

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**April 17, 2013**

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Ron Kepler, Robert Yeatman, Joe Scheese, and John Schaible. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Michele Braas, Rettew; Joe Chamberlain, Walter Saranetz, Pete Vanderhof, Joel Brown, Randy Teel and 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. (R. Yeatman, R. Kepler)

Motion made, seconded and passed to approve the minutes of the March 20, 2013 meeting as amended. (R. Kepler, J. Schiable) 1 abstained

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

**A. Action Items:**

1. Consideration for Approval, Althouse, Martin & Associates Architectural and Engineering Services Proposal – OASA Office Building Façade Improvements
2. Consideration for Approval, Purchase of New Holland Boomer 3050 Cab Tractor
3. Consideration for Approval, Resolution 13-04-001 Deed of Dedication – Oxford Commons Pump Station and Resolution 13-04-002 Dedication of Force Main – Tabled until next meeting until all paperwork has been received from the Developer.

**B. Appearances:** None.

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$38,960.23 and the monthly bills in the amount of \$79,807.03. (J. Scheese, J. Schaible)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #288 in the amount of \$90,000.00 to transfer to the Operating Account. (J. Scheese, J. Schaible)

Motion made, seconded and passed to approve Revenue Requisition #289 in the amount of \$40,000.00 to transfer to the Payroll Account. (J. Scheese, J. Schaible)

Motion made, seconded and passed to approve Revenue Requisition #290 in the amount of \$59,191.00 to transfer to the Bond Redemption & Improvement Fund. (J. Scheese, J. Schaible)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #286 to Samuel L. Ross in the amount of \$6,190.43 for May 2013 Rent. (J. Scheese, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #287 to Barbara H. Ross in the amount of \$13,070.41 for May 2013 Rent. (J. Scheese, R. Kepler)

**Total Bond Redemption & Improvement Fund Requisitions: \$19,260.84**

**Escrow Accounts**

Motion made, seconded and passed to pay Rettew Associates in the amount of \$4,753.80 (Check 118) for Invoice 30440 for \$2,521.44 & Invoice 32115 for \$2,232.36 for work done for Ware Presbyterian. (J. Scheese, J. Schaible)

**Total Escrow Checks: \$4,753.80**

**Draw Requests from Subordinated Sewer Revenue Note Series of 2011**

Draw Request #141 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$13,823.53 for work related to the Osborne Lagoon.

Draw Request #142 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$4,075.09 for work related to the Ross Sprayfields.

Draw Request #143 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$8,917.67 for work related to the WWTP Design & Permitting.

Draw Request #144 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$314.13 for work related to the USDA Funding.

Draw Request #145 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$585.00 for work related to the Ross Sprayfields.

Draw Request #146 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$25,568.44 for work related to the Osborne Lagoon.

Draw Request #147 from the Subordinated Sewer Revenue Note Series of 2011 to AJM Electric Inc. in the amount of \$8,901.00 for work related to the Osborne Lagoon.

Draw Request #148 from the Subordinated Sewer Revenue Note Series of 2011 to PACT Two, LLC in the amount of \$156,645.00 for work related to the Osborne Lagoon.

Draw Request #149 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$16,829.60 for work related to the Ross Sprayfields.

Draw Request #150 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$1,273.81 for work related to the Osborne Lagoon.

Draw Request #151 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$850.88 for work related to the Ross Sprayfields.

Draw Request #152 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$116,078.11 for work related to the WWTP Design & Permitting.

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$353,862.26.** Motion made, seconded and passed to approve. (J. Scheese, R. Kepler)

Motion made, seconded and passed to approve the Treasurer's Report of April 17, 2013. (R. Kepler, 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:** Althouse, Martin and Associates Architectural and Engineering Services Proposal – OASA Office Building Façade Improvement. Motion made, seconded and passed to authorize \$2,700.00 to go through the Schematic Design items A-H listed in the proposal from Althouse, Martin and Associates, which includes the estimator of \$800. (J. Scheese, R. Kepler)

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**

**Consent Order:** Michele Braas and Ed have a meeting with Kelly Sweeney on April 16 to discuss the March 2013 Quarterly CAP/CMP update. At the present time, Ed has not notified those eligible for a release of capacity. Based upon the outcome of the meeting, Ed will release capacity in accordance with the policy adopted by the Board.

**Osborne Lagoon:** Allen Myers' subcontractor is in the process of finishing up the final landscaping work needed to complete the project. It is anticipated that they will be complete the week of April 15<sup>th</sup>.

**Ross Spray Fields:** Construction has commenced on the project. Preliminary E & S work is being completed at this point.

**Future Disposal Fields:** The Land Acquisition Committee met on January 24, 2013 and gave the Executive Director a number of assignments with respect to potential land acquisition. The Executive Director informed the Committee he could have the project completed in May 2013.

**Pretreatment Regulations:** Nothing to report at this time.

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

**New Treatment Plant:** Rettew is currently finalizing design and bid documents. Currently on track to bid project in April.

**Funding Assistance:** Rettew Associates is completing the revised cost estimate. Once Ed has received and reviewed it, he will schedule a meeting with the parties potentially involved with the project.

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

**12" Effluent Force Main Replacement Feasibility Study:** Preliminary design work on path of force main has been completed and submitted to PECO for their comments.

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

2. **Developer Activity – Oxford Commons –** Included in the Board Packet are Resolutions 13-04-001 & 13-04-002 for the Dedication of the Pump Station and Force Main. Everything is in order. Ed

would recommend both resolutions for Board approval pending receipt of the signed documents from the developer. This has been tabled.

**Operations Report:** Included in the Board Packet is a quote to replace the current backhoe-mower the Authority owns. The current one has reached its useful life. The pricing is based upon the COSTARS state contract therefore does not need to be bid.

**Personnel Issues:** Nothing to report at this time.

**Operations Management Report:** The average daily influent were 551,217 with a maximum day of 793,101 for a total of 17,087,729.

The average daily effluent was 574,917 with a maximum day of 646,000 for a total of 13,798,000.

**Lagoon Levels:** #1 – 18” #2 – 18” #3 – 17.9”

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 284.7 Grant Street = 195.3 8<sup>th</sup> Street = 236.4  
Q1 = 2.4 Locust Street = 4.7 Locksley Glen = 98.0  
Wiltshire = 189.7

**OASA Operations Report:**

3/7/13 – The repaired aerator from Lagoon #1 was returned.

3/8/13 – Had a tech from J.C. Controls check out the accuator valve controller in Pivot #4.

3/11/13 – New hire operator John Bright started.

3/14/13 – Godwin returned our repaired pump again.

3/15/13 – Met a pump tech from J. T. Seeley at Osborne Pump Station to check effluent pumps for leaks. Pump 1 had stopped leaking and Pump 2 has a very minor leak. Decided to just keep an eye on it for now and advise if it gets any worse.

3/15/13 – Tech from J.C. Controls returned and replaced a burned out board in Pivot 4 valve controller.

3/18/13 – Called supplier for Reed Canary grass seed for spray field repairs but found it nearly impossible to get. One supplier had a limited amount for \$730.00 per 100 lbs. We decided to use Orchard Grass instead.

3/20/13 – Had to remove Aerator #2 from lagoon #2 after we saw it smoking. Sent it out to be evaluated.

3/21/13 – Had 30% Nitrogen Fertilizer applied to all spray fields. After reviewing soil sample results it was recommended by the Agronomist.

3/21/13 – Had to have some welding done on the 2006 GMC to repair a tool box.

3/21/13 – Attended a construction meeting with the Contractor

Pact 2 and the DEP about the Ross Farm Spray Field Project.  
3/22/13 – Pact 2 moved in their Office trailers and some equipment.  
3/25/13 – Sent the flow meter from Pivot #5 to McCrometer for repair or replacement.  
3/26/13 – Had techs from O.A. Newton in to trouble shoot electrical problems with Pivot #2 and Pivot #1.

We received 89 loads of septage in March for a total of 227,750 gallons. Average gallons per day 7,346. Storage days remaining is 14 at the Osborne Lagoon.

4. **Administration Report**  
**Customer Correspondence**  
**Personnel Issues**  
**Resolution** – Resolution No. 13-04-001 – Deed of Dedication Oxford Commons Pump Station. Resolution 13-04-002 Dedication of Oxford Commons Force Main. Tabled until May meeting.  
**Consulting Engineer:** Engineer's Report is in the Board Packet.  
**Rules & Regulations:** Nothing.  
**Executive Director's Activities:** None.
5. **Financial Report:**  
**A.** Financial Report is in the Board Packet.

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

**RESOLUTIONS:**

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** The Executive Director presented the Board with a memorandum stating a request from Lower Oxford and East Nottingham Townships for consideration by the Authority to manage the municipalities recordkeeping with respect to the septage collected under their Septage Management Programs. After a discussion by the Board and Michele Braas pointing out that Rettew has set up similar programs for some of their clients, the Chairman appointed an Ad Hoc Committee of J. Scheese, J. Schaible, R. Yeatman and P. Hughes to meet with Rettew see what their program looks like and to then meet with the municipalities to discuss options.

**PUBLIC COMMENT:**

**Non-Agenda Items** – Randy Teel questioned whether the number of EDU’s originally planned for the lagoon has changed. Ed states it has not. Mr. Teel also asked questions about the Ware Presbyterian project which the Executive Director responded to.

**EXECUTIVE SESSION:** None.

**ADJOURN:** Motion made, seconded and passed to adjourn. (J. Scheese, J. Schaible)

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary