

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of April 18, 2012

Vice Chairman, Robert Yeatman called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Phil Brenner, Joe Scheese, Ron Kepler and John Schaible. Also in attendance were Edward Lennex, Executive Director; Joel Brown, Terri Dignazio, Blair Fleischman 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, J. Schaible)

Motion made, seconded and passed to approve the Minutes of March 21, 2012. (R. Kepler, J. Schaible) 2 abstained (P. Brenner, J. Scheese)

Public Comment Period: None.

A. Action Items:

- 1) Warranty Agreement - Andrews Excavating - Route 10 Effluent Forcemain

B. Appearances: None.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$9,270.55 and the monthly bills in the amount of \$143,089.69. (P. Brenner, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #252 in the amount of \$37,685.00 to transfer to the BRI Account. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Revenue Requisition #253 in the amount of \$150,000.00 to transfer to the Operating Account. (P. Brenner, J. Schiabile)

Motion made, seconded and passed to approve Revenue Requisition #254 in the amount of \$32,000 to transfer to the Payroll Account. (P. Brenner, J. Schaible)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #253 to Samuel L. Ross in the amount of \$6,190.43 for May 2012 Rent. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #254 to Barbara H. Ross in the amount of \$13,070.41 for May 2012 Rent. (P. Brenner, J. Scheese)

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

Escrow Accounts

Payment to Rettew for \$1,128.98 (Check 112A) for Invoices 11437 in the amount of \$153.38 and 14668 in the amount of \$975.60 for work related to Ware Presbyterian. (P. Brenner, J. Scheese)

Total Escrow Checks: \$1,128.98

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Motion made, seconded and passed to approve Draw Request #59 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$6,955.22 for work related to the Ross Sprayfield. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Draw Request #60 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$27,480.38 for the WWTP Design & Permitting. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Draw Request #61 from the Subordinated Sewer Revenue Note Series of 2011 to Tetrahedron in the amount of \$1,700.00 for the Osborne Lagoon. (P. Brenner, J. Scheese)

Total Draw Request from the Subordinated Sewer Revenue Note Series of 2011: \$26,135.60

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: 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: Nothing.

CONTRACT AWARDS: Nothing.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

Consent Order: Nothing to report at this time..

Osborne Lagoon: Wednesday, April 18th will be the first construction meeting on the job sight. Ed will have additional information in the Board Packet. Included in your Board Packet is a Design Revision Narrative explaining the situation that has arisen at the job site. The original ARRO design for the lagoon was off by four (4) feet which has caused the lagoon wall to be shifted thereby causing the overall capacity of the lagoon to be reduced. All the necessary design changes have been made by Rettew and approved by DEP so the project is not being delayed.

Future Disposal Fields: The Ross Tract Design is currently under way at Rettew, staff has reviewed the 30% design submitted by Rettew and the Part II permit application is being prepared for submittal to PADEP.

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: Included with the Board Packet is a preliminary draft of a warranty agreement with Andrews Excavating for the repair work on the 12" Effluent forcemain that was damaged during installation of the Route 10 low pressure line.

12" Effluent Forcemain Replacement Feasibility Study - Nothing to report at this time.

Pump Station Evaluations - The report is being finalized.

2. **Developer Activity –** Nothing.

3. **Operations Report:**

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 530,520 with a maximum day of 691,139 for a total of 16,446,129.

The average daily effluent was 561,625 with a maximum day of 969,000 for a total of 13,479,000.

Pump Station Hours of Operation were:

6th Street = 269.0 Grant Street = 163.8 8th Street = 300.6
Q1 = 1.8 Locust Street = 3.8 Locksley Glen = 85.5
Wiltshire = 157.1

OASA Operations Report:

- 3/8/12 - Put Pump #3 back in at Wiltshire Pump Station.
- 3/9/12 - Opened monitoring wells at the Osborne Farm for the surveyors.
- 3/12/12 - Had a meeting with DEP, Allan Myers, Lower Oxford, Rettew and Soils Conservation at the Osborne Farm.
- 3/13/12 - Called Ross Eckman to fix a flat tire on the tractor.
- 3/14/12 - Located lines at the Osborne Farm for the contractors.
- 3/15/12 - Read meters at Tasty Baking and the Cannery.
- 3/15/12 - sent the Flow Meter from Pivot #4 to McCrometer for evaluation.
- 3/15/12 - Installed the channel grinder at the 6th Street Pumping Station.
- 3/19/12 - Had Cochranville Ag Services spread lime on all the spray fields at 2 tons per acre.
- 3/20/12 - Met with Allan Myers and AJM Electric to point out to the best of our ability where we believe the piping is in the fields at the Osborne Farm. We also let them know we were unable to get a good location on the underground electric lines. We don't have as built plans either.
- 3/21/12 - Had to replace the door on the septage receiving shed.
- 3/26/12 - Had Kevin Martin run a soil aerator over the spray field at Pivot #3.
- 3/29/12 - Contractors accidentally hit an underground electric line that goes to Pivots #1 and #6.

Septage: Billing for March was \$22,040.00 representing 189 loads of septage for a total of 551,000 gallons.

Lagoon Levels as of 3/12/12 - 1 = 18.6' 2 = 16.9' 3 = 17.5'
9 Days of Storage remaining in our lagoons.

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

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

Rules & Regulations: Nothing to report.

Executive Director's Activities: None.

5. **Financial Report:**

Financial Report is in your Board Packet.

Septage Billing for March was \$22,040.00 representing 189 loads accepted for a total of 551,000 gallons.

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

LEGAL ITEMS:

CORRESPONDENCE: None.

OLD BUSINESS:

NEW BUSINESS:

PUBLIC COMMENT:

Non-Agenda Items –

ADJOURN: Motion made, seconded and passed to adjourn. (Joe Scheese, R. Kepler)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary