

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

July 18, 2012

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

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

Motion made, seconded and passed to approve the Agenda as amended. (R. Yeatman, R. Kepler)

Motion made, seconded and passed to approve the Minutes of June 21, 2012. (R. Yeatman, E. Todd) (J. Schaible, P. Hughes, R. Kepler & P. Brenner abstained)

Public Comment Period: None.

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 \$14,250.84 and the monthly bills in the amount of \$62,299.45. (P. Brenner, P. Hughes)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #261 in the amount of \$85,000.00 to transfer to the Operating Account. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #262 in the amount of \$32,000.00 to transfer to the Payroll Account. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #263 in the amount of \$439,845 to transfer to the BRI Account. (P. Brenner, P. Hughes)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement

Fund Requisition Request #259 to Samuel L. Ross in the amount of \$6,190.43 for August 2012 Rent. (P. Brenner, J. Schaible)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #26 to Barbara H. Ross in the amount of \$13,070.41 for August 2012 Rent. (P. Brenner, J. Schaible)

Total Bond Redemption & Improvement Fund Requisitions: \$364,951.22

Escrow Accounts

None

Total Escrow Checks: \$0

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Motion made, seconded and passed to approve Draw Request #80 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$372.98 for work related to the USDA Funding. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #81 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$14,930.91.00 for the WWTP Design & Permitting. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #82 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$3,458.08 for the Ross Spray fields. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #83 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$37,078.22 for work related to the Osborne Lagoon. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #84 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$190.00 for the Osborne Lagoon. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #85 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$190.85 for the WWTP Upgrade. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #86 from the Subordinated Sewer Revenue Note Series of 2011 to Chester County Conservation District in the amount of \$4,000.00 for work related to the WWTP Design & Permitting. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #87 from the

Subordinated Sewer Revenue Note Series of 2011 to Chester County Conservation District Clean Water Fund in the amount of \$500.00 for work related to the WWTP Design & Permitting. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #88 from the Subordinated Sewer Revenue Note Series of 2012 to Commonwealth of PA Clean Water Fund the amount of \$700.00 for work related to the WWTP Design & Permitting. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #89 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$7,000.00 for work related to the Ross Spray fields. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #90 from the Subordinated Sewer Revenue Note Series of 2011 to Chester County Conservation District Clean Water Fund in the amount of \$500.00 for the Ross Spray fields. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #91 from the Subordinated Sewer Revenue Note Series of 2011 to Commonwealth of Pennsylvania Clean Water Fund in the amount of \$1,800.00 for the Ross Spray fields. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #92 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$35,313.07 for work related to the Osborne Lagoon. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #93 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$7,500.00 for the WWTP Design & Permitting. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Draw Request #94 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$2,305.14 for the Osborne Lagoon. (P. Brenner, J. Schaible)

Total Draw Request from the Subordinated Sewer Revenue Note Series of 2011: \$114,801.27

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

FACILITY EXPANSION COMMITTEE REPORT: None. Has not met.

OPERATIONS MANAGEMENT COMMITTEE REPORT: Will meet July 26,

2012

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: the Lagoon Project is moving along according to schedule. Since the next construction meeting is July 18, a new three week look out schedule will be available at the 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.

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

12" Effluent Forcemain Replacement Feasibility Study -

Included in the Board packet is a proposal from Rettew. Ed has not had a chance to review it yet, but it can be discussed at the Board Meeting. The Board Members will review and discuss at The Operations Committee Meeting.

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 507,666 with a maximum day of 730,224 for a total of 15,229,983.

The average daily effluent was 503,346 with a maximum day of 1,087,000 for a total of 1,037,000.

Pump Station Hours of Operation were:

6th Street = 291.0 Grant Street = 150.9 8th Street = 240.6
Q1 = 27.4 Locust Street = 3.5 Locksley Glen = 93.2
Wiltshire = 134.6

OASA Operations Report:

- 6/1 - Cleaned aerators in lagoon.
- 6/1 - Wired and placed aerator #6 in Lagoon 1.
- 6/5 - Put stone around wet well at 8th Street.
- 6/6 - Turned Pivot 6 and Pivot 4 off for second cutting.
- 6/6 - Ops Meeting at Osborne.
- 6/7 - Pulled septage Pump 2 due to being plugged up.
- 6/11 - Zone 2 & 3 baled and turned back on.
- 6/11 - Collected hay samples from Zone 2 & 3
- 6/12 - Turned off Pivot 1 for second cutting.
- 6/12 - Discovered leak in Zone 1.
- 6/12 - Turned off Zone 1 for 1st cutting
- 6/13 - Meeting at Osborne.
- 6/15 - Ross Eckman put a new tire on for a spare for the pivots.
- 6/15 - Kevin Martin mowed Zone 1 & 1a.
- 6/18 - Shut down Pivot 2 for second cutting.
- 6/18 - Dug up leak in Zone 1 and ordered parts; this area was repaired in April 2011.
- 6/18 - Pulled septage Pump 1 due to being plugged up.
- 6/18 - Changed oil in Goodwin Pump.
- 6/20 - Meeting at Osborne.
- 6/27 - Meeting at Osborne.
- 6/27 - Pivot 5 was possibly struck by lightning and burned up 2 control boards (parts were used from Pivot 6 to get it back up and running)
- 6/30 - Pivot 2 hay baled and turned back on.

There were 120 PA #1 calls for the Month of June, 28 of them needed to be checked for conflict and/or marked.

Septage: 176 loads of septage for an average of 17,108 gallons.

Lagoon Levels as of 6/12/12 - 1 = 19.1' 2 = 15.4' 3 = 13.4'

Storage of days as of 7/16/12 = 19.5

Cell Towers: Nothing to report at this time.

- 4. **Administration Report**
 - Customer Correspondence**
 - Personnel Issues**
 - Resolution - None.**
 - 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 the Board Packet.
Septage Billing for June was \$21,955.00 representing 176
loads accepted for a total of 513,250 gallons.

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

LEGAL ITEMS:

CORRESPONDENCE: None.

OLD BUSINESS:

NEW BUSINESS:

PUBLIC COMMENT:

Non-Agenda Items – Marcella Peyre-Ferry asked if the meeting on July
26th was a public meeting. Ed states it is not. It is a Committee Meeting to
discuss items to be brought to the Board Members at their August meeting for
discussion. No actions will be taken at this meeting.

EXECUTIVE SESSION:

Nothing

ADJOURN: Motion made, seconded and passed to adjourn. (E. Todd, J.
Schaible)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary