

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of November 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, Philip Brenner, Patrick Hughes, Joe Scheese, and John Schaible. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, Rettew, Geof Williams, Mike Brown, 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 presented. (E. Todd, P. Hughes)

Motion made seconded and passed to approve the minutes of October 16, 2013 as presented. (R. Yeatman, R. Kepler) 2 abstained

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

### **A. Action Items:**

1. Review and Approval for Chairman to sign contract with BSS Contractors, LLC for Office Building Façade Improvements.
2. Consideration of Pact Two's contract extension Request for Ross Sprayfield
3. Appearances

### **TREASURER'S ITEMS:**

#### **General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$19,238.51 and the monthly bills in the amount of \$72,908.45. (P. Brenner, J. Schaible)

#### **Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #309 in the amount of \$10,000.00 to transfer to the Payroll Account. (P. Brenner, J. Schaible)

Motion made, seconded and passed to approve Revenue Requisition #310 in the amount of \$50,000.00 to transfer to the Operating Account. (P. Brenner, J. Schaible)

#### **Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #306 to Samuel L. Ross in the amount of \$6,190.43 for December 2013 Rent. (R. Yeatman, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #307 to Barbara H. Ross in the amount of \$13,070.41 for December 2013 Rent. (R. Yeatman, J. Scheese)

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

**Escrow Accounts**

None.

**Total Escrow Checks: \$0.00**

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

Draw request #170 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$14,657.72, W.C. Eshenauer & Sons in the amount of \$753.60 for work related to the WWTP.

Draw Request #171 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$30,528.26. AJM Electric in the amount of \$17,550.00, and PACT Two in the amount of \$281,995.33 for work related to the Ross Sprayfields. (P. Brenner, P. Hughes)

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$451.722.01 .**

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

**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:** Ed is requesting approval from the Board for the Chairman to sign the contract with BSS Contracting, LLC for Office Building Façade Improvements. Waiting on Building Permit. As soon as the permit is

received, will need to issue Notice to Proceed. The contract has been reviewed by the Solicitor. Motion made, seconded and passed to authorize the Chairman to sign the contract with BSS Contractors, LLC after the Building Permit is received. (R. Yeatman, P. Hughes)

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**
  - A. **Osborne Lagoon:** On November 20, USDA will conduct what is referred to as an 11<sup>th</sup> Month Inspection of the Lagoon Project. Unless USDA has any issues, the project would be deemed complete and closed.
  - B. **Ross Spray Fields:** Enclosed in the packet, is a letter from Pact Two requesting a time related contract extension. While Ed has had an opportunity to review their request and send his analysis to Rettew, he is still waiting on Rettew's response. Over the next two days, we will be meeting with Pact Two to discuss this issue as well as other issues with respect to the project. There are a number of other issues related to construction of the project not related to the time extension which Ed feels could have an impact on Pact's ability to finish the project before December 26<sup>th</sup>. Ed will have a complete update and final recommendation for the Board at our meeting.
  - C. **New Treatment Plant:** E&S work continues along with construction of the stormwater retention basin. Major work will not commence until building permits are received from East Nottingham Township. The application for the permits is currently under review by the Township's Engineer.
  - D. **PennWorks Grant Application:** The Commonwealth Financing Authority meets on November 23<sup>rd</sup> at which time we believe they will award grants. Ed will keep the Board informed once he has word.
  - 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 December.
  - G. **12" Effluent Forcemain Replacement Feasibility Study:** Nothing to report at this time.

H. **Municipal On-Lot Septage Management:** Nothing to report at this time.

I. **Administration Building Façade:** Included in the Board Packet is the contract with BSS Contractors, LLC for the Board's approval and authorization for the Chairman to sign. All documents and bonds for the project have been received; we are only waiting for the building permit to be issued by the Borough. Unfortunately, the review for the permit is being conducted by the same firm that is reviewing the building permits for the WWTP so it may take a while to receive. Ed would like to have the contract signed so once the permit is issued, he can issue the Notice to Proceed.

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** – None.

C. **Personnel Issues** – None.

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 October was \$16,872.00 representing 119 Loads accepted for a total of \$351,500.00

**Operations Management Report:** The average daily influent were 544,661 with a maximum day of 869,324 for a total of 16,884,498.

The average daily effluent was 594,931 with a maximum day of 931,000 for a total of 17,253,000.

**Lagoon Levels:** #1 – 18.5" #2 – 15.3" #3 – 13.4"  
Osborne – 16.5"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 299.8 Grant Street = 208.9 8<sup>th</sup> Street = 220.2  
Q1 = 2.6 Locust Street = 5.9 Locksley Glen = 102.0  
Wiltshire = 107.2

**OASA Operations Report:**

10/1/13 – Had Dolinger Electric replace a bad wire underground at septage receiving tanks.

10/2/13 – Had 2 loads of stone delivered to the Osborne Farm driveway.

10/7/13 – Ordered another pump for septage receiving tanks.

10/8/13 – Had a tech from Flyght Pumps give a training class at the Oxford Commons Pumping Station.  
10/13/13 – Had to get Calder Door Company make temporary repairs to the shop door. Ordered anew closer motor and associated hardware to be installed.  
10/17/13 – Ordered a new switch for the Lakeside Unit.  
10/22/13 – Had M&S Services perform the annual flow meter calibration.  
10/30/13 – Calder Door installed the new closer on the shop door.

We received 119 loads of septage in September for a total of 351,500 gallons averaging about 11,400 gallons per day.

Storage days remaining is 28.

Motion made, seconded and passed to approve the Executive Director's Report.  
(P. Brenner, P. Hughes)

**RESOLUTIONS:** None.

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Ed needs to schedule a meeting with the Expansion Facilities Committee. A package containing Pump Stations has been sent so if a decision is made, a recommendation can be made at the next meeting. The Committee consists of Phil Brenner, Pat Hughes, Percy Reynolds and Bob Yeatman. After a discussion the meeting was scheduled for December 10, 2013 at 4:00 p.m.

**PUBLIC COMMENT:**

**Non-Agenda Items –**

**ADJOURN:** Motion made, seconded and passed to adjourn.

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary