

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**December 19, 2012**

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Ron Kepler, Philip Brenner, Robert Yeatman, Patrick Hughes, Joe Scheese, Eric Todd. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Michele Braas, Rettew; Joel Brown, Blair Fleischmann.

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

Motion made seconded and passed to approve the agenda as written. (E. Todd, P. Hughes)

Motion made, seconded and passed to approve the minutes of the November 14, 2012 meeting as written. (P. Hughes, R. Yeatman) P. Brenner abstained.

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

**A. Action Items:** None.

**B. Appearances:** None.

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$44,423.29 and the monthly bills in the amount of \$135,435.64. (P. Brenner, B. Yeatman)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #276 in the amount of \$100,000.00 to transfer to the Operating Account. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #277 in the amount of \$32,000.00 to transfer to the Payroll Account. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #276 in the amount of \$365,535 to transfer to the Bond Redemption & Improvement Fund. (P. Brenner, R. Kepler)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #275 to Samuel L. Ross in the amount of \$6,190.43 for January 2013 Rent. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #276 to Barbara H. Ross in the amount of \$13,070.41 for January 2013 Rent. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #277 to Oxford Area Sewer Authority in the amount of \$24,000 for a new truck. (P. Brenner, R. Yeatman)

**Total Bond Redemption & Improvement Fund Requisitions: \$43,608.84**

**Escrow Accounts**

Motion made, seconded and passed to pay Rettew in the amount of \$2,246.04 (check #116) for Invoice 28631 for work done for Ware. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Barley Snyder in the amount of \$490.00 (Check 117) for Invoice 449388-7 for work done for Ware. (P. Brenner, R. Kepler)

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

Draw Request #119 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$33,039.77 for work related to the Osborne Lagoon.

Draw Request #120 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$5,716.40 for work related to the WWTP.

Draw Request #121 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$7,234.81 for work related to the Ross Spray Fields.

Draw Request #122 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$125.00 for work related to the Ross Spray Fields.

Draw Request #123 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$2,025.00 for work related to the Ross Spray Fields.

Draw Request #124 from the Subordinated Sewer Revenue Note Series of 2011 to Alan A. Myers in the amount of \$188,054.38 for work related to the Osborne Lagoon.

Draw Request #125 from the Subordinated Sewer Revenue Note Series of 2011 to AJM Electric in the amount of \$15,390.00 for work related to the Osborne Lagoon.

Draw Request #126 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$3,470.00 for work related to the Ross Spray Fields.

Draw Request #127 from the Subordinated Sewer Revenue Note Series of 2011 to Walsh Excavating in the amount of \$5,300.00 for work related to the New WWTP.

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$260,335.36** Motion made, seconded and passed to approve. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve the Treasurer's Report of December 19, 2012. (R. Yeatman, R. Kepler)

**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.

**CHAIRMAN'S ITEMS:** None.

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**  
**Consent Order:** Nothing to report at this time.  
**Osborne Lagoon:** Construction of the lagoon is now substantially complete. Pump testing and training for the operation of the spray field pump station will be taking place the week of December 17<sup>th</sup>. This is the last major item that needs to be completed in order for Rettew to issue the notice of substantial completion. There still remains some additional small items that need to be addressed and final completion notice will not be issued until the spring as landscaping work will need to be completed once grass can be

planted. Proper retainage will be maintained until such time as that work is completed.

Mr. Govind Daryani from PADEP Southeast Regional Office representing Dam Safety conducted a final inspection of the lagoon construction and the following were his findings:

- Remaining Work
  - a) The contractor will compact loose stone on the lagoon access roadway in several locations.
  - b) The contractor will be responsible to establish grass cover on the exterior slope of the south and west berm. This will be done in the spring, and we will contact him for a final inspection.
- Approval to Place Lagoon In Service – Based on the site inspection, Govind gave us verbal approval to place the lagoon into service, including pumping additional water into the lagoon.
- Final Written Approval – Govind will prepare a final inspection report and will send a copy, along with a written approval to place lagoon in service.
- Permit Documentation – Rettew will forward to Dam Safety, an Engineer's Certification that the project was completed in accordance with the approved drawings and specifications and the Record Drawings showing deviations from the drawings, in accordance with permit requirements.

Finally, we are waiting for PADEP Water Quality Section to do their final inspection. They were to be out on December 13<sup>th</sup> with Govind but were unable to make it. We are waiting for them to respond with a new date. This inspection will be a basis for determining the Consent Order is met. Michele and Ed are waiting to hear from Mr. Keith Dudley at PADEP regarding this aspect of the project.

**Ross Spray Fields:** The advertising for bids for the Ross Spray Field project began on December 13. There will be a Pre-Bid meeting here on January 10, 2013 at 10:00 a.m. Bid Opening will be January 22 at 1:00 p.m. at Rettew's offices in Lancaster. The same process that took place for the Osborne Lagoon will need to transpire for the award of contracts. A Special Board Meeting will probably need to be held on Wednesday, January 30<sup>th</sup> for the Board to tentatively award the General and Electrical Contracts to the lowest responsible bidders pending final USDA-RUS approval. The Board can also authorize the appropriate officers to sign the contracts once USDA-RUS approval has been received.

**Future Disposal Fields:** To be discussed in Executive Session.

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

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

**New Treatment Plant:** The Part II permit application was submitted to PADEP on November 16<sup>th</sup>. The Department now has until June 5, 2013 to approve the application and issue a permit to construct the plant. Bidding for the project will be dictated by PADEP's review schedule.

**Funding Assistance:** Nothing to report at this time.

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

**12" Effluent Force Main Replacement Feasibility Study:** Design work currently underway at Rettew. Rettew's survey crew is currently in the field. Once their work is complete, mapping of proposed route will be prepared and a meeting with PECO will be arranged.

**Pump Station Evaluations:** The report is being finalized. Refer to Engineer's Report.

2. **Developer Activity** – Nothing to report at this time.

3. **Operations Report:**

**Operations Management Report:** The average daily influent were 502,667 with a maximum day of 625,099 for a total of 15,080,006.

The average daily effluent was 794,167 with a maximum day of 2,395,000 for a total of 19,060,000.

**Lagoon Levels:** #1 – 17.6" #2 – 13.9" #3 – 13.4"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 263.1 Grant Street = 169.4 8<sup>th</sup> Street = 214.8  
Q1 = 3.0 Locust Street = 30.7 Locksley Glen = 94.8  
Wiltshire = 149.8

**OASA Operations Report:**

11/5/12 – Had a call about a blockage in the main at Wiltshire which turned out to be a home owners lateral. They called a plumber to fix the problem.

11/5/12 – Noticed a backup problem with the lateral at the Oxford Laundromat on S. 3<sup>rd</sup> Street, called the emergency number listed inside the business and advised them of the problem. However, we had cleared the blockage before they arrived.

11/6/12 – Had to pull and clean both pumps in the septage receiving tanks.

11/6/12 – Had to replace the motor and gear box and universal joints on Pivot #4.

11/7/12 – Discovered an area between Tastybake and our Zone 1A

that had some erosion problems. Called a local contractor for advice.

11/9/12 – Started to pump treated effluent in to the Osborne Lagoon from our Plant. We pumped at a rate of 1,600 gpm for about 3 days. Took a meter reading before starting and again when we stopped pumping. Came up with 9.2 million gallons, along with the rain water that was already in the lagoon, we had the level we needed to allow the Solar Bee aerator to be installed.

11/19/12 – Aerator was installed in the Osborne Lagoon. Received training on the 21<sup>st</sup>.

11/28/12 – Heisey Mechanical took the septage receiving machine back to their training on the 21<sup>st</sup>.

We received 130 loads of septage in November for a total of 345,250 gallons. Received 64 PA#1 calls. 22 were in conflict. 24 Storage days remaining.

4. **Administration Report**  
**Customer Correspondence**  
**Personnel Issues**  
**Resolution**  
**Consulting Engineer:** Engineer's Report is in the Board Packet.  
**Rules & Regulations:** Nothing.  
**Executive Director's Activities:** None.
  
5. **Financial Report:**
  - A. Financial Report is in the Board Packet.
  - B. Septage: Billing for November was \$13,810.00 representing 130 loads accepted for a total of 345,250 gallons.

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

**RESOLUTIONS:** None.

**LEGAL ITEMS:**

**CORRESPONDENCE:** Discussion held regarding letter received from McMichael, Heiney & Sebastian, LLC discussing Penn Township. Motion made, seconded and passed to not pursue this issue at this time. (E. Todd, P. Hughes)  
Ed will respond to Mr. McMichael.

Discussion held regarding letter received from McMichael, Heiney & Sebastian, LLC regarding Sewer Line Acquisition. Ed will respond to Mr. McMichael to schedule a meeting with the Facilities Expansion Committee for after the January 2013 Board Meeting.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

**Non-Agenda Items** – None.

**EXECUTIVE SESSION:** Motion made, seconded and passed to recess at 8:05 p.m. to Executive Session to discuss possible Acquisition of Land. (P. Brenner, P. Hughes) Motion made, seconded and passed to reconvene the Board meeting at 8:42 p.m. (R. Yeatman, P. Hughes)

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary