

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

May 16, 2012

Vice Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Yeatman, Phil Brenner, Eric Todd, and John Schaible. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, Joel Brown, Joe Chamberlain, Erin & Fred Klotzbach.

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

Motion made, seconded and passed to approve the Agenda. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve the Minutes of April 18, 2012. (R. Yeatman, P. Brenner) E. Todd and P. Reynolds 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 \$7,663.59 and the monthly bills in the amount of \$48,731.50. (P. Brenner, R. Yeatman)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #255 in the amount of \$90,000.00 to transfer to the Operating Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #256 in the amount of \$32,000.00 to transfer to the Payroll Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #257 in the amount of \$83,060 to transfer to the BRI Account. (P. Brenner, R. Yeatman)

Bond Redemption & Improvement Fund:

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

Fund Requisition Request #255 to Samuel L. Ross in the amount of \$6,190.43 for June 2012 Rent. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #256 to Barbara H. Ross in the amount of \$13,070.41 for June 2012 Rent. (P. Brenner, R. Yeatman)

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 #62 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$3,093.86 for work related to the Osborne Lagoon. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #63 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$310.00 for the Ross Sprayfield Project. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #64 from the Subordinated Sewer Revenue Note Series of 2011 to Oxford Area Sewer Authority in the amount of \$500.00 for the Osborne Lagoon. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #65 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$40,482.87 for work related to the WWTP Design & Permitting. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #66 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$16,150.31 for the Ross Sprayfield Project. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #67 from the Subordinated Sewer Revenue Note Series of 2011 to Oxford Area Sewer Authority in the amount of \$1,000.00 for the WWTP Design & Permit. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #68 from the Subordinated Sewer Revenue Note Series of 2011 to Tetrahedron Consultants,

Inc. in the amount of \$2,160.92 for work related to the Osborne Lagoon. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #69 from the Subordinated Sewer Revenue Note Series of 2011 to Alan A. Myers, LP in the amount of \$991,411.20 for work related to the Osborne Lagoon. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #70 from the Subordinated Sewer Revenue Note Series of 2011 to AJM Electric, Inc. in the amount of \$57,654.00 for construction work related to the Osborne Lagoon. (P. Brenner, R. Yeatman)

Total Draw Request from the Subordinated Sewer Revenue Note Series of 2011: \$1,112,763.16

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

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 May 16, 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 Ross Tract Design is currently under way at Rettew, staff has reviewed the 30% design submitted by Rettew and the Part II permit application is being prepared for

submittal 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: Ed has sent a copy of the draft agreement which Kathy Gray edited, to address the Board's comments from the April meeting. At this point Ed has heard nothing back from Andrew's Excavating. Ed will keep the Board informed when he gets a response.

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 513,871 with a maximum day of 756,239 for a total of 15,416,144.

The average daily effluent was 548,615 with a maximum day of 978,000 for a total of 14,264,000.

Pump Station Hours of Operation were:

6th Street = 269.6 Grant Street = 188.9 8th Street = 340.6
Q1 = 2.1 Locust Street = 3.4 Locksley Glen = 89.1
Wiltshire = 143.8

OASA Operations Report:

4/2/12 - Pulled Pump #2 at 8th Street Pump Station due to tripping out. Found that the impeller was full of tags.

4/5/12 - Changed the oil in the Godwin Pump at 1400 hours.

4/5/12 - Had Sunoco install 4 new tires and alignment to the 2000 Chevy Truck.

4/5/12 - Removed the floating grease out of the Grant Street Station wet well.

4/9/12 - Kline's Septic Services cleaned the septage receiving tanks.

4/10/12 - Cleaned out the auger on the septage unit.

4/11/12 - Took the 2000 Chevy Truck to Sunoco for new steering wheel.

4/17/12 - First cutting of hay on Pivot #1 & #6.

4/18/12 - Attended weekly meeting at Osborne.

4/21/12 - First cutting of hay Pivot #4.

4/24/12 - Changed oil in Godwin Pump 1669.0.

4/25/12 - Installed blower #1 for the septage unit. Started it up on 4/30/12.

4/25/12 - Turned off pivot 32 for hay removal.

4/25/12 - Attended weekly/monthly meeting at Osborne.

4/26/12 - Pulled septage pump #2 due to not pumping, found it to be full of rags.

There were 92 PA #1 calls for the Month of April, 40 of them needed to be checked for conflict and/or marked.

Septage: 178 loads of septage for a total of 528,250 gallons.

Lagoon Levels as of 3/12/12 - 1 = 18.3' 2 = 17' 3 = 16.9'

Storage of days as of 5/9/12 = 10.5

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: .
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 March was \$21,110.00 representing 178 loads accepted for a total of 527,750 gallons.

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

LEGAL ITEMS:

CORRESPONDENCE: None.

OLD BUSINESS:

NEW BUSINESS:

PUBLIC COMMENT:

Non-Agenda Items –

ADJOURN: Motion made, seconded and passed at 7:52 pm to adjourn to Executive Session. (R. Yeatman, P. Brenner)

The meeting was called back to order at 9:10 pm, the Board had met in Executive Session to discuss the possible acquisition of land and legal advice regarding potential litigation. The beginning no further business before the Board a motion was made, seconded and passed to adjourn the meeting at 9:12 pm.

(E. Todd, R. Yeatman)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary