

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
October 17, 2012

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Bob Yeatman, Phillip Brenner, Joe Scheese, John Schaible and Eric Todd. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, RETTEW; Joel Brown, Joe Chamberlain and JoJo Campbell.

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

Motion made, seconded and passed to approve the agenda as written. (P. Brenner, B. Yeatman)

Motion made, seconded and passed to approve the minutes of the August 15, 2012 meeting. (B. Yeatman, P. Brenner)

Motion made, seconded and passed to approve the minutes of the September 19, 2012 meeting. (P. Brenner. B. Yeatman) J. Schaible abstained.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$9,185.31 and the monthly bills in the amount of \$121,122.15. (P. Brenner, R. Yeatman)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #271 in the amount of \$135,000 to transfer to the Operating Account. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Revenue Requisition #272 in the amount of \$32,000 to transfer to the Payroll Account. (P. Brenner, J. Schaible)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #268 to Samuel L. Ross in the amount of \$6,190.43 for November 2012 Rent. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #269 to Barbara H. Ross in the amount of \$13,070.41 for October 2012 Rent. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #270 to Oxford Area Sewer Authority in the amount of \$604.41 for reimbursement. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #271 to East Nottingham Township in the amount of \$344,188.90 for reimbursement. (P. Brenner, R. Yeatman)

Total Bond Redemption & Improvement Fund Requisitions: \$364,053.74

Escrow Accounts –

Motion made, seconded and passed for payment to Rettew in the amount of \$711.63 (Check #155) for Invoice #25588 for work done for Oxford Commons. (P. Brenner, R. Yeatman)

Total Escrow Checks: \$711.63

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Motion made, seconded and passed to approve Draw Request #104 from the Subordinated Sewer Revenue Note Series of 2011 to Alan A. Meyers LP in the amount of \$604,465.2157 for work related to the Osborne Lagoon. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #105 from the Subordinated Sewer Revenue Note Series of 2011 to AJM Electric in the amount of \$26,185.51 for work related to the Osborne Lagoon.. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #106 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$65.00 for work related to the Osborne Lagoon. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #107 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$44,436.17 for work related to the Osborne Lagoon. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #108 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$8,420.68 for work related to the WWTP Design & Permitting. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #109 from the Subordinated Sewer Revenue Note Series of 2010 to Rettew in the amount of \$1,507.47 for work related to the Ross Sprayfields. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #110 from the Subordinated Sewer Revenue Note Series of 2012 to Rettew in the amount of \$264.36 for work related to the USDA Funding. (P. Brenner, R. Yeatman)

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011: \$685,344.40

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

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

A. Action Items: None.

B. Appearances – None.

FACILITY EXPANSION COMMITTEE REPORT: None. Has not met.

OPERATIONS MANAGEMENT COMMITTEE REPORT: None. Has not met.

FINANCE & BOND COMMITTEE REPORT: None. Has not met.

BUDGET 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: Michelle Braas gave a quick overview presentation of the new Treatment Plant.

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 October 17, a new six week look out schedule will be available at the Board Meeting. Based on the October 10, six week look out, substantial completion is targeted for the week of November 11. Ed sent a letter to the member municipalities inviting them on October 24 @ 6:00 p.m. to stop out and view the project. Will probably not be filling the lagoon at that time, as we must wait until DEP does one last inspection and that cannot be done until a set of gates are installed on the emergency outfall. These gates are currently

scheduled to be installed on October 22. Currently anticipating the beginning of the filling operation on October 29.

Future Disposal Fields: The Ross Tract Part II Permit has been submitted to PADEP. At the present time we have had no word from PADEP other than for Rettew receiving clarification questions from time to time. Ed has instructed Rettew to contact USDA-RUS who has had the bid documents under review for the final approval to bid the project. If we obtain their go ahead, we will put the project out for bid before the end of October, and have a provision in the bid that final reward will be predicated upon receipt of the Part II Permit. All other permits and approvals are in our Possession.

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. Rettew will be presenting a brief overview of the entire project at the Board Meeting. The Part II permit is in its final stages of preparation for submission. Once it is complete, Rettew would like to meet with the Facilities Expansion Committee to make sure there are no changes the Committee would like to make it would change the application.

Funding Assistance: Nothing to report at this time.

Sewer Line Extension Requests: Michele Braas of Rettew will discuss some issues that have arisen regarding the Baltimore Pike Extension.

12" Effluent Forcemain Replacement Feasibility Study: Design work currently underway at Rettew. On October 11, Rettew personnel and Ed walked the entire proposed route for the line so that the surveyors could field observe exactly where the design engineers would like the layout of the pipe to be located. Once the survey is complete, drawings will be prepared so that Rettew and I can meet with PECO to discuss and obtain approval for the routing.

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

2. **Developer Activity**

3. **Operations Report:**

OASA Operations Report: Nothing to report at this time.

Cell Towers: Nothing to report at this time.

Operations Management Report: The average daily influent were 507,477 with a maximum day of 639,551 for a total of 15,224,316.

The average daily effluent was 787,762 with a maximum day of 1,102,000 for a total of 16,543,000.

Lagoon Levels: #1 - 17.8" #2 - 14.4" #3 - 12.1"

Pump Station Hours of Operation were:

6th Street = 278.1 Grant Street = 148.9 8th Street = 261.6
Q1 = 3.3 Locust Street = 3.7 Locksley Glen = 88.4
Wiltshire = 128.8

OASA Operations Report:

9/4/12 – Took apart and cleaned the air lines in Tank #2 at the Septage Tanks.

9/5/12 – Had a protective bed liner sprayed in the bed of the Ford Truck.

9/7/12 – Had Zone 1A over seeded.

9/10/12 – Had to replace the motor that drives Pump #1 at the 8th Street Pumping Station.

9/11/12 – Had an Agronomist Advisor collect the soil samples in all spray fields. He is from the company AET. They have been hired to give us advice to keep our fields in good shape.

9/13/12 – Had Pivot #3 aerated and over seeded.

9/19/12 – Ordered the parts to rebuild the Lakeside Unit, Heisey Mechanical had the best bid and will do the work after the parts arrive. They will take the unit to their shop in Columbia, PA.

9/24/12 – Ordered a new 2013 Chevy Truck.

9/24/12 – The guide rail for Pump #1 at the plant lift station broke in half, rendering that pump useless. Called MGK for evaluation and an estimate on repairs, we are operating on Pump #2 only.

9/25/12 – MGK estimate is about \$5,000. Repairs to take place in about 2 weeks, so we took the pump to Flygt to be serviced while we wait.

9/27/12 – Had to replace a motor and gear box on Pivot #5.

9/30/12 – The remaining pump at the lift station quit pumping so we had to set up the Godwin 4" pump to take its place temporarily, we also ordered a larger (6" pump) to do total pump around in to Lagoon #1 while we remove the pump. The pump was totally clogged, partially due to the fact the comminutor has been out for several months. We cleaned and reinstalled. Pumping is ok now.

We received 113 PA #1 calls this month. 15 were in conflict. We received 143 loads of septage in September for a total of 394,250 gallons, for an average of 13,142 gallons per day.

Currently have 25 storage days remaining.

4. **Administration Report**

Customer Correspondence

Personnel Issues

Resolution

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

Rules & Regulations:

Executive Director's Activities:

5. **Financial Report:**

Financial Reports will be in your Board Packet.

Septage Billing for September was \$15,770.00 representing 143 loads accepted for a total of 394,250 gallons.

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

RESOLUTIONS: None.

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: Motion made, seconded and passed to change the meeting date from November 21, 2012 to November 14, 2012. (P. Brenner, J. Scheese)
Ed will advertise the change.

EXECUTIVE SESSION: Motion made, seconded and passed to recess to Executive Session to discuss possible Acquisition of Land. (J. Scheese, R. Yeatman) Motion made, seconded and passed to reconvene the Board meeting at 8:42 p.m. (J. Scheese, R. Yeatman)

PUBLIC COMMENT:

Non-Agenda Items – None.

ADJOURN: Motion made, seconded and passed to adjourn. (R. Yeatman, E. Todd)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary

