

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of March 21, 2012

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Yeatman, Eric Todd, Ron Kepler and John Schaible. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Barley Snyder, Solicitor, Michele Braas, Rettew, Joel Brown, Terri Dignazio, Blair Fleischman, Ken Hershey, Marcella Peyre-Ferry, Daily Local News and Joe Chamberlain.

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

Motion made, seconded and passed to approve the Agenda. (E. Todd, R. Yeatman)

Motion made, seconded and passed to approve the minutes of February 15, 2012 as amended. (J. Schaible, R. Yeatman) 1 abstention

Public Comment Period: None.

A. Action Items:

- 1) Resolution #12-12-001 - Amending Rules and Regulations for Packaged Residential Grinder Pump Station Specifications
- 2) Approval of 2010-2011 Financial Statements

B. Appearances: None.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,404.10 and the monthly bills in the amount of \$93,242.11. (E. Todd, J. Schaible)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #250 in the amount of \$100,000.00 to transfer to the Operating Account. (E. Todd, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #251 in the amount of \$32,000 to transfer to the Payroll Account. (E. Todd, R. Yeatman)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #251 to Samuel L. Ross in the amount of \$6,190.43 for April 2012 Rent. (E. Todd, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #252 to Barbara H. Ross in the amount of \$13,070.41 for April 2012 Rent. (E. Todd, R. Kepler)

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 #50 from the Subordinated Sewer Revenue Note Series of 2011 Rettew Assoc. in the amount of \$22,470.02 for work related to the Osborne Lagoon. (E. Todd, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #51 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$3,233.71 for the WWTP Design & Permitting. E. Todd, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #52 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$10,237.43 for the Ross Sprayfields. (E. Todd, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #53 from the Subordinated Sewer Revenue Note Series of 2011 to Tetrahedron in the amount of \$1,700.00 for the Osborne Lagoon. (E. Todd, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #54 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$17,065.79 for the WWTP Design & Permitting. (E. Todd, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #55 from the Subordinated Sewer Revenue Ross Spray Fields Osborne Lagoon. (E. Todd, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #56 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$24,109.09 for work related to the Osborne Lagoon. (E. Todd, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #57 from the Subordinated Sewer Revenue Note Series of 2011 to Tetrahedron in the amount of \$1,700.00 for the Osborne Lagoon. (E. Todd, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #58 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$4,675.65 for the Osborne Lagoon. (E. Todd, R. Yeatman)

Total Draw Request from the Subordinated Sewer Revenue Note Series of 2011: \$97,091.96

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

Motion made, seconded and passed to approve the 2011-2012 Annual Financial Statements. (R. Yeatman, P. Reynolds)

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: At this time, Ed is working on preparing the March 2012 Quarterly update OASA is required to have submitted to PADEP. This will be submitted along with the 2011 Chapter 94 Report the week of March 26th.

Osborne Lagoon: There is a schedule of construction events in The Board Packet. Ed has not placed a press release in the Newspapers as of yet, due to various issues that were being Finalized in order for construction to begin. Ed will be working on That next week since now he has a firm schedule for the project.

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.

- 2. **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 452,832 with a maximum day of 560,008 for a total of 13,132,185.

The average daily effluent was 722,100 with a maximum day of 932,000 for a total of 14,442,000.

Pump Station Hours of Operation were:

6th Street = 236.9 Grant Street = 148.8 8th Street = 248.0
 Q1 = 1.9 Locust Street = 3.1 Locksley Glen = 80.7
 Wiltshire = 134.3

OASA Operations Report:

- 2/1/12 - Contractor finished force main repair at Mt. Vernon Street.
- 2/13/12 - We serviced the Godwin Transfer Pump.
- 2/14/12 - Had to remove pump #1 at the Wiltshire Pumping station and send to Motor technology for repair.
- 2/15/12 - Had M&S Services in to trouble shoot problems with the influent flow meter, and the lift station float
- 2/16/12 - Took Pump #2 from 6th Street to Deckman's Motor & Pump Repair.
- 2/16/12 - removed aerator #1 in Lagoon #1 and took to Reel Motor's for repair.
- 2/17/12 - Had Ross Eckman mount 2 tires on our wheels for the Pivots.
- 2/21/12 - J.C. Controls rewired the actuator valve motor and replaced a bad board on Pivot #4.
- 2/22/12 - Repaired a broken wire on aerator #10 switch box and unraveled the power cord on aerator #6 after it had broken free from the support cable.
- 2/23/12 - Completed the pump down testing on our Pumping Stations along with Rettew Engineers.
- 2/24/12 - Installed the repaired pump at the 6th Street Pumping Station.
- 2/27/12 - The air compressor that controls the pumps at the Grant Street pumping station burned up over night. We took parts form 3 old ones to make one to operate, until we get a new replacement.

Had 67 PA #1 calls in February. 10 of which were in conflict.
 Received 114 loads of septage for a total of 356,250 gallons for an average of 12,285 gallons per day.
 Lagoon Levels as of 3/12/12 - 1 = 17.8' 2 = 18.8' 3 = 17.1'
 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: Resolution #12-02-001 is ready for the Board's consideration.
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 February was \$14,250.00 representing 114 loads accepted for a total of 356,250 gallons.

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

LEGAL ITEMS:

Motion made, seconded and passed to approve and adopt Resolution #12-02-001. (E. Todd, J. Schaible)

CORRESPONDENCE: None.

OLD BUSINESS:

NEW BUSINESS:

PUBLIC COMMENT:

Non-Agenda Items –

ADJOURN: Motion made, seconded and passed to adjourn. (R. Kepler, J. Schaible)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary