

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of December 18, 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, Philip Brenner, Patrick Hughes, John Schaible. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, Rettew, Mike Brown, 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. Schaible, P. Brenner)

Motion made seconded and passed to approve the minutes of November 20, 2013 as amended to add J. Scheese to members in attendance. (P. Hughes, R. Kepler)

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

A. Action Items:

1. Review and Approval for Fulton Bank Interim Loan Increase – Motion made, seconded and passed for approval of Chairman to sign the Commitment Letter. (R. Kepler, P. Brenner)
2. Consideration of Pact Two's contract extension Request for Ross Spray field Project – Motion made, seconded and passed to give the Executive Director negotiating rights for response to PACT Two's contract timing. (P. Hughes, R. Kepler)
3. Consideration of Termination and New Contract for Spray Fields Caretaker's Agreement – Motion made, seconded and passed to grant the Executive Director negotiation rights with Bethel Hill and send a Letter of Termination of the Caretakers Agreement and 1 year Notice on Lease. (P. Brenner, P. Hughes)
4. Pact Two – Mack Industries Submittal
5. Review and Approval of PECO Letter – Motion made, seconded and passed to have the Executive Director submit a letter to PECO regarding the Dam Wall. (P. Hughes, P. Brenner)
6. Appearances

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$116,348.07 and the monthly bills in the amount of \$48,786.00. (P. Brenner, J. Schaible)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #311 in the amount of \$40,000.00 to transfer to the Payroll Account. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #312 in the amount of \$55,000.00 to transfer to the Operating Account. (P. Brenner, P. Hughes)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #308 to Samuel L. Ross in the amount of \$6,190.43 for January 2014 Rent. (R. Yeatman, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #309 to Barbara H. Ross in the amount of \$13,070.41 for January 2014 Rent. (R. Yeatman, P. Hughes)

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

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Draw request #172 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$22,250.67, and \$5,175.00, Brendan Stanton (BSI Electrical) in the amount of \$14,585.00, and PACT Two LLC in the amount of \$429,885.00, and reimburse the Oxford Area Sewer Authority in the amount of \$500.00 for work related to the WWTP.

Draw Request #173 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$575.00 and \$25,526.82. AJM Electric in the amount of \$10,730.00, and PACT Two in the amount of \$213,612.48 for work related to the Ross Spray fields. (P. Brenner, R. Kepler)

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$722,839.97 .

Motion made, seconded and passed to approve the Treasurer's Report of November 20, 2013. (R. Kepler, P. Hughes)

FACILITY EXPANSION COMMITTEE REPORT: Held a Committee Meeting on December 13, 2013.

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**
 - Osborne Lagoon:** The project is now officially closed out.
 - A. Ross Spray Fields:** At last month's Board Meeting, Ed presented the Board with a letter from Pact Two requesting a time extension. Over the course of the last month, Ed has been working with David Cooper and Dennis Hammaker of Rettew to finalize the Authority's response to Pact Two's request along with how Pact Two's request will impact the electrician's contract. In the Board Packet is a draft response to Pact Two's request, a summary of the major work still to be completed and a schedule for completion. While Ed is not pleased with granting the extension, he thinks it is in all parties' best interest to grant one as put forth by Dennis' letter. Since anything less could open the Authority to having to go to arbitration to mitigate a final determination of a time extension the proposed extension is what we feel would be the outcome of arbitration. Over the course of construction, both Ed and Rettew have on numerous occasions spelled out to Pact Two we were concerned with their ability to finish on time and the issues we saw, but it still has come down to this. Both Rettew and Ed are willing to go back to Pact Two with whatever decision the Board may reach.
 - B. New Treatment Plant:** Other than E&S work, nothing much construction wise has taken place. Pact Two has made a submittal of Mack Industries as the provider of the treatment

portion post tensioned structure and it is under review by Rettew. Due to the complexity of the submittal, Rettew will probably not have a final determination of whether it is an 'or equal' substitute until Board Meeting Day, but will have a report and hopefully a recommendation for the Board's consideration at the meeting.

- D. PennWorks Grant Application:** As you can see by the two letters in the Board Packet, we were not awarded the grants. Ed does not believe the Municipalities were copied on these letters, but first wanted the Board to see them before forwarding the letters to them.
- 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 January.
- G. 12" Effluent Forcemain Replacement Feasibility Study:** Nothing to report at this time.
- H. Municipal On-Lot Septage Management:** Nothing to report at this time.
- I. Administration Building Façade:** The Authority has received the building permit from the Borough for this project. Ed has forwarded the signed construction contract to the contractor and there will be a pre-construction meeting at our office on Thursday, December 19, 2013.
- J. Grant Funding:** Enclosed in the Board Packet is a commitment letter from Fulton Bank to increase our interim loan by \$1,300,000. Ed will have more to report at the Board Meeting.

- 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** – None.
 - C. Personnel Issues** – None.
 - 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 November was \$13,140.00 representing 91 Loads accepted for a total of \$273,750.00

Operations Management Report: The average daily influent were 525,190 with a maximum day of 949,000 for a total of 16,280,902.

The average daily effluent was 513,230 with a maximum day of 910,000 for a total of 12,833,000.

Lagoon Levels: #1 – 18.1” #2 – 16.9” #3 – 15.6”
Osborne – 17”

Pump Station Hours of Operation were:

6th Street = 270.3 Grant Street = 183.2 8th Street = 202.9
Q1 = 1.9 Locust Street = 5.2 Locksley Glen = 101.7
Wiltshire = 109.0

OASA Operations Report:

11/4/13 – Ordered a transducer to replace the measuring device at the Oxford Commons Pumping Station.

11/5/13 – Replaced a support brace on Pivot #6.

11/6/13 – Had a problem with the Pump #2 breaker at the 6th Street Pumping Station, took parts from 2 old ones to make one good one until we can get a replacement.

11/7/13 – Found a short circuit in the control panel at the septage receiving unit, ordered parts for repair.

11/13/13 – Had Dolinger Electric address a problem with the outside lights at the treatment plant.

11/13/13 – D&P Fire and Safety repaired one of our oxygen sensor meters.

11/15/13 – Found a grinder at the 6th Street Pumping Station had quit working due to a broken chain, we ordered parts for repair.

11/20/13 – Had Dolinger Electric repair lights at the administration building.

11/21/13 – Replaced the breaker for pump #2 at 6th Street Pumping Station.

11/25/13 – Had the septage receiving tanks cleaned.

11/27/13 – Put a new pump in tank #1 at the Septage Receiving.

11/26/13 – Had Walsh Excavating repair a small leak in the 6th Street Force Main, we supplied the parts.

We received 119 loads of septage in September for a total of 351,500 gallons averaging about 11,400 gallons per day.

Storage days remaining is 18.

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

RESOLUTIONS: None.

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: Next month (January 2014) is the Election of Officers, appointment of Solicitor and appointment of Consulting Engineers. Discussion held regarding whether there has been rate increases.

PUBLIC COMMENT:

Non-Agenda Items –

ADJOURN: Motion made, seconded and passed to adjourn. (R. Kepler, J. Schiabe)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary