

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
July 17, 2013

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Yeatman, Joe Scheese, Eric Todd, and John Schaible. Also in attendance were Edward Lennex, Executive Director; Blair Fleischmann 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 amended to do Building Façade and Treasurer's Items and table all other items until August Meeting due to no quorum. (J. Scheese, J. Schaible)

Motion made, seconded and passed to approve the minutes of the June 19, 2013 meeting as amended. (E. Todd, J. Scheese)

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

A. Action Items:

1. Administration Building Façade Design – Application for the Building Façade OMI Grant for \$5,000 has been placed. Still waiting for word on it. Motion made, seconded and passed to have Ed Move forward with the bidding for the Building Façade. (J. Scheese, R. Yeatman)
2. Appearances

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$18,825.65 and the monthly bills in the amount of \$59,614.37. (E. Todd, J. Scheese,)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #297 in the amount of \$40,000.00 to transfer to the Payroll Account. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #298 in the amount of \$85,000.00 to transfer to the Operating Account. (E. Todd, J. Scheese)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #293 to Samuel L. Ross in the amount of \$6,190.43 for August 2013 Rent. (E. Todd, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #294 to Barbara H. Ross in the amount of \$13,070.41 for August 2013 Rent. (E. Todd, 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 #161 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$24,955.05, AJM Electric in the amount of \$19,989.00, PACT Two in the amount of \$310,815.00, Barley Snyder in the amount of \$445.00 and reimburse Oxford Area Sewer Authority in the amount of \$604.00 for work related to the Ross Sprayfields.

Draw Request #162 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$65.00 for work related to the USDA Funding..

Draw Request #163 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$21,988.72, Barley Snyder in the amount of \$910.00 for work related to the WWTP Design & Permitting.

Draw Request #164 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$830.36 for work related to the Osborne Lagoon.

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$380,602.13 . Motion made, seconded and passed to approve. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve the Treasurer's Report of July 17, 2013. (J. Scheese, R. Yeatman) All bills were reviewed by Phil Brenner, Treasurer, before the meeting.

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: Seepage continues to accumulate in the sampling manhole at the Osborne Lagoon. Based upon lab testing, it appears that lagoon water is entering the manhole. This indicates there is seepage between the top liner and the geo-textile layer of the lagoon. On July 9th, a meeting was held with representatives of Allan Myers, Mr. Thomas Ramsey of Geosyntec, Dennis Hammaker of Rettew and Ed, to discuss the issue. Prior to the meeting, Dennis and Ed had researched liner seepage case studies and other information in an attempt to determine if this was a serious problem and a defect in Allan Myers workmanship.

Since the lagoon was designed before Ed came to OASA, he was not privy to early design discussions with ARRO or PADEP, therefore, was not aware there could be a potential for seepage. After reviewing the information supplied to him, and based on the discussion with Rettew and Mr. Ramsey, it is very common for a liner of this size to experience seepage. Ed noted that he should point out that Mr. Ramsey's firm did the inspection work on the liner installation and is an impartial independent third party to the project.

The available literature would indicate that the amount of seepage is well below the allowable expected parameters for this size of liner and would indicate that this is not a defect in construction or material. All available information would indicate this is not an occurrence to be alarmed about, just one that will require continual monitoring and steps taken to mitigate its effect. The seepage of lagoon water started somewhere between 7.5 feet from the bottom of the lagoon and the 22 foot level. So at some point it could potentially stop once we lower the lagoon.

The proper procedure to mitigate the seepage effect on the lagoon is to continually pump down the sampling manhole that is connected to the sump drainage area between the two liners. This

has been continually done since installation with a temporary sump pump that was placed in the manhole. It is critical that the amount of water contained in the geo-textile layer between the two liners be kept to a minimum. Therefore to do this, Ed has asked Rettew to prepare a design for a permanently mounted sump pump for inside the sampling manhole with a float system similar to a pump station wet well, with automated controls and a manual override so that as a manhole fills it will be pumped out. It is important to note, that the level of water in the manhole will never exceed the level of water in the lagoon so there is no chance of an overflow.

B. Ross Spray Fields: Construction work continues on schedule, no major issues to report at this time.

C. New Treatment Plant: Have received approval from USDA-RUS to issue the Notice of Intent to award to all of the lowest bid contractors. They will be sent out on July 15th and will take a few days for all on the necessary paperwork to be complete in order to sign the contracts. The date for pre-construction meeting has not been set, but Ed is sure it will take place prior to the end of the month.

D. PennWorks Grant Application: Applications for both the Baltimore Pike North and Baltimore Pike South sewer extension projects were filed with the PADCED on June 27th. They will now be taken under consideration with final grant funding approval being issued at the end of September. We have received confirmation letters from all third parties involved of their willingness to fund the entire 25% matching funds required for the project as well as the cost for CCEDC's work on preparation of the grant applications. Ed will be working closely with Bob Grabus at the Chester County Economic Development Council to garner support from our legislators for the projects.

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: Ed received a letter on July 5th from PECO Energy Company approving the use of their right-of-way for the proposed new effluent line. Rettew can now finish the design of the proposed line.

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: Included with the Board Packet is the conceptual design and specifications for the work on the Administration Building's Façade Design. Ed will have it on the

Board Meeting Agenda for discussion and guidance on what the next step is.

- 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**
 - 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 June was \$13,800.00 representing 111 Loads accepted for a total of \$287,500.00

Operations Management Report: The average daily influent were 614,344 with a maximum day of 1,092,013 for a total of 18,430,311.

The average daily effluent was 689,478 with a maximum day of 1,229,000 for a total of 15,858,000.

Lagoon Levels: #1 – 18.3” #2 – 18.8” #3 – 17.8”
Osborne – 16.2”

Pump Station Hours of Operation were:

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

OASA Operations Report:

6/3/13 – Installed the repaired zone #3 flow meter, and a new readout.

6/9/13 – Pivot #3 was discovered tangled in the electric fence, wrapped tightly around the axle.

6/10/13 – Replaced a gear box, broken universal joint and 2 bad tires on Pivot #3.

6/10/13 – Cleaned aerators in Lagoon #1.

6/11/13 – Cleaned wet wells at Brookside, Wiltshire, 6th Street, 8th Street, Grant Street and Twin Ponds Pumping Stations.

6/12/13 – Pump #2 at 6th Street Pump Station is frequently tripping the breaker, so we pulled it out for inspection and cleaning. Nothing was found to be a problem.

6/12/13 – Replaced a broken universal joint on Pivot #2.

6/17/13 – Pivots #2 & #6 were shut down for first cutting of hay.

6/17/13 – Ordered parts to replace a bad power cord and plug on the aerator in Lagoon #2.

6/19/13 – Had two new tires mounted on our wheels for the pivots.

6/24/13 – Had Eckman’s Tire Service repair a flat tire on the tractor.
6/26/13 – Had Amos Yoder weld brackets on two of our manhole lids so we could lock them down due to recent problems with someone removing the lids.
6/26/13 – The motor that operates Pump #1 at Grant Street was sent for repair, it is 50 years old, we are currently operating on only one pump there.
6/28/13 – Replaced a motor starter on Pivot #4.
6/28/13 – M&S Services installed a new readout on the flow meter at Wiltshire Pumping Station also checked Grant Street Pump Station control Panel power supply.
6/28/13 – We had Dolinger Electric check for a possible underground fault Lagoon #1 but none was found.
6/29/13 – Replaced a blown fuse on Pivot #3.

Storage days remaining is 13.

Motion made, seconded and passed to approve the Executive Director’s Report.

RESOLUTIONS: None.

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – Blair Fleischman asked for an update on the 12” Force Main. Percy states there is none. Ed states that a letter was received from PECO giving the ok to use their Right Of Way. Blair also asked for a copy of the minutes. Ed states they will be sent to her.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary