

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
September 19, 2012

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Ron Kepler, Bob Yeatman, Phillip Brenner, Patrick Hughes and Eric Todd. Also in attendance were Edward Lennox, Executive Director; Michelle Braas, RETTEW; Joel Brown, Joe Chamberlain.

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

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

Motion made, seconded and passed to table the minutes of the August 15, 2012 meeting.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$9,333.76 and the monthly bills in the amount of \$125,817.77. (P. Brenner, R. Kepler)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #268 in the amount of \$195,000 to transfer to the Operating Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #269 in the amount of \$35,000 to transfer to the Payroll Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #270 in the amount of \$310,000 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, R. Yeatman)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #265 to Samuel L. Ross in the amount of \$6,190.43 for October 2012 Rent. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #266 to Barbara H. Ross in the amount of \$13,070.41 for October 2012 Rent. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #267 to Petersheim & Longenecker in the amount of \$400.00 for vacant land appraisal. (P. Brenner, R. Kepler)

Total Bond Redemption & Improvement Fund Requisitions: \$19,660.84

Escrow Accounts –

Motion made, seconded and passed for payment to Rettew in the amount of \$145.40 (Check #114A) for Invoice #21924 for work done for Ware. (P. Brenner, P. Hughes)

Motion made, seconded and passed for payment to Rettew in the amount of \$450.00 (Check #154) for Invoice #21923 for work done for Oxford Commons. (P. Brenner, P. Hughes)

Total Escrow Checks: \$595.40

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Motion made, seconded and passed to approve Draw Request #99 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$79,524.57 for work related to the Osborne Lagoon. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #100 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$9,630.35 for work related to the WWTP Design & Permitting. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #101 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$7,326.35 for work related to the Ross Spray Fields. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #102 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$60.00 for work related to the Osborne Lagoon. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Draw Request #103 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$461,364.81 for work related to the Osborne Lagoon. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve the Financial Summary. (P. Brenner, R. Kepler)

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

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

A. Action Items:

- Consideration for Approval Resolution No. 12-09-001 – Approving and Adopting the Operating & Income Budget for 2012-2013.
- Consideration for Approval – Resolution No. 12-09-002 – Approving Rate Increase for Septage.

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:

2012-2013 Operating & Income Budget – The Committee met and reviewed the Operating Budget at length. \$20,000 was budgeted for a major overhaul on the Septage Receiving. \$17,400 is the current bid. There is currently \$25,000 put into the Pump Station to do some of the minor repair work and signage which was recommended by Rettew. Major projects is on hold. Also looking in to new Health Insurance.
2012-2013 Capital Expenditures – Godwin Pump (instead of renting), \$24,900 includes the pump and the piping. Also, to replace the 2000 pick up truck with a 2013 Chevy Silverado with a plow attached for \$29,426.99.

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 September 19, a new six week look out schedule will be available at the Board Meeting. Ed wants to schedule a special field trip at 6:00 p.m. on October 24, 2012 to the Treatment Plant. The next meeting is October 17, 2012.
Future Disposal Fields: The Ross Tract Part II Permit has been submitted to PADEP. Refer to schedule in packet.

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. Refer to the Operations Committee Report. Motion made, seconded and passed to authorize Ed to sign the Subdivision Agreement, after it has been reviewed and approved by Kathy Gray, Solicitor so as to not have to wait for the next Board Meeting to move on it.

Funding Assistance: Nothing to report at this time.

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

12" Effluent Forcemain Replacement Feasibility Study: Design work currently underway at Rettew. Refer to Engineer's report.

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 518,072 with a maximum day of 651,580 for a total of 16,060,239.

The average daily effluent was 678,565 with a maximum day of 982,000 for a total of 15,607,000.

Lagoon Levels: #1 - 18.5" #2 - 14.6" #3 - 13.4"

Pump Station Hours of Operation were:

6 th Street = 335.5	Grant Street = 149.1	8 th Street = 202.9
Q1 = 10.9	Locust Street = 3.9	Locksley Glen = 94.8
Wiltshire = 155.3		

OASA Operations Report:

8/1/12 – Met with John Bucanelli from Rettew and Patrick Adams from J.T. Seeley at the 6th Street Pumping Station to evaluate whether the pumps need upgraded or possibly the wet well needs to be made bigger. The pumps are cycling off and on fairly frequently and averaging 5 hours per day per pump run time. Have been having to rebuild one of the pumps about every two years.

8/7/12 – Had Klines Septic Services clean wet wells at the following pumping stations, 6th Street, 8th Street, Grant Street, Wiltshire, Twin Ponds and Brookside.

8/8/12 – Replaced a broken check valve at the 8th Street Pumping Station.

8/10/12 – EMR Services started the annual service of the pump

station Generators.

8/11/12 – Hay was mowed on Zones 2&3.

8/15/12 – Had a new floor put in the bed of the Ford Truck.

8/27/12 – Met with a rep from Fast Communications to see about getting the Telemetry Line back in operation so we can control the Sprayfield valves from the plant again, the original line was broken When the contractor building Walmart cut it. We could have the Line put on a new pole or possibly go with a radio read system.

8/28/12 – The 6” air line going to the Number 1 Holding Tank was replaced.

We received 123 PA #1 calls this month.

We received 135 loads of septage in August for a total of 383,000 gallons, for an average of 12,355 gallons per day.

Currently have 22 storage days remaining.

4. **Administration Report**
Customer Correspondence
Personnel Issues
Resolution
Consulting Engineer: Engineer’s Report is in the Board Packet.
Rules & Regulations: Resolution #12-09-002 – Amending the Rules and Regulations to increase the Septage Fee.
Executive Director’s Acitivities:
5. **Financial Report:**
Financial Reports will be in your Board Packet.
Septage Billing for July was \$15,320.00 representing 135 loads accepted for a total of 383,000 gallons.

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

RESOLUTIONS:

- Resolution No. 12-09-001 – Approving and Adopting the Operating & Income Budget for 2012-2013 – Motion made, seconded and passed to approve Resolution No. 12-09-001. (R. Kepler, P. Brenner)
Resolution No. 12-09-002 – Approving Rate Increase for Septage – Motion made, seconded and passed to approve Resolution 12-09-002. (P. Brenner, R. Yeatman)

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – Motion made, seconded and passed to allow the Executive Director to call a Special Meeting be called to lift the Sewer Moratorium as soon as a decision has been received from DEP. (P. Brenner, R. Kepler)

EXECUTIVE SESSION: Motion made, seconded and passed at 8:23 p.m. to recess to Executive Session to discuss possible Acquisition of Land. (P. Hughes, P. Brenner) Motion made, seconded and passed to reconvene the Board meeting at 9:40 p.m. (P. Hughes, P. Brenner)

ADJOURN: Motion made, seconded and passed to adjourn. (P. Hughes, R. Kepler)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary