

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**June 19, 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, Joe Scheese, Eric Todd, and John Schaible. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Dennis Hammaker, Rettew; Terri Dignazio, Joel Brown, Bob Grabus.

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

Motion made seconded and passed to approve the agenda as presented. (E. Todd, R. Yeatman)

Motion made, seconded and passed to approve the minutes of the May 15, 2013 meeting as amended. (P. Brenner, R. Kepler)

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

**A. Action Items:**

1. New Treatment Plant Bids
  - a. Contract #1 – General Construction
  - b. Contract #2 – Electrical Construction
  - c. Contract #3 - Mechanical/Plumbing Construction
2. Resolutions #13-06-001 Baltimore Pike South Sewer Extension – Commonwealth Financing Authority PennWorks Grant Application
3. Resolution #13-006-002 Baltimore Pike North Sewer Extension – Commonwealth Financing Authority PennWorks Grant Application
4. Chester County Economic Development Council – Service Agreement – Baltimore Pike South Sewer Extension Agreement
5. Oxford Farm Market – Sewage Facilities Operation Maintenance And Oversight Agreement  
Motion made, seconded and passed to accept both Service Agreements with, giving the Chairman permission to sign on behalf of the Board when it is acceptable. (J. Scheese, P. Brenner)
6. Municipal Septage Management
7. Baltimore Pike South Association – Sewer Extension – Motion made seconded and passed to offer the Reimbursement Agreement in which the line is dedicated to the Authority and the Baltimore Pike South Association would be reimbursed for any connection over the next 10 years. (R. Yeatman, R. Kepler) Ed will forward a letter to the Baltimore Pike South Association.
8. Appearances

**B. Appearances:** None.

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$106,223.32 and the monthly bills in the amount of \$35,805.80. (P. Brenner, R. Yeatman)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #294 in the amount of \$35,000.00 to transfer to the Payroll Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #295 in the amount of \$70,000.00 to transfer to the Operating Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #296 in the amount of \$388,777.00 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, R. Yeatman)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #291 to Samuel L. Ross in the amount of \$6,190.43 for July 2013 Rent. (P. Brenner, J. Schaible)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #292 to Barbara H. Ross in the amount of \$13,070.41 for July 2013 Rent. (P. Brenner, J. Schaible)

**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 #157 from the Subordinated Sewer Revenue Note Series of 2011 to Alan Myers in the amount of \$2,065.56 for work related to the Osborne Lagoon.

Draw Request #158 from the Subordinated Sewer Revenue Note Series of 2011 to AJM Electric in the amount of \$18,000.00, PACT Two in the amount of \$293,815.25, Rettew Associates in the Amount of \$30,140.77 for work related to the Ross Sprayfields.

Draw Request #159 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$21,431.95, and Daily Local News in the amount of \$371.09 for work related to the WWTP Design & Permitting.

Draw Request #160 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$726.99 and Barley Snyder in the amount of \$105.00 for work related to the USDA Funding.

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$466,656.61.** Motion made, seconded and passed to approve. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve the Treasurer's Report of June 19, 2013. (R. Kepler, R. Yeatman)

**FACILITY EXPANSION COMMITTEE REPORT:** Committee Report from May 4, 2013 Meeting – Baltimore Pike South Association

**ON-LOT SEWAGE FACILITIES MANAGEMENT COMMITTEE:** Committee Report from May 22, 2013 Meeting – Municipal Septage Management - Planning to hold an informational meeting.

**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:** Nothing to report at this time.
  - Ross Spray Fields:** Construction has commenced on the project. Work is progressing smoothly at this point and the project is on schedule.
  - 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. At this point, there is nothing to report.
  - Pretreatment Regulations:** Nothing to report at this time.
  - Lincoln/Brick Street Spray Field Analysis:** Nothing to report at

this time.

**New Treatment Plant:** The bids for three [3] contracts (General, Electrical and Mechanical/Plumbing) will be open on June 18<sup>th</sup>. Rettew will have a summary prepared for the Board Meeting. The Board will be asked to consider provisionally approving the award of three contracts based on Rettew's and Barley Snyder's recommendation pending their review and approval. The Board can also choose to wait for Rettew's full review and hold a special meeting to approve award pending final approval by USDA-RUS. Motion made, seconded and passed to approve awarding contracts to the lowest responsible bidder, pending the final examination and approval by Rettew, Barley Snyder and USDA, and give permission for the Authority Chairman to sign the contracts if everything comes back in order. (J. Scheese, R, Kepler)

**Funding Assistance:** In the Board Packet is a memorandum detailing meetings that have been held with respect to potential application for Penn Works Grant for two [2] projects: Baltimore Pike South Sewer Extension and the Baltimore Pike North Sewer Extension. In addition, there is a Services Agreement from Chester County Economic Development Council to replace Rettew's not to exceed \$5,000.00 for preparation of the Penn Works grant application.

**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.

**Developer Activity** – Baltimore Pike South Association – Sewer Extension – Refer to attached Committee Report.

Oxford Farm Market – PADEP is requiring all connections to the Limestone Road Low Pressure sewer line to have a Sewage Facilities Operation Maintenance and Oversight Agreement. Oxford Farm Market has filed a Planning Module with PADEP to make connection but must have this agreement in place before PADEP will approve it. Included in your Board Packet is a draft of the Agreement, at this time Kathy Gray is still reviewing it and we will have the final document prepared for the Board Meeting.

**Operations Report:** See report.

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

**Operations Management Report:** The average daily influent were 530,766 with a maximum day of 640,347 for a total of 16,353,747.

The average daily effluent was 476,407 with a maximum day of 1,039,000 for a total of 12,863,000.

**Lagoon Levels:** #1 – 18.2"    #2 – 19.2"    #3 – 18.2"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 319.0” Grant Street = 172.5 8<sup>th</sup> Street = 213.2  
Q1 = 172.5 Locust Street = 4.4 Locksley Glen = 102.4  
Wiltshire = 172.8

**OASA Operations Report:**

5/2/13 – Sent the flow meter for Zone #3 to be repaired.  
5/3/13 – The first cutting of hay for Zones 2&3 started.  
5/4/13 – Shut off Pivots 3 & 5 for drying for the first cutting.  
5/6/13 – Hay was baled off of Zones 2 & 3, there were 210 bales.  
5/9/13 – Had Pipe Data Services clean and televise our line on Wickersham Road near a sinkhole. There was no problem found with our pipe.  
5/10/13 – Zones 1 & 1A were mowed for the first cutting.  
5/10/13 – Two of our operators went on a tour of plants in Lancaster County with personnel from Rettew Engineering.  
5/16/13 – Hay was baled off of zones 1 & 1A, there were 230 bales.  
5/16/13 – Had a load of 3” stone delivered to Pivot #1 road way.  
5/17/13 – Pivots 3 & 5 were baled off.  
5/17/13 – Had the septage receiving tanks cleaned.  
5/18/13 – Contractors working on the Ross Farm Project wanted hay removed ASAP so we got Kevin Martin to do that over the weekend.  
5/25/13 – Shut down Pivots 1 & 4 to dry for first cutting.  
5/28/13 – Sent the pump from septage receiving tank #2 for repair.  
5/29/13 – Got the okay to fertilize and treat Zones 1, 1A, 2 and 3 for weeds @ \$36.00 per acre.  
5/30/13 – Found out that the price to repair Pump #2 from septage receiving was higher than replacing it with a new one. Got the okay to order it and should receive it in 5 or 6 weeks.

We received 165 loads of septage in May for a total of 456,750 gallons. Average gallons per day 14,734. Storage days remaining is 9.34 at the Osborne Lagoon.

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

**Resolution** – Resolution No. 13-06-001 Baltimore Pike South Sewer Extension Commonwealth Financing Authority PennWorks Grant Application.

Resolution No. 13-06-002 Baltimore Pike North Sewer Extension – Commonwealth Financing Authority PennWorks Grant Application. Motion made, seconded and passed to allow the Secretary to sign Resolution 13-06-001 and Resolution 13-06-002. (J. Scheese, R. Yeatman) (R. Kepler abstained)

**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.

**RESOLUTIONS:** Resolution # 13-06-001 – Baltimore Pike South Sewer Extension – Commonwealth Financing Authority Penn Works Grant Application. Resolution # 13-06-002 Baltimore Pike North Sewer Extension – Commonwealth Financing Authority PennWorks Grant Application. (P. Brenner, J. Schaible)

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:**

**NEW BUSINESS:**

**PUBLIC COMMENT:**  
**Non-Agenda Items –**

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary