

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

November 14, 2012

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Yeatman, Patrick Hughes, Joe Scheese, Eric Todd, John Schaible. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Michele Braas, Rettew; J. Chamberlain, Joel Brown, Blair Fleischmann.

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

Motion made seconded and passed to approve the agenda as written. (E. Todd, P. Hughes) At the request of the Chairman, the Executive Session was removed from tonight's meeting agenda.

Motion made, seconded and passed to approve the minutes of the October 17, 2012 meeting as written. (J. Schaible, J. Scheese)

Public Comment Period: No one asked to speak at this point.

A. Action Items: Resolution 12-11-001 Recognition of Employee Service

B. Appearances: None.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$8,044.79 and the monthly bills in the amount of \$83,251.70. (E. Todd, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #273 in the amount of \$100,000.00 to transfer to the Operating Account. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #274 in the amount of \$32,000.00 to transfer to the Payroll Account. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #275 in the amount of \$529,930 to transfer to the Bond Redemption & Improvement Fund. (E. Todd, J. Scheese)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #272 to Samuel L. Ross in the amount of \$6,190.43 for December 2012 Rent. (E. Todd, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #273 to Barbara H. Ross in the amount of \$13,070.41 for December 2012 Rent. (E. Todd, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #274 to Xylem Dewatering Solutions in the amount of \$23,941.57 for a new pump. (E. Todd, R. Yeatman)

Total Bond Redemption & Improvement Fund Requisitions: \$43,202.41

Escrow Accounts

Motion made, seconded and passed to pay Rettew in the amount of \$2,039.85 (check #115C) for Invoice 27527 for work done for Ware. (E. Todd, P. Hughes)

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Draw Request #111 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$41,821.12 for work related to the Osborne Lagoon.

Draw Request #112 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$53,731.21 for work related to the WWTP.

Draw Request #113 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$35,354.63 for work related to the Ross Spray Fields.

Draw Request #114 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Assoc. in the amount of \$660.90 for work related to the UDSA Funding.

Draw Request #115 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$315.00 for work related to the Osborne Lagoon.

Draw Request #116 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$250.00 for work related to the USDA Loan.

Draw Request #117 from the Subordinated Sewer Revenue Note Series of 2011 to Alan A. Myers in the amount of \$540,519.18 for work related to the Osborne Lagoon.

Draw Request #118 from the Subordinated Sewer Revenue Note Series of 2011 to AJM Electric in the amount of \$31,350.00 for work related to the Osborne Lagoon.

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$704,002.04 Motion made, seconded and passed to approve. (E. Todd, P. Hughes)

Motion made, seconded and passed to approve the Treasurer's Report of November 14, 2012. (P. Hughes, 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.

CHAIRMAN'S ITEMS: None.

CONTRACT AWARDS: None.

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 November 14, a new six week look out schedule will be available at the Board Meeting. Based on the November 7th, six week look out, substantial completion has moved due to Hurricane Sandy and other factors. On November 1st, representatives from the PADEP Southeast Regional Office Water Quality section did an inspection of the lagoon and on November 2nd, representatives from PADEP's Dam Safety section also did an inspection. Based on their comments they were quite pleased with what they saw and are willing to issue letters allowing us to partially fill the lagoon in order to do equipment testing and install the aeration equipment. Once the project is deemed complete by Rettew, both sections of PADEP will be out to do a final inspection and after review of all the documents that will be needed for their final review, they will issue the go ahead to begin operation of the lagoon. At this point, I would estimate that will probably be late December. We are currently

anticipating the beginnings of the filling operation on November 13th. On October 10th, Ed sent a letter to Jenifer Fields, Regional Manager, Water Management at PADEP Southeast Regional Office requesting her guidance as to what will need to transpire in order to have the Consent Order lifted. At this time Ed has not received a response.

Future Disposal Fields: The Ross Tract Part II permit has been submitted to PADEP. On November 7th, Curt Miller and Michele met with representatives of PADEP Southeast Regional Office to discuss the application. DEP has requested that an additional test well be drilled on Ross for monitoring, and that seems to be the final issue standing in the way of the permit being issued. Ed agreed that OASA was willing to install the well ASAP and Rettew will submit new information to DEP showing the sight of the new well. Bid specifications for the project are under final quality control check at Rettew and Barley Snyder and it is hoped that we can put the project out to bid the week of November 12th.

Pretreatment Regulations: Nothing to report at this time.

Lincoln/Brick Street Spray Field Analysis: Nothing to report at this time.

New Treatment Plant: The Part II permit is in its final stages of preparation for submission. Once it is complete, it will be submitted to PADEP.

Funding Assistance: Nothing to report at this time.

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

12" Effluent Force Main Replacement Feasibility Study: Design work currently underway at Rettew. Rettew's survey crew is currently in the field. Once their work is complete, mapping of proposed route will be prepared and a meeting with PECO will be arranged.

Pump Station Evaluations: The report is being finalized. Refer to Engineer's Report.

2. **Developer Activity** – Nothing to report at this time.

3. **Operations Report:**

Operations Management Report: The average daily influent were 547,787 with a maximum day of 1,489,749 for a total of 16,981,410.

The average daily effluent was 683,250 with a maximum day of 1,048,000 for a total of 13,655,000.

Lagoon Levels: #1 - 18" #2 - 17.7" #3 - 15.0"

Pump Station Hours of Operation were:

6th Street = 321.8 Grant Street = 198.9 8th Street = 265.3

Q1 = 3.8 Locust Street = 4.4 Locksley Glen = 104.0
Wiltshire = 150.0

OASA Operations Report:

10/3/12 – Had Klines Septic Services clean the influent lift station.

10/4/12 – Put a new motor and gear box on Pivot #4.

10/6/12 – Farmer mowed hay on Pivot #5 and asked to let Pivots 1/3/4 off for drying.

10/11/12 – Picked up the repaired pump from Flygt. It needed a new impeller and miscellaneous parts, we installed it in the plant lift station while MGK made repairs to the piping and guide rails, they also replaced the pump stand and installed support braces to the 6” pipes.

10/15/12 – The new 4” Godwin pump came in, we hooked it up so they could take the rented pump back.

10/17/12 – the 6” pump we had rented for pump around at the lift station was picked up by Godwin.

10/19/12 – Had M&S Services do the annual flow meter calibration, they took the meter from Twin Ponds with them for evaluation, it is not working.

10/25/12 – Met with design engineers from Rettew about the new plant and Ross Spray Fields.

10/26/12 – Met with the tech from the lab about sampling the new monitoring wells at the Osborne Lagoon Site.

We received 171 loads of septage in October for a total of 478,000 gallons, for an average of 15,420 gallons per day. Receiving parts for the rebuild of the Lakeside Septage Receiving Machine so the unit will probably be going out for repairs in November or December. Informed all of the haulers and will give them a definite date when we know for sure. Probably will not be able to accept septage for about two weeks. Currently have 16 storage days remaining. Lost a few days after the 6” of rain from “Sandy”.

A. Financial Report is in the Board Packet.

B. Septage: Billing for October was \$19,120.00 representing 171 loads accepted for a total of 478,000 gallons.

**4. Administration Report
Customer Correspondence**

Personnel Issues

Resolution

Consulting Engineer: Engineer’s Report is in the Board Packet.

Rules & Regulations: Nothing.

Executive Director’s Activities: None.

5. Financial Report:

Financial Reports will be in your Board Packet.

Septage Billing for October was \$19,771.00 representing 173 loads accepted for a total of 494,250 gallons.

Audit – The Auditors are currently in during the week of November 15th to conduct the annual audit. Staff has implemented all of the agreed upon changes that were specified in the Auditors Report to the Board. We will be preparing the Annual Report after they have reviewed the books and agreed to our proposed year ending adjustments.

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

RESOLUTIONS: None.

LEGAL ITEMS:

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – Blair Fleischman questioned what the 3 Capital Restricted Objects were. Ed answered: Osborne Lagoon, Ross Spray Fields and Treatment Plant.

EXECUTIVE SESSION: None.

ADJOURN: Motion made, seconded and passed to adjourn. (J. Scheese, P. Hughes)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary