

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of March 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, Phil Brenner, Eric Todd, and John Schaible. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Michele Braas, Rettew; Joel Brown, 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 written. (B. Yeatman, E. Todd)

Motion made, seconded and passed to approve the minutes of the February 20, 2013 meeting as amended. (B. Yeatman, E. Todd) 1 abstained

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

A. Action Items:

1. Consideration for Approval, Resolution No. 13-03-001 Amending Authority's Rules and Regulations
2. Consideration for Approval, Rettew Proposal for Groundwater Monitoring Coordination and Annual Reporting
3. Consideration for Approval, Rettew Proposal for PennWorks Grant Application

B. Appearances: None.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$17,413.91 and the monthly bills in the amount of \$34,371.53. (P. Brenner, J. Schaible)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #286 in the amount of \$100,000.00 to transfer to the Operating Account. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Revenue Requisition #287 in the amount of \$32,000.00 to transfer to the Payroll Account. (P. Brenner, J. Schaible)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #283 to Samuel L. Ross in the amount of \$6,190.43 for March 2013 Rent. (P. Brenner, J. Schaible)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #284 to Barbara H. Ross in the amount of \$13,070.41 for March 2013 Rent. (P. Brenner, J. Schaible)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #285 to PECO Energy Company in the amount of \$500.00 for March 2013 Rent. (P. Brenner, J. Schaible)

Total Bond Redemption & Improvement Fund Requisitions: \$19,760.84

Escrow Accounts

Motion made, seconded and passed to pay Barley Snyder in the amount of \$690.00 (Check 134) for Invoice 456416-6 for work done for Oxford Commons Shopping Center. (P. Brenner, J. Schaible)

Total Escrow Checks: \$690.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Draw Request #135 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$1,735.20 for work related to the USDA Funding.

Draw Request #136 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$17,158.25 for work related to the Osborne Lagoon.

Draw Request #137 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$44,222.94 for work related to the WWTP Design & Permitting.

Draw Request #138 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$12,596.25 for work related to the Ross Spray fields.

Draw Request #139 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$130.00 for work related to the WWTP Upgrade.

Draw Request #140 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$1,105.00 for work related to the Ross Spray fields.

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$76,947.63. Motion made, seconded and passed to approve. (P. Brenner, B. Yeatman)

Motion made, seconded and passed to approve the Treasurer's Report of March 20, 2013. (J. Schaible, B. Yeatman)

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: Percy Reynolds requested the handbook be reviewed and comments sent to Kathy Gray, Solicitor.

PENSION COMMITTEE REPORT: None. Has not met.

CHAIRMAN'S ITEMS: Baltimore Pike South Association – Sewer Line Extension – A call was received from Mr. McMichael. He would like to meet to discuss the Authority taking over/purchasing the sewer line which runs along Baltimore Pike from Waterway Road to the Acme. Percy would like the Facilities Expansion Committee to sit in on the meeting also. Ed will set the meeting up.

CONTRACT AWARDS: None.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**
Consent Order: In the Board Packets is the letter the Authority received from Ms. Jenifer Fields of PADEP, acknowledging the completion of all necessary requirements set forth in the Department's Enforcement Order. While the letter does release the available capacity within the sewer system for new connections, Ed was concerned about the remaining items contained in the letter concerning the release of capacity for new connections. Since it was obvious from the 2012 Chapter 94 Report, Ed is about to file with PADEP that there should be capacity issues until the Ross Project is completed, a March 2013 CAP/CMP Quarterly update was prepared and submitted to PADEP on February 22 but at this point, we have heard nothing back. Ed is specifically holding off releasing capacity until he has some form of communication with PADEP. Both Rettew and Ed have tried to set up a meeting with Ms. Kelley Sweeney to discuss this issue but at this point have not heard back from her. Until we do, Ed will hold off sending letters to those parties that meet the criteria set forth by the Board for connections.

Osborne Lagoon: There is 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: All of the preliminary paperwork has been completed, reviewed and approved by USDA-RUS, Rettew and Barley Snyder. Ed has signed the contracts along with the contractors and a Pre-Construction meeting is scheduled for 10 a.m. on March 20, at which point notice to proceed will be issued effective March 21, 2013.

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. 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: In the Board Packet is a proposal from Rettew Associates to apply to the Penn Works Program for a grant to construct the Baltimore Pike South Sewer Extension. Percy would like to touch base with Herr Foods and Townships and to come up with a plan. Kathy will write a letter requesting funding for Grant Application Process. Ed will contact Herr Foods to set up the meeting.

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.

Operations Report: Proposal from Rettew Associates for Groundwater Coordination and Annual Reporting. Currently Carroll Engineering is handling this. The report for 2012 was due at DEP in October 2012. Carroll Engineering got extensions and finally submitted the report in January 2013. Rettew submitted a proposal that was \$8,000.00 less than Carroll Engineering. Motion made, seconded and passed to accept the Proposal from Rettew in the amount of \$11,260.00. (R. Kepler, E. Todd)

Personnel Issues: Nothing to report at this time.

Operations Management Report: The average daily influent were 536,740 with a maximum day of 734,129 for a total of

15,028,716.

The average daily effluent was 570,105 with a maximum day of 1,047,000 for a total of 10,832,000.

Lagoon Levels: #1 – 18” #2 – 18” #3 – 17.9”

Pump Station Hours of Operation were:

6th Street = 254.4 Grant Street = 174.2 8th Street = 219.4
Q1 = 2.3 Locust Street = 3.9 Locksley Glen = 105.1
Wiltshire = 148.0

OASA Operations Report:

2/5/13 - Lakeside Unit was frozen so we were unable to receive septage.

2/5/13 – Two of the guys attended a class on confined space.

2/6/13 – Heisey Mechanical completed the install of the septage receiving machine, complete with “Rock Trap” and extra insulation.

2/7/13 – We had calls at 2:45 a.m. and again at 4:00 a.m. for communication failure at the administration building, the alarm company is vague as to what this actually means. Nothing appeared to be wrong at the building.

2/12/13 – The first day we were able to spray in nearly 3 weeks due to weather.

2/12/13 – We repaired a broken riser pipe in Zone 3.

2/13/13 – Aerator #2 in Lagoon 1 overturned, we removed it the next day and sent to Motor Technologies for evaluation.

2/13/13 – We repaired a broken riser Pipe in Zone 1.

2/15/13 – Reinstalled the repaired 6th Street Grinder, we noticed the reversing mechanism is not working so we called the factory rep for advice.

2/19/13 – Found the “Link Seal” around the pipes in the effluent wet well at the Osborne Lagoon leaking. We called Dennis at Rettew who in turn called the contractor that installed them.

2/21/13 – Replaced a motor and gear box on Pivot #3.

2/25/13 – Replaced a broken Universal Joint on Pivot #3.

2/26/13 – Found the seal leaking again on the Godwin Pump, they picked it up for repair.

2/27/13 – O.A. Newton replaced the collector ring on Pivot #4. Also noticed the accuator valve is not working so we called the installer, J.C. Controls for evaluation.

We received 56 loads of septage in February for a total of 136,000 gallons. Average gallons per day 4.857. Storage days remaining is 7 at the plant and 7 at the Osborne Lagoon, totaling 14.

4. **Administration Report**
Customer Correspondence

Personnel Issues

Resolution – Resolution No. 13-03-001 – Resolution Amending Authority’s Rules and Regulations – Schedule of Attorney’s Fees for Municipal Liens and Collections – Motion made, seconded and passed to approve Resolution No. 13-03-001 Amending the Authority’s Rules and Regulations. (R. Kepler,)

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 February was \$6,528.00 representing 56 Loads accepted for a total of 136,000 gallons.

Motion made, seconded and passed to approve the Executive Director’s Report.
(R. Kepler, B. Yeatman)

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. (R. Kepler, J. Schaible)

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: There is a Spring Management Workshop on April 15, 2013, at Hotel Hershey, sponsored by PMAA. Ed, Kathy & Michele will be attending. If anyone is interested in attending please see Ed.

PUBLIC COMMENT:

Non-Agenda Items – Blair Fleishmann questioned the cost for Force Main Effluent. Percy states there is no cost estimates as of yet.

EXECUTIVE SESSION: Recess at 8:55 pm to Executive Session to discuss Personnel Matters. Reconvened meeting at 9:50 pm. (R. Kepler, J. Schaible)

ADJOURN: Motion made, seconded and passed to adjourn. (P. Brenner, R. Kepler)

Respectfully Submitted,

Donna M. Patrick

Recording Secretary