Draw Request #21 from the Subordinated Sewer Revenue Note Series of 2011 to the Rettew Associates in the amount of \$9,065.81 for work related to Ross Spray Fields. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #22 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$7,206.01 for work related to the WWTP Design. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #23 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$20,581.50 for work related to USDA Loan. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #24 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$1,647.42 for work related to Funding Assistance. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #25 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$245.00 for work related to The Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #26 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$9,617.46 for work related to The Osborne Lagoon. (R. Cantarera, J. Scheese)

**Total Draw Request from the Subordinated Sewer Revenue Note Series of 2011: \$48,363.20**

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

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

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

**OPERATIONS MANAGEMENT COMMITTEE REPORT:** None. Has not met.

**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:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**

**Consent Order:** With the award of the Osborne Lagoon construction contracts, Ed will be submitting to PADEP, a revised 2011 Corrective Action Plan/Connection Management Plan. This CAP/CMP will request the release of available capacity during certain milestones of the lagoon Project.

**Osborne Lagoon:** The USDA-RUS has given their approval to awarding the contracts. Ed has contacted Michele and she has put the wheels in motion to move the project forward.

**Act 537 Plan:** The plan is still under review by PADEP. Based on a phone conversation between Michele and Kelly Sweeney, Ed felt it was best not to contact DEP directly but rather since Kelly had indicated the Department is moving towards formal approval, let them proceed with their process and receive formal approval from them.

**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:** Ed has asked Rettew to revive the work we had originally undertaken to determine why we are not getting full spray coverage at these sites.

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

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

2. **Developer Activity** – Ed is still working through issues with the Oxford Commons Project but things are proceeding as discussed and passed by the Board at the Special Board Meeting in August.

3. **Operations Report:**

**DEP Comprehensive Groundwater Monitoring:** Ed has included a copy of DEP's review letter with respect to this report and has covered this information under a separate mailing.

**Spray Field Re-Permitting:** Ed has included a copy of DEP's renewal letter and he has covered this under a separate mailing.

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

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

**Operations Management Report:** The average daily influent

were 519,477 with a maximum day of 847,070 for a total of 15,584,297.

The average daily effluent was 729,538 with a maximum day of 1,160,000 for a total of 18,968,000.

**Lagoon Levels:** #1 - 19.0" #2 - 10.2" #3 - 12.7"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 284.2 Grant Street = 229.7 8<sup>th</sup> Street = 277.9  
Q1 = 3.6 Locust Street = 4.0 Locksley Glen = 103.5  
Wiltshire = 415.7336.8

**OASA Operations Report:**

9/1/11 - EMR Services was back to finish the service of the generator, has to order parts for the exhaust system at the Wiltshire Pumping Station.

9/14/11 - We had Khlorous replace the chlorine injector and the pressure reducing valve.

9/14/11 - Replaced a broken belt on the tractor.

9/17/11 - DEP Inspector Michael McAdams was at the plant for annual inspection.

9/20/11 - Had Klines Septic clean the septage receiving tanks.

9/21/11 - Replaced a bad switch on the control for Aerator #6 & Lagoon #1.

9/26/11 - Had Khlorous replace the roto meter control panel for the chlorine system.

9/27/11 - We fixed some ruts in Osborne Lane and Roads to the Pivot that had washed out after all the recent rain. We will need to replace the pipe under the roadway eventually.

9/28/11 - Replaced a badly worn impeller in a pump at the Wiltshire Pumping Station.

9/29/11 - Replaced the safety lights flasher unit in the tractor.

9/30/11 - Took the portable generator to be repaired but they said it wasn't worth what it would cost.

Received 208 PA #1 calls this month, 108 were in conflict and

required marking.

Received 157 loads of septage, the total gallons was 470,000 for an average of 15,667 gallons per day.

Currently have 29 storage days remaining.

**DEP Comprehensive Groundwater Monitoring:** Ed has included a copy of DEP's review letter with respect to this report and has covered it under a separate mailing.

**Spray Field Re-Permitting** - Ed has included a copy of DEP's renewal letter and has covered it under a separate mailing.

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

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

4. **Administration Report**  
**Customer Correspondence**  
**Personnel Issues**  
**Consulting Engineer:** Engineer's Report is in the Board Packet.  
**Rules & Regulations:** Nothing to report.  
**Executive Director's Activities:** None.  
**Collection of Past Due Sewer Charges**
5. **Financial Report:**  
Financial Reports will be in your Board Packet.  
Septage Billing was \$18,800.00 representing 157 loads accepted for a total of 470,000 gallons.

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

**LEGAL ITEMS:**

**CORRESPONDENCE:** None.

**OLD BUSINESS:** OASA is working with the Borough on the sidewalk.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:** Blair Fleischman questioned when the Force Main Study was initiated. Ed states that it was in the minutes from the last meeting.

**Non-Agenda Items** – None.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary