

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of May 15, 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, Phil Brenner, Eric Todd and John Schaible. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Jesse Johnson, Bill Dion, Blair Fleischmann, Teri Dignazio, Joel Brown and Randy Teel.

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

Motion made seconded and passed to approve the agenda as amended. (R. Yeatman, R. Kepler)

Motion made, seconded and passed to approve the minutes of the April 17, 2013 meeting as amended. (R. Yeatman, J. Schaible) (P. Brenner and E. Todd abstained)

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

**A. Action Items:**

1. Consideration for Approval, Resolution No. 13-04-001 Deed of Dedication – Oxford Commons Pump Station and Resolution 13-04-002 Dedication of force Main
2. Appearances.

**B. Appearances:** None.

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$19,956.09 and the monthly bills in the amount of \$43,663.07. (P. Brenner, R. Yeatman)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #291 in the amount of \$223,156.00 to transfer to the Redemption and Improvement Fund. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #292 in the amount of \$50,000.00 to transfer to the Payroll Account. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #293 in the amount of \$150,000.00 to transfer to the Operating Account. (P. Brenner, R. Kepler)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #288 to Samuel L. Ross in the amount of \$6,190.43 for June 2013 Rent. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #289 to Barbara H. Ross in the amount of \$13,070.41 for June 2013 Rent. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #290 to AG Industrial Inc. in the amount of \$38,900.41 for New Mowing Tractor. (P. Brenner, R. Yeatman)

**Total Bond Redemption & Improvement Fund Requisitions: \$58,160.84**

**Escrow Accounts**

Motion made, seconded and passed to pay Barley Snyder in the amount of \$140.00 (Check 135) for Invoice 459932 for work done for Oxford Commons. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to pay Rettew Associates in the amount of \$88.39 (Check 136) for Invoice 36833 for work done for Oxford Commons. (P. Brenner, R. Yeatman)

**Total Escrow Checks: \$228.39**

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

Draw Request #153 from the Subordinated Sewer Revenue Note Series of 2011 to Alan Myers in the amount of \$244.659.24 and to Rettew Associates in the amount of \$1,125.00 for work related to the Osborne Lagoon.

Draw Request #154 from the Subordinated Sewer Revenue Note Series of 2011 to AJM Electric in the amount of \$27,000.00, PACT Two in the amount of \$243,463.95, Rettew Associates in the Amount of \$29,066.03, and Barley Snyder in the amount of \$325.00 for work related to the Ross Sprayfields.

Draw Request #155 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$35,066.89 for work related to the WWTP Design & Permitting.

Draw Request #156 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$195.78 for work related to the USDA Funding.

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$580,901.89.** Motion made, seconded and passed to approve. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve the Treasurer's Report of May 15, 2013. (R. Yeatman, J. Scheese)

**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:** Percy and Ed have met with the new Director of OMI regarding new businesses and the need to come to the Authority especially for restaurants.

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**  
**Consent Order:** Based on the meeting with PADEP, letters are Prepared and will be mailed out on May 20<sup>th</sup> to all the projects listed on Table 2 in the CAP/CMP submitted with the Authority's Quarterly update.  
**Osborne Lagoon:** Allen Myers' has finished off the remaining items on the checklist. Final paperwork is being prepared to close out the project. There are still two issues that need to be dealt with. The first is the establishment of permanent cover on the lagoon berm. While Myers has completed the reseeding of the area, we will need to wait to see if it grows properly and to the satisfaction of the area, we will need to wait to see if it grows properly and to the satisfaction of PADEP. The second is the water seepage in the sampling manhole. Water continues to drain from the lagoon and needs to continue to be pumped out of the manhole. We would like Myers to maintain the sump pump operation and the seepage

stops. A letter of understanding and an escrow request is being prepared to cover these issues so the project can be closed out.  
**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. The Executive Director informed the Committee he could have the project completed in May.

**Pretreatment Regulations:** Nothing to report at this time.

**Lincoln/Brick Street Spray Field Analysis:** Nothing to report at this time.

**New Treatment Plant:** The bid announcement will be in the paper on May 14<sup>th</sup>, with a pre-bid meeting scheduled for May 29<sup>th</sup> and bid opening on June 13<sup>th</sup>.

**Funding Assistance:** Rettew Associates is completing the revised cost estimate for the Baltimore Pike South sewer extension. A meeting has been scheduled for May 16<sup>th</sup> at Herr's with all of the relevant parties to discuss the project and what their level of participation will need to be.

**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.

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

2. **Developer Activity** – Oxford Commons – Included in the Board Packet are Resolutions 13-04-001 & 13-04-002 for the Dedication of the Pump Station and Force Main. Everything is in order and Ed would recommend both resolutions for Board approval pending receipt of the signed documents from the developer.

**Operations Report:** See report.

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

**Operations Management Report:** The average daily influent were 530,200 with a maximum day of 633,647 for a total of 15,905,998.

The average daily effluent was 573,433 with a maximum day of 1,098,000 for a total of 17,203,000.

**Lagoon Levels:** #1 – 18.1" #2 – 19" #3 – 17.1"

**Pump Station Hours of Operation were:**

6 <sup>th</sup> Street = 311.3	Grant Street = 182.2	8 <sup>th</sup> Street = 233.8
Q1 = 2.7	Locust Street = 4.6	Locksley Glen = 96.1
Wiltshire = 184.6		

**OASA Operations Report:**

- 4/1/13 – Took the end gun sprayer off of Pivot #1 and put on Pivot #2.
- 4/3/13 – Heard back from the company that repairs our flow meters about Pivot #5's meter, it will be \$614.00 to repair, they were given the ok to proceed.
- 4/4/13 – We cleaned the aerators in Lagoon #1.
- 4/6/13 – Trained a new hire, John Bright, on the duties of the "on-call" person and the weekend pump station rounds.
- 4/9/13 – Had Kevin martin over seed Pivot #6 and part of Pivot #2 with orchard grass.
- 4/10/13 – Installed a repaired aerator into Lagoon #1. And removed another that is out of service.
- 4/11/13 – Had Walsh Excavating haul in and spread 2 loads of on Osborne Road.
- 4/16/13 – Pact 2 started digging to install the new 16" force mains to the Ross Spray Fields.
- 4/17/13 – Had Dolinger Electric replace a bad light fixture at the Administration Office.
- 4/18/13 – Ordered the new tractor from Ag Industrial.
- 4/23/13 – Had to replace the 4"X15' hose at the septage receiving.
- 4/25/13 – Cleaned and greased the aerators in Lagoon #1.
- 4/29/13 – Service the Godwin Pump.

We received 146 loads of septage in April for a total of 375,250 gallons. Average gallons per day 12,510. Storage days remaining is 17 at the Osborne Lagoon.

- 4. **Administration Report**
  - Customer Correspondence**
  - Personnel Issues**
  - Resolution** – Resolution No. 13-04-001 – Deed of Dedication Oxford Commons Pump Station.
  - Resolution 13-04-002 Dedication of Oxford Commons Force Main.
  - 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.  
(P. Brenner, J. Scheese)

**RESOLUTIONS:** Resolution No 13-04-001 – Deed of Dedication – Oxford Commons Pump Station and Resolution 13-04-002 Dedication of Force Main. Motion made, seconded and passed to accept Resolution No. 13-04-001 Deed of Dedication of the Oxford Commons Pump Station. (R. Yeatman, J. Scheese) Motion made, seconded and passed to accept Resolution No. 13-04-002 Dedication of Force Main. (J. Scheese, R. Kepler) This dedicates all facilities built by the Developer that are not on the Pump Station Tract. The Authority is only taking over the Pump Station and the Force Main. They will retain ownership of the Collection System with in the actual facility.

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** Administration Building Façade – Discussion was held regarding the Administration Building Façade. Question was asked regarding the bench. The bench will stay. Motion made, seconded and passed to allow the completion of the Bid Package. (J. Scheese, P. Brenner)

**NEW BUSINESS:**

**PUBLIC COMMENT:**

**Non-Agenda Items** – Percy welcomed Jesse Johnson who lives on Barnsley Road, across from Adams Tire & Alignment. Mr. Johnson and his wife have lived in their house for 7 years and recently put it up for sale. Mr. Johnson questions who he can contact/talk to regarding expansion of his sewer. He was directed by Percy to talk to P.J. Scheese regarding movement of the project behind his property and maybe this would give him some knowledge as to what he should do.

Blair Fleischmann asked for an update on the Force Main Replacement Line. Percy states Ed has the design which has gone to PECO to be reviewed. Blair also asked for an update on Executive Sessions for possible land acquisition. Ed states there is none. Also, Blair wanted to discuss analysis of functionality of EDU's for downtown. Are they available for new businesses. Ed and Percy stated they are not necessarily available and this is the reason for the meeting with the new OMI Director that took place. Different types of businesses need more or less EDU's, for example, a new restaurant would need more than an office.

**EXECUTIVE SESSION:**

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary