

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**January 16, 2013**

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Ron Kepler, Philip Brenner, Robert Yeatman, Joe Scheese, Eric Todd, and John Schaible. Also in attendance were Edward Lennex, Executive Director; Michele Braas, Rettew; Joel Brown, Ken Hershey, Joe Chamberlain 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 to remove #23, there is no need for an Executive Session. (E. Todd, J. Schaible)

Chairman, Percy Reynolds noted that Robert Yeatman was reappointed by Lower Oxford Township for another term.

**Election of Officers 2013:**

Chairman, Percy Reynolds turned the meeting over to Executive Director, Ed Lennex for Election of Chairman. Nominations were opened for Executive Director. Motion made, seconded and passed to nominate Percy Reynolds as Executive Director. (R. Kepler, J. Scheese) Motion made, seconded and passed to close nominations. (R. Yeatman, J. Scheese) Meeting was turned back over to Chairman, Percy Reynolds.

Nominations were opened and for Vice Chairman. Motion made, seconded and passed to nominate Robert Yeatman for Vice Chairman. (R. Kepler, J. Scheese) Motion made, seconded and passed to close nominations. (J. Scheese, R. Kepler)

Nominations were opened and for Secretary. Motion made, seconded and passed to nominate Joe Scheese for Secretary. (J. Schaible, E. Todd) Motion made, seconded and passed to close nominations. (R. Kepler, P. Brenner)

Nominations were opened and for Treasurer. Motion made, seconded and passed to nominate Phil Brenner for Treasurer. (E. Todd, J. Scheese) Motion made, seconded and passed to close nominations. (R. Kepler, J. Scheese)

Nominations were opened and for Assistant Secretary. Motion made, seconded and passed to nominate Patrick Hughes for Assistant Secretary. (J. Scheese, J. Schaible) Motion made, seconded and passed to close nominations. (P. Brenner, J. Scheese)

Nominations were opened and for Assistant Treasurer. Motion made, seconded and passed to nominate Eric Todd for Assistant Treasurer. (J. Schaible, R. Kepler) Motion made, seconded and passed to close nominations. (J. Scheese, P. Brenner)

Motion made, seconded and passed to approve the minutes of the December 19, 2012 meeting as written. (R. Yeatman, P. Brenner) J. Schaible abstained.

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

**A. Action Items:**

1. Appointment of Committees
2. Appointment of Solicitor – Barley Snyder
3. Appointment of Consulting Engineer – Rettew Engineering
4. Board Meeting Date & Time
5. Approval & Acceptance of 2011-2012 Annual Financial Statements & Independent Auditors Report

**B. Appearances:** None.

**TREASURER’S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$7,830.27 and the monthly bills in the amount of \$83,586.76. (P. Brenner, R. Yeatman)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #279 in the amount of \$100,000.00 to transfer to the Operating Account. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #280 in the amount of \$32,000.00 to transfer to the Payroll Account. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #281 in the amount of \$451,128 to transfer to the Bond Redemption & Improvement Fund. (P. Brenner, R. Kepler)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #278 to Samuel L. Ross in the amount of \$6,190.43 for February 2013 Rent. (P. Brenner, J. Schaible)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #279 to Barbara H. Ross in the amount of \$13,070.41 for February 2013 Rent. (P. Brenner, J. Schaible)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #280 to Tim Brown's Automotive in the amount of \$5,119.80 for a new plow for truck. (P. Brenner, J. Schaible)

**Total Bond Redemption & Improvement Fund Requisitions: \$24,380.64**

**Escrow Accounts**

None.

Total Escrow Checks: \$0.00

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

Draw Request #128 from the Subordinated Sewer Revenue Note Series of 2011 to Alan A. Myers in the amount of \$105,648.31 for work related to the Osborne Lagoon.

Draw Request #129 from the Subordinated Sewer Revenue Note Series of 2011 to AJM in the amount of \$3,800.00 for work related to the Osborne Lagoon.

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$109,448.31.** Motion made, seconded and passed to approve. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve the Treasurer's Report of January 16, 2013. (R. Yeatman, E. Todd)

**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:**

- a. Appointment of Committees: Committees will stand for 2013 as they were in 2012. Ed Lennex will post the lists.
- b. Appointment of Solicitor: Motion made seconded and passed to keep Barley Snyder as the Solicitor for 2013. (P. Brenner, R. Yeatman)
- c. Appointment of Consulting Engineer: Motion made, seconded and passed to keep Rettew as the Consulting Engineer for 2013. ( P. Brenner, E. Todd)
- d. Board Meeting Date and Time: Motion made seconded and passed to continue to hold meetings on the 3<sup>rd</sup> Wednesday of each month, with the exception of September, which will be held on the 4<sup>th</sup> Wednesday and to

move the start time of the meetings to 7:30 p.m. (P. Brenner, J. Scheese)  
Ed Lennex will post the dates and times.

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

2012 Finance Report, Audit Report, and Letter Stating the Audit is Done and Annual Report of Municipal Authorities is included in your Board Packets. Ed asked that the Board Accept and Approve the Annual Finance Report. Motion made, seconded and passed to accept and approve the Annual Finance Report. (P. Brenner, J. Scheese)

1. **Ongoing Project status reports**

**Consent Order:** At this point, Ed has heard nothing from DEP. Per a conversation held with Keith Dudley with the Department, the Authority was to have received a letter from the department with respect to the Consent Order prior to our January meeting but to date, Ed has not received it. Ed was also instructed to file a Connection Management Plan with the Department with respect to the release of capacity, but he is hesitant to do that until a letter has been received. If the letter is not received or Ed hears from the Department by Wednesday, he will call Mr. Dudley to try to obtain an update.

**Osborne Lagoon:** Construction of the lagoon is now substantially complete. Both the General and Electrical Contractors are working through final punch list items. All DEP inspections have been completed and all final paperwork has been filed with the Department. The Authority is waiting for final written notification from the Department that the lagoon is complete.

**Ross Spray Fields:** The advertising for bids for the Ross Spray Field project began on December 13. A pre-bid meeting was held January 10<sup>th</sup> and was well attended. Bid opening is scheduled for January 22, 2013. Motion made, seconded and passed to allow Ed to advertise for a Special Meeting to be held on January 31 starting at 7:30 p.m. (J. Scheese, R. Kepler) Motion made, seconded and passed to amend the above motion, changing the date to January 30. (J. Scheese, R. Kepler)

**Future Disposal Fields:** To be discussed in Executive Session.

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

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

**New Treatment Plant:** The Part II permit for construction of the WWTP has been received from DEP. Rettew is working on finalizing the design and bid specification package. Based on the

revised schedule in the Board Packet, this project will be bid in Early March.

**Funding Assistance:** Nothing to report at this time.

**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.

3. **Operations Report:**

**Operations Management Report:** The average daily influent were 521,170 with a maximum day of 827,121 for a total of 16,156,263.

The average daily effluent was 378,905 with a maximum day of 871,000 for a total of 6,820,291.

**Lagoon Levels:** #1 – 17.9" #2 – 12.0" #3 – 16.3"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 263.2 Grant Street = 200.9 8<sup>th</sup> Street = 267.5  
Q1 = 3.0 Locust Street = 4.0 Locksley Glen = 106.1  
Wiltshire = 149.8

**OASA Operations Report:**

12/4/12 – The pumps for the Osborne Lagoon were installed, and operated for about 2 hours to check for spray rate, pump speed and pressure to the Pivots.

12/5/12 – The software was installed into the controller that allows the pumps to be programmed to run in auto. However, there are some problems that will have to be addressed.

12/5/12 – The new truck was delivered, and the old one was taken to the scrap yard. We received 8 cents per pound for a total of \$473.00.

12/7/12 – Met with a builder to get a price for a shed to be built over the pump motors at the Osborne Lagoon.

12/11/12 – Had the septage receiving tanks cleaned out.

12/13/12 – Pulled the grinder at the 6<sup>th</sup> Street pumping station and

prepared it to ship back to JWC for evaluation, the chain drive keeps coming apart, it has only been in service since 3/14/12 from a previous repair. This model is obsolete and should be upgraded to a gear drive. Pricing will be forth coming.

12/14/12 – M&S Services put the repaired flow meter back in at Twin Ponds.

12/14/12 – Got the prices back from the builder for the shed and gave him the go ahead to build it on site as soon as possible. It will be a 12 X 12 A Frame Style.

12/17/12 – the contractors were back working on the software at Osborne Lagoon.

12/19/12 – The Locksley Glen Pump Station Control Panel and Alarm Dialer went down, we replaced 2 blown fuses and a float. The dialer is still out of service.

12/20/12 – There was a ‘training meeting’ at the Osborne Lagoon for the Operators and the Engineers.

12/26/12 – Got a snow plow put on the new truck.

12/27/12 – Contractor was back working on soft ware issue at Osborne Lagoon.

We did not receive any septage in December due to the Lakeside Unit being out for repair.

13 Storage days remaining.

4. **Administration Report**  
**Customer Correspondence**  
**Personnel Issues**  
**Resolution**  
**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: There was no Septage received during December as the receiving station was down for repair.

Motion made, seconded and passed to approve the Executive Director's Report.  
(E. Todd, R. Kepler)

**RESOLUTIONS:** None.

**LEGAL ITEMS:**

**CORRESPONDENCE:**

**OLD BUSINESS:** None.

**NEW BUSINESS:** Joe Scheese mentioned that a Meeting of the Focus Group will be held on January 28, 2013, at the Penns Grove School in search of a New School Superintendent for the Oxford Area School District. Mr. Scheese mentioned that the public is welcome to attend. He also advised that if you have children in the district, you might want to attend.

**PUBLIC COMMENT:**

**Non-Agenda Items** – State Ethics Commission Annual Paperwork is due back to Ed by May 1, 2013.

Mr. Hershey thanks all that were involved in the Lagoon Process. He also asked that if DEP signed off, does that mean the sewer moratorium will be lifted and if so, when. Ed Lennex states that it does mean it will be lifted but will not happen until the 'go ahead' have been received from DEP.

**EXECUTIVE SESSION:** Real Estate – Discuss Possible Land Acquisition

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary