

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**August 15, 2012**

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Ron Kepler, Bob Yeatman, Phillip Brenner, Patrick Hughes, Joe Scheese, Eric Todd and John Schaible. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, RETTEW; Joel Brown, Blair Fleischmann, T. Dignazio, Marcella Peyre-Ferry, Daily Local News, J. Chamberlain and Richard Rodriguez.

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

Motion made, seconded and passed to approve the agenda as written. (B. Yeatman, J. Scheese)

Motion made, seconded and passed to approve the minutes of the July 18, 2012 meeting as submitted. (E. Todd, P. Hughes)

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$15,620.39 and the monthly bills in the amount of \$54,416.73. (P. Brenner, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #264 in the amount of \$110,000 to transfer to the Operating Account. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #265 in the amount of \$32,000 to transfer to the Payroll Account. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #266 in the amount of \$85,772.50 to transfer to the 1998 Bond Account. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #266 in the amount of 162,046.25 to transfer to the 2006 Bond Fund. (P. Brenner, R. Kepler)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #263 to Samuel L. Ross in the amount of \$6,190.43 for September 2012 Rent. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #264 to Barbara H. Ross in the amount of \$13,070.41 for September 2012 Rent. (P. Brenner, P. Hughes)

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

**Escrow Accounts** – None.

**Total Escrow Checks: \$0.00**

Motion made, seconded and passed to approve Draw Request #97 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$2,810.00 for work related to the WWTP Upgrade. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #98 from the Subordinated Sewer Revenue Note Series of 2011 to Alan A. Myers in the amount of \$494,535.62 for work related to the Osborne Lagoon Work. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve the Treasurer's Report. (P. Hughes, R. Kepler)

**Public Comment Period:** No one asked to speak at this point.

**A. Action Items:**

- Consideration for Approval – Deed of Dedication – Lower Oxford Township – Conveyance of Interest in Sewer Lines – Route 10 Low Pressure Line.
- Consideration for Approval – an Agreement with Lower Oxford Township to Establish, Implement and Collect a Reimbursement Tapping Fee from connections to the Low Pressure Line.
- Approval of Resolution No. 12-08-001 amending the Authority's Rules and Regulations to establish a Reimbursement Component of the Tapping Fee as per agreement with Lower Oxford Township.
- Approval and Authorization for Officers to sign Rettew Proposal for Project #073082008 in the amount of \$116,700.00 for Professional services relative to the Effluent Force Main Replacement.

**B. Appearances** – None.

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

**OPERATIONS MANAGEMENT COMMITTEE REPORT:** Report from July 26, 2012 Committee Meeting – Ed read and discussed the minutes from this meeting.

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

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

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

**CHAIRMAN’S ITEMS:** None.

**CONTRACT AWARDS:** Motion made, seconded and passed to approve the Relocation of the Force Main. (J. Scheese, P. Hughes)

**DIRECTOR’S ITEMS:**

1. **Ongoing Project status reports**
  - Consent Order:** Nothing to report at this time.
  - Osborne Lagoon:** The Lagoon Project is moving along according to schedule. Since the next construction meeting is August 15, a new six-week look out schedule will be available at the Board Meeting. Rettew will be providing a tour of the project at 6:00 p.m., August 15, prior to the Regular Board Meeting.
  - Future Disposal Fields:** The Ross Tract Part II Permit has been submitted 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. Refer to the Operations Committee Report.
  - Funding Assistance:** Nothing to report at this time.
  - Sewer Line Extension Requests:** Refer to the Operations Committee Report.
  - 12” Effluent Forcemain Replacement Feasibility Study:** Refer to the Operations Committee Report.
  - Pump Station Evaluations:** The report is being finalized. Refer to the Operations Committee Report.
2. **Developer Activity**
3. **Operations Report:**
  - OASA Operations Report:** Nothing to report at this time.
  - Cell Towers:** Nothing to report at this time.
  - Operations Management Report:** The average daily influent were 496,627 with a maximum day of 584,965 for a total of 15,395,430.

The average daily effluent was 758,160 with a maximum day of 1,167,000 for a total of 18,954,000.

**Lagoon Levels:** #1 - 18.1" #2 - 13.8" #3 - 13.7"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 319.8 Grant Street = 146.5 8<sup>th</sup> Street = 203.7  
Q1 = 50.5 Locust Street = 4.5 Locksley Glen = 92.4  
Wiltshire = 128.7

**OASA Operations Report:**

7/3/12 – Repaired a broken underground pipe in Spray Field Zone #1.  
7/6/12 – Sent hay samples to Ag Analysis.  
7/8/12 – Hay that was stacked at the edge of Zone #1 burned, 176 bales or about 60 tons were totally destroyed by the fire.  
7/11/12 – Had the drive shaft for the brush mower repaired.  
7/12/12 – Had to replace the battery in the 2000 Chevy Truck.  
7/13/12 – Had M&S Services check out a control panel problem at the Wiltshire Pump Station.  
7/17/12 – We ordered a new control board for Pivot #6.  
7/23/12 – Dolinger Electric replaced a motor starter contractor for the Lakeside backwash pump.  
7/27/12 – Klines Septic Services cleaned out the septage receiving tanks.  
7/31/12 – Discovered a break in the effluent force main, behind the plant lift station, we supplied the parts and Walsh’s Excavating made the repair.  
7/31/12 – Had a broken water pipe in the ceiling at the treatment plant office.

We received 93 PA #1 calls in July, 15 of which were in conflict. We received 132 loads of septage in July for a total of 383,750 gallons, for an average of 12,380 gallons per day.

Currently have 23 storage days remaining.

4. **Administration Report**  
**Customer Correspondence**  
**Personnel Issues**  
**Resolution**  
**Consulting Engineer:** Engineer’s Report is in the Board Packet.  
**Rules & Regulations:** Resolution #12-08-001 – Amending the Rules and Regulations.  
**Executive Director’s Activities:**
5. **Financial Report:**

Financial Reports will be in your Board Packet.  
Septage Billing for July was \$15,350.00 representing 132  
loads accepted for a total of 383,750 gallons.

Motion made, seconded and passed to approve the Executive Director's Report.  
P. Hughes, P. Brenner)

**RESOLUTIONS:** Motion made, seconded and passed to approve the Deed of  
Dedication for the Conveyance of Interest in Sewer Lines. (J. Scheese, J.  
Schaible)

Motion made, seconded and passed to approve the Lower Oxford Township  
Reimbursement Component Tapping Fee Agreement. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Resolution #12-08-001  
Amending the Prior Resolution Imposing Tapping and Connection Fees Dated  
November 18, 1998. (P. Brenner, E. Todd)

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**EXECUTIVE SESSION:** Motion made, seconded and passed at 8:25 p.m. to  
recess to Executive Session to discuss possible Acquisition of Land. (E. Todd, P.  
Brenner) Motion made, seconded and passed to reconvene the Board meeting  
at 9:29 p.m. (J. Scheese, J. Schaible) Chairman, Percy Reynolds formed an  
Adhoc Committee, consisting of himself, J. Scheese, P. Hughes and R.  
Yeatman, to do investigating of Land and Pricing. Motion made, seconded and  
passed to authorize Ed Lennex to obtain a full blown appraisal to cover  
properties in question and get us in comparables on them. (J. Scheese, R.  
Yeatman)

**PUBLIC COMMENT:**

**Non-Agenda Items** – None.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary

