

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of January 18, 2012

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Yeatman, Phil Brenner, Patrick Hughes, Joe Scheese, Eric Todd and John Schaible. Also in attendance were Edward Lennex, Executive Director; Michele Braas, Rettew; Joel Brown, Marcella Peyre-Ferry, Daily Local; Terri Dignazio 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, R. Yeatman)

Election of Officers:

Percy Reynolds appointed Ed Lennex as Temporary Chairman to handle election of Chairperson for 2012. After that, Ed will turn the meeting back over to the 2012 Chairperson. Ed opened the floor for nominations for Chairperson. Percy Reynolds was nominated for 2012 Chairperson. Nominations were closed for Chairperson. Motion made, seconded and passed to elect Percy Reynolds as Chairperson of the Authority for 2012. (B. Yeatman, J. Scheese)

Meeting was now turned back over to Percy as Chairperson so that nominations could continue.

Percy opened the floor for nominations for Vice Chairperson for 2012. Bob Yeatman was nominated for 2012 Vice Chairperson. Nominations for Vice Chair were closed. Motion made, seconded and passed to elect Bob Yeatman for 2012 Vice Chair. (E. Todd, J. Scheese)

Percy opened the floor for nominations for Secretary for 2012. Joe Scheese was nominated for Secretary. Nominations for Secretary were closed. Motion made, seconded and passed to elect Joe Scheese for 2012 Secretary. (P. Reynolds, B. Yeatman)

Percy opened the floor for nominations for Treasurer for 2012. Phil Brenner was nominated for Treasurer. Nominations for Treasurer were closed. Motion made, seconded and passed to elect Phil Brenner as Treasurer for 2012. (J. Scheese, E. Todd)

Percy opened the floor for nominations for Assistant Secretary for 2012. Pat Hughes was nominated for Assistant Secretary. Nominations for Assistant Secretary were closed. Motion made, seconded and passed to elect Pat Hughes as Assistant Secretary for 2012. (J. Scheese, J. Schaible)

Percy opened the floor for nominations for Assistant Treasurer for 2012. Robert Cantarera was nominated for Assistant Treasurer. Nominations for Assistant Treasurer were closed. Motion made, seconded and passed to elect Robert Cantarera as Assistant Treasurer. (J. Scheese, J. Schaible)

Percy thanked everyone for their acceptance of their offices for 2012.

Motion made, seconded and passed to approve the minutes of the December 21, 2011 meeting as written. (E. Todd, J. Scheese)

Public Comment Period: None.

A. Action Items:

- 1) Appointment of Committees
- 2) Appointment of Solicitor - Barley, Snyder
- 3) Appointment of Consulting Engineer - Rettew Engineering
- 4) Board Meeting Date & Time
- 5) Resolution #11-12-001 Amending the Authority's Rules and Regulations
- 6) Policy on Release of Available Capacity

B. Appearances: None.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$3,917.37 and the monthly bills in the amount of \$36,021.85. (P. Brenner, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #244 in the amount of \$45,000.00 to transfer to the Operating Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #245 in the amount of \$31,000 to transfer to the Payroll Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #246 in the amount of \$19,200 to transfer to the BRI Account. (Brenner, R. Yeatman)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #247 to Samuel L. Ross in the amount of \$6,190.43 for February 2012 Rent. (P. Brenner, J. Schaible)

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 February 2012 Rent. (P. Brenner, J. Schaible)

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

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Motion made, seconded and passed to approve Draw Request #42 from the Subordinated Sewer Revenue Note Series of 2011 Rettew Assoc. in the amount of \$10,875.86 for work related to the WWTP design & Permitting. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Draw Request #43 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$21,923.92 for the Ross Spray Fields. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Draw Request #44 from the Subordinated Sewer Revenue Note Series of 2011 to Tetrahedron in the amount of \$1,700.00 for the Osborne Lagoon. (P. Brenner, P. Hughes)

Total Draw Request from the Subordinated Sewer Revenue Note Series of 2011: \$34,499.78

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:

- A) Appointment of Committees - Percy will work on the Committee Appointments. He will be contacting Authority Members. If anyone is interested in a Committee, they should contact Percy. Ed stated that it is the Authority's intention to have at least (1) member of each Municipality on each Committee, with the exception of the Budget Committee.
- B) Appointment of Solicitor - Barley Snyder's rates have not changed. Motion made, seconded and passed to re-appoint Barley, Snyder as the Solicitor for 2012. (R. Yeatman, J. Scheese)

- C) Appointment of Consulting Engineer - Motion made, seconded and passed to reappoint Rettew as the Consulting Engineer for 2012. (J. Scheese, R. Yeatman)
- D) Board Meeting Date & Time - Motion made, seconded and passed to keep the meetings at the 3rd Wednesday of the Month at 7:30 p.m. at the Oxford Area Sewer Authority Building. (J. Scheese, R. Yeatman)

CONTRACT AWARDS: Nothing.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

Consent Order: On January 11, 2012, Ed received an email from Kelly Sweeney (PA DEP) asking for clarification of information that was contained in the CAP/CMP. Ed responded back to her on January 12, 2012 with the clarifications she requested. Ed has not heard back from Kelly since. Enclosed in the Board Packet is the amended policy for allocation of capacity.

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

Act 537 Plan: Enclosed in the Board Packet is a draft memorandum prepared by Steve Gabriel from Rettew that Ed intends to mail out to the municipalities and their engineers to begin the process of submitting for our 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 - Nothing to report at this time.

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

On January 18th, staff and Rettew will be attending a walkthrough of the Pump Station for inspection and creation of checklist of items that might still need to addresses deficiencies that might be found. On January 19th, startup and testing will be conducted on the equipment.
3. **Operations Report:**

DEP Comprehensive Groundwater Monitoring: Included in the Board Packet is the correspondence we received from PADEP regarding the report Carroll Engineering prepared and our response back to PADEP's response and our response back.

Spray Field Re-Permitting: Nothing to report at this time.
Influent/Effluent Sampling: Nothing to report.
Cell Towers: Nothing to report at this time.

Last month, Ed was asked to change the order in which the available capacity was allocation. Motion made, seconded and passed to change the order of the capacity allocation. (J. Scheese, R. Yeatman) This will amend the Operations Committee Report.

Operations Management Report: The average daily influent were 562,300 with a maximum day of 915,581 for a total of 17,431,301.
The average daily effluent was 730,842 with a maximum day of 1,030,000 for a total of 13,886,000.

Pump Station Hours of Operation were:

6th Street = 287.4 Grant Street = 223.3 8th Street = 463.4
Q1 = 3.6 Locust Street = 4.2 Locksley Glen = 112.1
Wiltshire = 148.3

OASA Operations Report:

12/5/11 - Met with contractors installing Walmart Force main and asked them to remove our hydrant on the effluent force main at Mt. Vernon and Pine Streets. They agreed to when they get to that location.

12/8/11 - Contractors resumed working on Church Road, running Wal-Mart's force main.

12/9/11 - DEP Soils Inspector, Walter Grube, came to the plant and checked spray fields.

12/10/11 - Contractors crossed Pine Street with the force main for Walmart and will proceed towards Mt. Vernon Street to make the connection into the manhole.

12/12/11 - Put new tires on the front of the tractor.

12/14/11 - Attended a preconstruction meeting about the Osborne Lagoon. The contractor's start date will be March 1, 2012.

12/15/11 - One of the operators attended an all day class for credits required by DEP.

12/19/11 - Contractors were unable to move our hydrant so they had to run their force main around it.

12/21/11 - Pivot #4 had a flat tire and broken universal joint.

12/28/11 - Had a valve tech from EIM check out the actuator valve on Pivot #4, it will not close in automatic mode.

Had 82 PA #1 calls in December. 25 were in conflict.

Received 192 loads of septage for a total of 567,000 gallons for an average of 18,290 gallons per day.

Lagoon Levels as of 1/10/12 - 1 = 19' 2 = 12.8' 3 = 15.4'

20 Days of Storage remaining in our lagoons.

Spray Field Re-Permitting - Nothing.

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: Kathy Gray and Ed have not had the opportunity to discuss Resolution #11-12-001 so we will wait until February to represent the proposed changes to the Authority's Rules and Regulations.

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.

Collection of Past Due Sewer Charges

5. **Financial Report:**

Financial Report is in your Board Packet.

Septage Billing for December was \$22,680.00 representing 192 loads accepted for a total of 567,000 gallons.

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

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – None.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary