

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of February 15, 2012

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Yeatman, Patrick Hughes, Joe Scheese, Ron Kepler and John Schaible. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, Rettew; Kathy Gray, Barley Snyder, Solicitor, Joel Brown, Terri Dignazio, Blair Fleischman and Joe Chamberlain.

Percy Welcomed Ron Kepler, newest member of the Board. Ron replaced Robert Cantarera who recently resigned his position due to moving out of the district. Percy thanked Mr. Cantarera for serving 6 years on the Board.

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

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

### **Election of Officers:**

Percy asked for nominations for replacing the Assistant Treasurer's position. Eric Todd was nominated. Motion made, seconded and passed to accept Eric Todd for the position of Assistant Treasurer. (R. Yeatman, J. Scheese) 1 abstained

Motion made, seconded and passed to approve the minutes of January 15, 2012 as amended. (J. Scheese, J. Schaible)

**Public Comment Period:** None.

### **A. Action Items:**

- 1) Resolution #11-12-001 - Amending the Authority's Rules and Regulations
- 2) Resolution #12-02-001 - Amending Rules and Regulations for Packaged Residential Grinder Pump Station Specifications
- 3) Feasibility Study for Relocation of the Effluent Force Main

**B. Appearances:** None.

### **TREASURER'S ITEMS:**

#### **General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$2,772.68 and the monthly bills in the amount of \$60,751.72. (J. Scheese, R. Yeatman)

### **Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #247 in the

amount of \$62,000.00 to transfer to the Operating Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #248 in the amount of \$31,000 to transfer to the Payroll Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #249 in the amount of \$43,410 to transfer to the BRI Account. (P. Hughes, J. Scheese)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #249 to Samuel L. Ross in the amount of \$6,190.43 for March 2012 Rent. (J. Scheese, P. Hughes )

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #248 to Barbara H. Ross in the amount of \$13,070.41 for March 2012 Rent. (J. Scheese, P. Hughes)

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

**Escrow Accounts**

Motion made, seconded and passed for payment to Barley, Snyder, LLP for \$125.00 (Check 125) for Invoice 432545-7 for work related to Oxford Commons Review. (J. Schaible, J. Scheese)

**Total Escrow Checks: \$125.00**

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

Motion made, seconded and passed to approve Draw Request #45 from the Subordinated Sewer Revenue Note Series of 2011 Rettew Assoc. in the amount of \$6,314.15 for work related to the WWTP design & Permitting. (P. Hughes, J. Scheese )

Motion made, seconded and passed to approve Draw Request #46 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$6,923.30 for the Ross Spray Fields. (P. Hughes, J. Scheese )

Motion made, seconded and passed to approve Draw Request #47 from the Subordinated Sewer Revenue Note Series of 2011 to Tetrahedron in the amount of \$30,454.28 for the Osborne Lagoon. (P. Hughes, J. Scheese )

Motion made, seconded and passed to approve Draw Request #48 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$125.00 for the USDA. (P. Hughes, J. Scheese )

Motion made, seconded and passed to approve Draw Request #49 from the Subordinated Sewer Revenue Note Series of 2011 to Tetrahedron in the amount of \$60.00 for the Osborne Lagoon. (P. Hughes, J. Scheese )

**Total Draw Request from the Subordinated Sewer Revenue Note Series of**

**2011: \$43,876.73**

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

**FACILITY EXPANSION COMMITTEE REPORT:** Met on February 2, 2012 to discuss relocation of effluent force main. Committee met with Michelle Braas to discuss the Feasibility Study for the Relocation of the Effluent Discharge Force Main. Rettew prepared the Feasibility Study that was distributed at the last Board Meeting. After discussion, the Committee decided that Alternative #1, which is basically Utilizing the Existing PECO Right Of Way for the power line that goes from OASA Plant directly to Osborne would be the most cost effective way to go and least intrusive on private property. However, would still need a 10 foot construction right of way, outside of PECO's. Committee recommended that Ed and Rettew update the Feasibility Study to reflect that and they and OASA get together and meet with USDA because, under the USDA Loan, we are allowed to present other projects, as long as the entire amount isn't spent on the original project. Motion made, seconded and passed to approve Ed and Rettew meeting with USDA and get approval to cover Engineering cost to do the design work. (J. Scheese, R. Yeatman)

**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:**

**CONTRACT AWARDS:** Nothing.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**  
**Consent Order:** On February 7, 2012, Kelly Sweeney from PADEP sent the Authority a letter responding to the December 2011 Quarterly Update concerning the Corrective Action Plan/Connection Management Plan (CAP/MAP). In the letter, Kelly does not approve the release of 22,000 gpd of capacity that had been requested. She sites our lack of storage and current influent levels as the reason. She does however, address the failing on-lot systems along Route 10 and approves them for connection, once Lower Oxford Township has applied for and receives the required Water Quality Management Part II permit that is necessary. She does go on to state in the letter that upon completion of the Osborne Lagoon, OASA may allocate up to the permitted 600,000

gpd capacity. While some projects will have to remain on hold, certain projects listed in the CAP/CMP will be able to have Planning Modules signed by the Authority but stating that capacity for the project will not be available until after the Lagoon is finished. Since it is a requirement of the PADEP that the Authority submit quarterly updates to the CAP/CMP, Ed intends to again ask for a release of capacity after we reach the 50% stage of completion for the Lagoon. The letter is included in the Board Packet along with a follow-up email that was sent to Lower Oxford regarding the low pressure line.

**Osborne Lagoon:** There is nothing to report at this time. The project is still on schedule to commence March 1, 2012.

**Act 537 Plan:** The letter presented to the Board last month was mailed to the member municipalities and their respective Engineers and work is being completed to submit for reimbursement.

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

**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 -**

Refer to memorandum in Board Packet.

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

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 520,031 with a maximum day of 642,463 for a total of 16,120,955.

The average daily effluent was 541,429 with a maximum day of 902,000 for a total of 7,580,000.

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 288.4    Grant Street = 199.3    8<sup>th</sup> Street = 278.7  
Q1 = 4.7            Locust Street = 4.2    Locksley Glen = 104.5  
Wiltshire = 150.7

### **OASA Operations Report:**

1/3/12 - receive authorization to have the grinder from the 6<sup>th</sup> Street Pumping Station fixed.

1/04/12 - had the Godwin pump replaced with a new one because of mechanical problems.

1/5/12 - ordered lime to be spread on all of the spray fields, when weather permits.

1/10/12 - had Klines Septic Services clean out the tanks at the septage receiving station.

1/12/12 - replaced a bad relay at the plant pumping station.

1/17/12 - ordered parts to repair the tractors mowing deck.

1/18/12 - had a pre start up walk through at the Oxford Commons Pumping Station.

1/19/12 - attended a training session at Oxford Commons Pumping Station.

1/23/12 - repaired a broken riser pipe in spray field zone #1.

1/25/12 - found a leak in the effluent force main. Called a local contractor to the scene, then notified the DEP by phone and email as to what we discovered.

1/27/12 & 1/28/12 - went to East Petersburg to get parts to make the repair to the force main.

Had 80 PA #1 calls in January.

Received 147 loads of septage for a total of 425,000 gallons for an average of 14,000 gallons per day.

Lagoon Levels as of 2/12/12 - 1 = 18.2' 2 = 15.3' 3 = 17.2'

13 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:** In the Board Packet are Resolution #11-12-001 and Resolution #12-02-001 amending the current Rules and Regulations.

Motion made, seconded and passed to approve Resolution #11-12-001. (R. Yeatman, R. Hughes) (J. Scheese voted nay)  
Approval of Resolution #12-02-001 was tabled until March meeting.

**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.
5. **Financial Report:**  
Financial Report is in your Board Packet.  
Septage Billing for January was \$17,000.00 representing 147 loads accepted for a total of 425,000 gallons.

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

**LEGAL ITEMS:** Kathy reported that the Fulton Bank and their Counsel would like OASA to schedule a closing on the 2<sup>nd</sup> part of the loan.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** Percy questioned John Schaible if there was an update on the alley project. The project is supposed to start mid March. Robert Yeatman questioned whether there were plans that the Authority Board Members were able to view. John states there are no plans available.

**NEW BUSINESS:**

**PUBLIC COMMENT:**

**Non-Agenda Items** – Blair Fleischmann questioned the 1<sup>st</sup> Resolution. She wanted to know if it had anything to do with the capacity allocation. Ed states it doesn't. He also explained that it had to do with when someone wanted to connect to the system and that it is the steps they have to take to do so.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary