

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

June 21, 2012

Vice Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Yeatman, Joe Scheese, Eric Todd and John Schaible. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Barley Snyder; Michelle Braas, Joel Brown, Terri D'Ignazio, B. Fleischmann.

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) 1 abstained

Motion made, seconded and passed to approve the Minutes of May 16, 2012. (R. Yeatman, E. Todd) (J. Scheese abstained)

Public Comment Period: None.

A. Action Items:

- **Resolution #12-06-001** - Resolution Amending Rules and Regulations
- **Warranty & Escrow Agreement** - Andrews Excavating - Effluent Force Main Repair - Motion made, seconded and passed to authorize Ed & Kathy to negotiate with Andrews Excavating to extend the Warranty to 5 years or replacement of the forcemain whichever comes first and to do away with the Escrow requirement. (J. Scheese, R. Yeatman)

B. Appearances: None.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$9,125.60 and the monthly bills in the amount of \$135,594.81.50. (E. Todd, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #258 in the amount of \$117,000.00 to transfer to the Operating Account. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #259 in the amount of \$41,000.00 to transfer to the Payroll Account. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #260 in the amount of \$692,015 to transfer to the BRI Account. (E. Todd, J. Scheese)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #257 to Samuel L. Ross in the amount of \$6,190.43 for July 2012 Rent. (E. Todd, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #258 to Barbara H. Ross in the amount of \$13,070.41 for July 2012 Rent. (E. Todd, J. Scheese)

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

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 #71 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$76,549.11 for work related to the Osborne Lagoon. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Draw Request #72 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$375.00 for the Osborne Lagoon. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Draw Request #73 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$65.00 for the Ross Spray fields. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Draw Request #74 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$625.00 for work related to the WWTP Design & Permitting. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Draw Request #75 from the Subordinated Sewer Revenue Note Series of 2012 to Fox Rothschild LLP in the amount of \$7,500.00 for the USDA Loan. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Draw Request #76 from the Subordinated Sewer Revenue Note Series of 2011 to Alan A. Myers in the amount of \$705,191.85 for the Osborne Lagoon. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Draw Request #77 from the Subordinated Sewer Revenue Note Series of 2011 to AJM Electric Inc. in the amount of \$25,200.00 for work related to the Osborne Lagoon. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Draw Request #78 from the Subordinated Sewer Revenue Note Series of 2011 to Tetrahedron Consultants, Inc. in the amount of \$2,412.50 for work related to the Osborne Lagoon. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Draw Request #79 from the Subordinated Sewer Revenue Note Series of 2012 to Barley Snyder the amount of \$8,345.95 for work related to the Osborne Lagoon. (E. Todd, J. Scheese)

Total Draw Request from the Subordinated Sewer Revenue Note Series of 2011: \$810,418.46 & 2012 \$15,845.95

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: 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 June 20, a new three week look out schedule will be available at the board meeting. Ed has provided, in the Board Packet, the current buildout schedule.
Future Disposal Fields: The Part II permit application 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: Included in the Board Packet is Andrews Excavating response to Warranty Escrow Agreement.

12" Effluent Forcemain Replacement Feasibility Study -

Nothing to report at this time.

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 499,887 with a maximum day of 628,493 for a total of 15,496,488.

The average daily effluent was 604,750 with a maximum day of 1,355,000 for a total of 16,933,000.

Pump Station Hours of Operation were:

6th Street = 269.4 Grant Street = 148.9 8th Street = 239.0
Q1 = 25.1 Locust Street = 3.6 Locksley Glen = 89.2
Wiltshire = 152.6

OASA Operations Report:

5/1/12 - Installed the new flow meter on pivot 4.

5/2/12 - Attended weekly meeting at Osborne.

5/2/12 - Replaced the hand, off, auto switches at Tasty Bake Pump Station.

5/3/12 - Took 2000 Chevy truck to England's Automotive to get the transmission repaired.

5/4/12 - Replaced rear tires on the 2002 Ford truck, after one went flat and could not be repaired.

5/8/12 - Replaced the hour meter on septage blower #1.

5/9/12 - Attended weekly meeting at Osborne.

5/10/12 - Pipe Data was in to clean lines, Grant Street, 4th Street, 6th Street, Market Street, 3rd Street, and the transfer lines at the Plant.

5/11/12 - Pulled Septage Pump #1, it was plugged up with grit and rags.

5/14/12 - Greased Septage Blower #1.

5/15/12 - Serviced Septage Blower #2.

5/16/12 - Attended weekly meeting at Osborne.

5/21/12 - Shut down Pivot #5 for hay removal.

5/21/12 - Power was restored to Pivot #6 and #1, and turned on after being off for approximately 1 month, due to power lines that were hit by the contractors at Osborne.

5/21/12 - Worked on Pivot #1 due to ants getting into the controls and not letting the reversing contractor pull on properly.

5/21/12 - Weeds, Inc. was here to spray the weeds around the lagoons and around the buildings at the plant.

5/21/12 - Pulled Septage Pump #2, it was not pumping due to being plugged up from rags.

5/22/12 - Pulled Septage Pump #2, it was not pumping due to being plugged up from rags.

5/23/12 - Attended weekly /monthly meeting at Osborne.

5/23/12 - Found 2 main fuses blown in Pivot #5.

5/24/12 - Replaced flat tire on Pivot #2.

5/30/12 - Pulled Septage Pump #2, it was not pumping due to being plugged up with rags.

5/30/12 - Attended weekly meeting at Osborne Lagoon.

5/30/12 - Found melted wire terminal in the last tower on Pivot #5. Parts were ordered.

5/31/12 - Greased effluent pumps and adjusted the packing on Pump #2.

There were 83 PA #1 calls for the Month of May, 37 of them needed to be checked for conflict and/or marked.

Septage: 175 loads of septage for a total of 521,500 gallons.

Lagoon Levels as of 6/12/12 - 1 = 18.4" 2 = 17.2' 3 = 16.6'

Storage of days as of 6/12/12 = 11

Spray Field Re-Permitting - Nothing to report at this time.

Influent/Effluent Sampling: Included in the Board Packets is Carroll Engineering's proposal for work related to groundwater monitoring reporting and a response back to DEP. Motion made, seconded and passed to accept the estimate for #1 & #2, from Carroll Engineering. (J. Scheese, B. Yeatman)

Cell Towers: Nothing to report at this time.

4. **Administration Report**
Customer Correspondence
Personnel Issues
Resolution: The Board discussed and approved Resolution #12-06-001 Amending Rules and Regulations to implement Sewer Rental Charges rate increase. Motion, made, seconded and approved to implement the rate increase. (R. Yeatman, J. Scheese)
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 May was \$20,860.00 representing 175

loads accepted for a total of 521,500 gallons.

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

LEGAL ITEMS:

CORRESPONDENCE: None.

OLD BUSINESS:

NEW BUSINESS:

PUBLIC COMMENT:

Non-Agenda Items –

EXECUTIVE SESSION:

Motion made, seconded and passed at 8:10 pm to adjourn the regular meeting to go into Executive Session. (J. Scheese, R. Yeatman)

The meeting was called back to order at 8:40 pm, the Board had met in Executive session to discuss the possible acquisition of land and legal advice regarding possible litigation.

The Chairman tasked the Operations Committee to explore the possible acquisition of land and provide a report back to the whole Board.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary