

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
October 16, 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, John Schaible. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, Rettew 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. (R. Yeatman, R. Kepler)

Motion made seconded and passed to approve the minutes of September 25, 2013 as amended to one person's name to attendance. (R. Yeatman, J. Schaible)

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

A. Action Items:

1. Review and Consideration Proposal to perform basic Financial statements for the H2OPA Grant Program.
2. Appearances

TREASURER'S ITEMS: Ed is filling in for Treasurer & Assistant Treasurer

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,128.75 and the monthly bills in the amount of \$35,211.24. (J. Scheese, R. Kepler)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #306 in the amount of \$40,000.00 to transfer to the Payroll Account. (J. Scheese, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #307 in the amount of \$80,000.00 to transfer to the Operating Account. (J. Scheese, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #308 in the amount of \$123,885.00 to transfer to the Bond Redemption and Improvement Fund. (J. Scheese, R. Kepler)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #299 to Samuel L. Ross in the amount of \$6,190.43 for November 2013 Rent. (R. Yeatman, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #300 to Barbara H. Ross in the amount of \$13,070.41 for November 2013 Rent. (R. Yeatman, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #301 to PACT Two LLC in the amount of \$405,235.00 for Ross Sprayfields. (R. Yeatman, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #302 to AJM Electric in the amount of \$32,850.00 for Ross Sprayfields. (R. Yeatman, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #303 to Rettew in the amount of \$24,886.95 for Ross Sprayfields. (R. Yeatman, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #304 to Rettew in the amount of \$9,071.64 for WWTP Construction Services. (R. Yeatman, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #305 to Barley Snyder in the amount of \$2,535.00 for WWTP Construction Services. (R. Yeatman, J. Scheese)

Total Bond Redemption & Improvement Fund Requisitions: \$493,839.43

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

None.

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$0.00 .

Motion made, seconded and passed to approve the Treasurer's Report of October 16, 2013. (R. Kepler, J. Scheese)

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: Has met. Report will be given with Budget.

PERSONNEL COMMITTEE REPORT: None. Has not met.

PENSION COMMITTEE REPORT: None. Has not met.

CHAIRMAN'S ITEMS: None.

CONTRACT AWARDS: Auditor Proposal to perform basic financial statements for H2OPA Grant Program. Motion made, seconded and passed for Ed to sign the agreement and do audits all at the same time. (J. Scheese, R. Kepler)

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

A. Osborne Lagoon: On October 9, Michele Braas, David Cooper and Dennis Hammaker or Rettew and Ed met with Richard Reisinger and Curtis Brown of PADEP Dam Safety for the final inspection of the Osborne Lagoon. PADEP gave a verbal final approval and a letter is due shortly to confirm that.

Also went to the existing lagoons to examine an area in the berm at the rear of the lagoons. There is a stone area there that was installed after the lagoon was built. Could find no records of why this work was done. Have been contacted by Mr. Rodney Stark of PECO with respect to this area and have included his correspondence with Board Packets. PECO is requesting that the Authority lower this stone area 2.5' for the portion of the stone area under their transmission line. Mr. Reisinger asked that a formal letter be written to his attention and he would research the Department's records with respect to the work done in the stone area and advise the Authority as to whether or not that area can be disturbed.

B. Ross Spray Fields: Construction work continues on schedule, no major issues to report at this time. At this point, the contractors are projecting they will be substantially completed by the end of November.

C. New Treatment Plant: E&S work is slated to begin the week of October 14th.

Based on PACT 2's verbal request for consideration of supplying an "or Equal" for the Dutchland process specified in the contract documents, and as part of evaluating a formal submittal request, Ed had requested that the Contractor provide a tour of similar wastewater facilities built by their proposed substitute and a tour of their manufacturing facilities. On October 2 & 3, Michele Braas, John Bright and Ed met PACT 2 Representatives and Representatives of MACK Industries in Ohio to tour three of MACK's installations and a tour of their manufacturing facilities. PACT 2 was informed after the tour that the Authority and Rettew would consider a formal submittal that substitutes the "or Equal" but that a full review would be conducted and a unanimous determination by the Authority Board, Rettew Engineering and the USDA-RUS would be rendered with respect to approving the substitution. Ed has spoken with Mr. Ron Pollock at Barley Snyder and he stated that at this point in the process, the Authority and Rettew are taking the right steps.

- D. PennWorks Grant Application:** At this point, while there has been communication with PA DCED, with respect to clarification of information in our application, we will have to wait until the end of November to see if the projects receive funding.
- 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 October.
- G. 12" Effluent Forcemain Replacement Feasibility Study:** Nothing to report at this time.
- H. Municipal On-Lot Septage Management:** Due to the short period between Board Meetings, Ed has not been able to get in touch with our member municipalities.
- I. Administration Building Façade:** On October 10th, Ed sent a letter to Mr. Brian Smith of BSS Contractors notifying him of the Board decision to award his firm the project. Ed instructed him that he needed to submit the Performance and Payment Bonds as required and three sign Agreements. Upon receipt of the information and the issuance of the building permit by the Borough, Ed will then 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 September was \$14,928.00 representing 110 Loads accepted for a total of \$311,000.00

Operations Management Report: The average daily influent were 538,135 with a maximum day of 616,814 for a total of 16,682,182.

The average daily effluent was 674,143 with a maximum day of 1,018,000 for a total of 18,876,000.

Lagoon Levels: #1 – 18.6” #2 – 14.6” #3 – 25.6”
Osborne – 16.9”

Pump Station Hours of Operation were:

6th Street = 293.9” Grant Street = 190.9 8th Street = 206.4
Q1 = 2.0 Locust Street = 5.5 Locksley Glen = 100.3
Wiltshire = 123.5

OASA Operations Report:

9/3/13 – We had Walsh Excavating repair a sinkhole on Mt. Vernon Street where a previous force main repair was done about 3 years ago.

9/4/13 – The repaired pump for Wiltshire came back and we installed it the next day.

9/5/13 – EMR Services performed the annual services on the emergency generators.

9/12/13 – The third cutting of hay was taken off of zones 2&3.

9/16/13 – We had Kevin Martin aerate zones 2&3 sprayfields.

9/16/13 – We had O.A. Newton do repairs on Pivot #2.

9/16/13 – New Hire Joe Barr started.

9/19/13 – We had Pipe Data Services clean gravity lines at Grant Street and 6th Street.

9/20/13 – New replacement Myers pump for Wiltshire Pump Station came in.

9/23/13 – We placed a power cable on an aerator in Lagoon #1 and removed another aerator motor for repair.

9/24/13 – We had a demonstration of a mower especially designed for slopes.

9/27/13 – We put a new pump for tank #2 at the septage in and discovered an underground fault in the power supply, we called the electricians to pull new wires through the existing conduit.

We received 110 loads of septage in September for a total of 311,000 gallons.

Storage days remaining is 24.

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

RESOLUTIONS: None.

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items –

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary