

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**February 20, 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, Eric Todd, John Schaible, P. Hughes. Also in attendance were Edward Lennex, Executive Director; Kathleen Gray, Barley Snyder; Michele Braas, Rettew; Joel Brown, Joe Chamberlain 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 amended. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve the minutes of the January 16, 2013 meeting as amended. (J. Scheese, E. Todd)

Motion made, seconded and passed to approve the minutes of the Special Board Meeting of January 30, 2013 as presented. (B. Yeatman, R. Kepler) E. Todd, P. Hughes abstained.

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

**A. Action Items:**

1. Consideration for Approval, New Hire – Probationary Period Policy
2. Consideration for Approval, Resolution 13-02-001 – Resolution of the Board of Oxford Area Sewer Authority Partially Lifting the Moratorium on connections to its Sewer System

**B. Appearances:** None.

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$18,466.98 and the monthly bills in the amount of \$54,275.06. (E. Todd, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #282 in the amount of \$100,000.00 to transfer to the Operating Account. (E. Todd, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #283 in the amount of \$32,000.00 to transfer to the Payroll Account. (E. Todd, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #284 in the amount of \$290,772.50 to transfer to the 1998 Bond Fund. (E. Todd, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #285 in the amount of \$60,171.25 to transfer to the 2006 Bond Fund. (E. Todd, P. Hughes)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #281 to Samuel L. Ross in the amount of \$6,190.43 for March 2013 Rent. (E. Todd, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #282 to Barbara H. Ross in the amount of \$13,070.41 for March 2013 Rent. (E. Todd, R. Yeatman)

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

**Escrow Accounts**

Motion made, seconded and passed to pay Barley Snyder in the amount of \$280.00 (Check 132) for Invoice 454780-4 for work done for Oxford Commons Shopping Center. (E. Todd, J. Schaible)

Motion made, seconded and passed to pay Rettew in the amount of \$536.16 (Check 133) for Invoice 32113 for work done for Oxford Commons Shopping Center. (E. Todd, P. Hughes)

Total Escrow Checks: \$816.16

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

Draw Request #130 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$18,352.53 for work related to the Osborne Lagoon.

Draw Request #131 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$48,647.35 for work related to the WWTP Design & Permitting.

Draw Request #132 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$30,011.38 for work related to the Ross Sprayfields.

Draw Request #133 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$300.00 for work related to the Ross Sprayfields.

Draw Request #134 from the Subordinated Sewer Revenue Note Series of 2011 to AJM Electric Inc. in the amount of \$9,260.00 for work related to the Osborne Lagoon.

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$106,571.26.** Motion made, seconded and passed to approve. (E. Todd, J. Scheese)

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

**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:** None.

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**  
**Consent Order:** At this point, the Authority still has not received a letter from DEP with respect to Enforcement Order. While Ed has the understanding from people within the Southeast Regional Office that the letter is imminent, none are quite sure when it will be signed and mailed. With respect to the ban on new connections to the sewer system, Kathy Gray and Ed have prepared Resolution No 13-02-001 for the Board's consideration (Version #1 & Version #2 are included in the Board Packet) Board Members gave Ed permission if after 2 weeks, he has not gotten a response, to make a phone call for status.  
**Osborne Lagoon:** The Lagoon has been deemed operational by PADEP Dam Safety and by the Southeast Regional Office Water Quality Department. The electrical contractor has completed all of its Punchlist Items and is receiving final payment for the project. There are still a number of Punchlist items that need to be dealt with by the general contractor. Rettew is working closely with them to close out the project.

**Ross Spray Fields:** The Board met on January 30, 2013 in Special Session to tentatively approve award of the general and electrical contracts. It appears from the attached email from USDA-RUS that they are okay to award, and once we hear from Kathy Gray, Rettew will set the wheels in motion to officially award the contracts and get the contract signed so they can issue notice to proceed. Approximately 2 weeks to complete.

**Future Disposal Fields:** The Land Acquisition Committee met on January 22, 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 March 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 late March, early April.

**Funding Assistance:** Nothing to report at this time.

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

**12" Effluent Force Main Replacement Feasibility Study:** Design work currently underway at Rettew. Rettew's survey crew is currently in the field. Once their work is complete, mapping of proposed route will be prepared and a meeting with PECO will be arranged.

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

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

3. **Operations Report:**

**Personnel Issues:** In the Board Packet is a New Hire – Probationary Period Policy for the Board's consideration And approval. Motion made, seconded and passed to approve The policy. (J. Scheese, P. Hughes)

**Operations Management Report:** The average daily influent were 539,1630 with a maximum day of 772,735 for a total of 16,714,050.

The average daily effluent was 539,100 with a maximum day of 883,000 for a total of 16,173,000.

**Lagoon Levels:** #1 – 17.5" #2 – 16.9" #3 – 16.3"

**Pump Station Hours of Operation were:**

6 <sup>th</sup> Street = 288.4	Grant Street = 202.5	8 <sup>th</sup> Street = 390.0
Q1 = 3.0	Locust Street = 4.1	Locksley Glen = 106.3
Wiltshire = 178.1		

**OASA Operations Report:**

1/3/13 – Serviced Godwin Pump and noticed an oil leak, called them about it and they said if it continues to let them know. It is still under warranty.

1/3/13 – Found the plug and receptacle that burned off of Aerator #10, repaired with spare parts we had.

1/3/13 – Called for blockage on S. 4<sup>th</sup> Street. It turned out to be the Contractor for the builder had not completed tie in to our main.

1/8/13 – Called Godwin again about the oil leak. They sent a mechanic to make repairs on the location.

1/9/13 – One of our operators attended a training class as is required by DEP for license renewal.

1/10/13 – Heisey Mechanical is working on reinstall of Lakeside Unit, found a broken sensor. Ordered it from Lakeside to be overnight delivery.

1/14/13 – Heisey Mechanical installed sensor, we had a hauler bring in a load to test the unit out and noticed the floats were not working and rake arm in out of adjustment. They still need to come back and install the rock trap and associated pipes.

1/15/13 – Got the Lakeside Unit running so that we can receive septage from haulers, in spite of the rebuild not completed.

1/15/13 – Found a blown gasket on the pump in tank one at the septage receiving, ordered it and installed next day.

1/17/13 – With help from the water department, we took apart and repaired a meter on a sewer only account.

1/17/13 – We had Pipe Data Services clean some mains on 6<sup>th</sup> Street, Grant Street, Nottingham Avenue and Market Street.

1/23/13 – The Lakeside Unit froze up and we could not receive anything from haulers until a week later.

1/29/13 – The Godwin Pump was replaced by a loaner and they took ours to their shop for repairs.

21 Storage days remaining.

4. **Administration Report**  
**Customer Correspondence**  
**Personnel Issues**

**Resolution**

**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.

**B.** Septage: Billing for January was \$3,192.00 representing 30

Loads accepted for a total of 66,500 gallons.

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

**RESOLUTIONS:** Resolution No 13-02-001 – Resolution of the Board of Oxford Area Sewer Authority Partially Lifting the Moratorium on connections to its Sewer System. Motion made, seconded and passed to approve Resolution No 13-02-001, Version 2. (J. Scheese, E. Todd)

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

**Non-Agenda Items** – None.

**EXECUTIVE SESSION:** None.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary