

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**August 21, 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, Phil Brenner, Patrick Hughes, Joe Scheese, Eric Todd, and John Schaible. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Michelle Braas, Rettew and Joel Brown.

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

Motion made, seconded and passed to approve the agenda as presented. (J. Scheese, P. Brenner)

Motion made seconded and passed to approve the minutes of July 17, 2013 as amended to remove double wording. (J. Schaible, J. Scheese) 2 abstained (P. Hughes, P. Brenner) Motion made seconded and passed to approve the amended minutes of July 17, 2013. (J. Scheese, R. Yeatman)

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

**A. Action Items:**

1. Auditors Engagement Agreement
2. Resolution #13-08-001 – Resolution Setting Forth the Policy for Signing PADEP Sewage Facilities Planning Module.
3. Appearances

**TREASURER’S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$16,103.87 and the monthly bills in the amount of \$66,706.67. (P. Brenner, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #299 in the amount of \$75,000.00 to transfer to the Operating Account. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #300 in the amount of \$81,160.00 to transfer to the 1998 Bond Fund. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #301 in the amount of \$165,171.25 to transfer to the 2006 Bond Fund. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #302 in the amount of \$296,023.00 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #303 in the amount of \$55,000 to transfer to the Payroll Account. (P. Brenner, J. Scheese)

Motion made, seconded and passed to re-verify current numbers for Revenue Requisitions and place in consecutive order. (P. Brenner, J. Scheese)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #295 to Samuel L. Ross in the amount of \$6,190.43 for September 2013 Rent. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #296 to Barbara H. Ross in the amount of \$13,070.41 for September 2013 Rent. (P. Brenner, J. Scheese)

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

**Escrow Accounts**

**Total Escrow Checks: \$0.00**

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

Draw Request #165 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$21,616.01, AJM Electric in the amount of \$6,300.00, PACT Two in the amount of \$156,741.75, for work related to the Ross Spray fields.

Draw Request #166 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$2,860.00 and Rettew Associates in the amount of \$8,946.77 for work related to the WWTP.

Draw Request #167 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$1,161.70 for work related to the Osborne Lagoon.

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$197,626.23 . Motion made, seconded and passed to approve. (P. Brenner, )**

Motion made, seconded and passed to accept the Auditor Contract dated August 9, 2013. (P. Hughes, P. Brenner)

Motion made, seconded and passed to approve the Treasurer's Report of August 21, 2013. (J. Scheese, P. Brenner)

**FACILITY EXPANSION COMMITTEE REPORT:** None. Has not met.

**ON-LOT SEWAGE FACILITIES MANAGEMENT COMMITTEE:** 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**
  - A. Osborne Lagoon:** We are waiting for PADEP Dam Safety to conduct a final inspection of the lagoon berm to close out this project.
  - B. Ross Spray Fields:** Construction work continues on schedule, no major issues to report at this time.
  - C. New Treatment Plant:** USDA-RUS has given approval for the Authority to sign the contracts as of this point, the Authority is still waiting for the final contracts to be submitted for Chairman's signature. A tentative Pre-Construction meeting has been set for August 29, 2013.
  - D. PennWorks Grant Application:** At this point, while there has been communication with PA DCED, with respect to clarification of information in our application, we will have to wait until the end of September to see if the projects receive funding.
  - E. Future Disposal Fields:** Nothing to report at this time.
  - F. Pretreatment Regulations:** Ed continues to work with Rettew to update these regulations as well as the specifications for sewer extension construction and should have something for the Operations Committee to review by the end of August.
  - G. 12" Effluent Forcemain Replacement Feasibility Study:** Nothing to report at this time.

**H. Municipal On-Lot Septage Management:** Michele and Ed are still working on a date to meet with the member municipalities, should have something set shortly.

**I. Administration Building Façade:** The project is currently out for bid, with bid opening date set for August 27<sup>th</sup>.

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

**III. Operations Report:** Included in the Board Packet.

**IV. Administration Report:**

**A. Customer Correspondence**

**B. Resolutions** – Resolution No. 13-08-001 – Resolution Setting Forth the Oxford Area Sewer Authority’s Policy for Signing PADEP Sewage Facilities Planning Module. This Resolution would set forth policy for the signing of PADEP SFPM by the Executive Director and setting forth the policy for financial compensation for the allocation of capacity to the SFPM.

**C. Personnel Issues**

**D. Consulting Engineer** – Included in the Board Packet.

**E. Rules and Regulations**

**V. Financial**

**A.** Year to date income expense report

**B.** Septage: Billing for July was \$18,012.00 representing 132 Loads accepted for a total of \$375,250.00

**Operations Management Report:** The average daily influent were 606,957 with a maximum day of 1,114,142 for a total of 18,814,666.

The average daily effluent was 710,607 with a maximum day of 1,192,000 for a total of 19,897,000.

**Lagoon Levels:** #1 – 18.3” #2 – 19.2” #3 – 16.9”  
Osborne – 16.1”

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 309.0” Grant Street = 206.9 8<sup>th</sup> Street = 236.2  
Q1 = 3.2 Locust Street = 6.5 Locksley Glen = 105.5  
Wiltshire = 179.5

**OASA Operations Report:**

7/2/13 - Had Martin mow the Ross Farm to accommodate the contractors.

7/8/13 - Got Walsh Excavating to use their equipment on the Osborne Roadway.

7/8/13 - Had to replace the meter posts for Zones 1 & 1A due to vandalism.

7/9/13 - Had M&S Services replace a motor starter and the repaired motor at the Grant Street Pump Station.

7/10/13 - Serviced the Godwin pump at the plant.

7/17/13 - Pulled Aerator #1 & #7 in Lagoon #1 for repairs.

7/19/13 - Ordered new impellers for both pumps at the Wiltshire Pump Station.  
7/22/13 - Replaced Pump #1 Hour Meter at the 8<sup>th</sup> Street Pump Station.  
7/22/13 - Had O.A. Newton replace a gasket and packing on Pivot #1.  
7/24/13 - Had Dolinger Electric repair a light fixture at the administration building, and Oxford Plumbing & Heating check the a/c unit.  
7/24/13 - Had to repair the 4" Force Main between the septage receiving tanks and Lagoon #1 after a clean out was found to be broken off. A minor spill occurred and DEP was notified.  
7/25/13 - Had to pull Pump #2 at Wiltshire Pump Station and send out for a rebuild.  
7/26/13 - Replaced a gasket on Pivot #2.

Storage days remaining is 15.6

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

**RESOLUTIONS:** Motion made, seconded and passed to Accept Resolution #13-08-001 Resolution Setting Forth the Oxford Area Sewer Authority Policy for Signing PADEP Sewage Facilities Planning Module. (J. Scheese, P. Brenner)

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** The Board meeting for September is scheduled for September 25.

**PUBLIC COMMENT:**

**Non-Agenda Items** – Michelle asked that anyone interested in attending the PSU game against Perdue should let her know as soon as possible if they are interested.

**EXECUTIVE SESSION:** Motion made, seconded and passed to recess to Executive Session to discuss Real Estate at 8:08 p.m. (J. Scheese, P. Brenner) The Board meeting reconvened at 8:30 p.m.

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

Respectfully Submitted,

Donna M. Patrick

Recording Secretary