

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
September 25, 2013

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Yeatman, Phil Brenner, Patrick Hughes, Joe Scheese, and John Schaible. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, Rettew; Terry Dignazio, Joel Brown, Bill Cookson and Bill Cury.

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

Motion made, seconded and passed to approve the agenda as presented. (P. Hughes, P. Brenner)

Motion made seconded and passed to approve the minutes of August 21, 2013 as amended to remove double wording. (R. Yeatman, P. Brenner)

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

A. Action Items:

1. Review and Consideration for Resolution #13-09-001 Approving The Operating & Expense Budget for Fiscal Year 2013-2014
2. Review and Consideration for Award, the Authority Office Façade Restoration
3. Appearances

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$18,816.60 and the monthly bills in the amount of \$114,921.45. (P. Brenner, R. Yeatman)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #303 in the amount of \$95,000.00 to transfer to the Operating Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #304 in the amount of \$40,000.00 to transfer to the Payroll Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #305 in the amount of \$238,437.00 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, R Yeatman)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #297 to Samuel L. Ross in the amount of \$6,190.43 for October 2013 Rent. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #298 to Barbara H. Ross in the amount of \$13,070.41 for October 2013 Rent. (P. Brenner, R. Yeatman)

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

Escrow Accounts

Return escrow funds in the amount of \$8,000.00 to Alan A. Meyers. Motion made, seconded and passed to return approve return escrow funds to Alan A. Meyers. (P. Brenner, J. Schaible)

Total Escrow Checks: \$8,000.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Draw Request #168 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$31,250.13, AJM Electric in the amount of \$2,700.00, PACT Two in the amount of \$394,855.45, for work related to the Ross Sprayfields.

Draw Request #169 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$390.00 and Rettew Associates in the amount of \$6,401.88 and \$1,300.18 for work related to the WWTP.

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$436,897.64 . Motion made, seconded and passed to approve. (P.

Brenner, P. Hughes)

Motion made, seconded and passed to approve the Treasurer's Report of August 21, 2013. (J. Schaible, P. Hughes)

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: Consideration for Bid Award for Office Façade Restoration Work – BSS Contractors was the low bidder at \$69,500.00. After discussion was held, motion made seconded and passed to accept the lowest bid and give Ed permission to move the process forward, sign contracts, check references, get bonding and issue a Notice To Proceed when all else is completed. (P. Brenner, P. Hughes)

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**
 - A. Osborne Lagoon:** We have a meeting scheduled with PADEP on October 9, 2013 for them to conduct the final inspection and to also go to the existing lagoons to discuss the PECO issue with their power lines.
 - B. Ross Spray Fields:** Construction work continues on schedule, no major issues to report at this time.
 - C. New Treatment Plant:** Rettew, OASA Operators, John Williams (USDA-RUS) via phone and Ed met with PACT 2 on September 11th to discuss their proposal for substituting MACK as the supplier of the treatment plan versus Dutchland. As part of the contract, Pact 2 has the right to submit a substitute at the time of submittal of materials for the project. Enclosed in the board packet is a copy of the minutes from the meeting prepared by Denis Hammaker. The details of these minutes will be discussed in Executive Session as it could potentially lead to possible litigation. There was meeting on September 16th with Pact 2, Rettew, OASA operators, Chester County Conservation District and East Nottingham Township to discuss the E&S requirements for the project. Ed does not have details of the meeting at this time and will provide the Board with an update at the meeting.
 - 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 September 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: On August 27th, Ed sent out information to the member municipalities regarding the requirements for the Septage Management Program and the Authority's ability to provide assistance. The letter had requested the municipalities to contact Ed if they were interested and Ed would schedule a meeting for everyone, but to date, Ed has received no response except from the Borough. Also included with a copy of the letter is an email from Michele explaining the possibility of receiving some grant funding to help implement the programs. Since there has only been response from one facility, Ed will send out another letter.

I. Administration Building Façade: This will be discussed at the Board meeting. A tabulation of the bids received is in the Board Packet.

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 – Resolution No. 13-09-001 – Resolution approving the Operation & Expense Budget for 2013-2014. The Budget Committee met and provides the following Budget for the Board's full consideration.

C. Personnel Issues – Mr. Joseph Barr has been hired as an Operator.

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 August was \$14,844.00 representing 107 Loads accepted for a total of \$309,250.00

Operations Management Report: The average daily influent were 572,724 with a maximum day of 787,933 for a total of 17,754,436.

The average daily effluent was 600,769 with a maximum day of 939,000 for a total of 15,620,000.

Lagoon Levels: #1 – 18.5" #2 – 18.3" #3 – 15"
Osborne – 16.1"

Pump Station Hours of Operation were:

6th Street = 320.7" Grant Street = 203.5 8th Street = 202.8

Q1 = 3.5 Locust Street = 6.7 Locksley Glen = 99..5
Wiltshire = 139.7

OASA Operations Report:

8/1/13 – Gave Motor Technology the OK to repair the Wiltshire Pump.
8/2/13 – Ordered a new pump from Mid Atlantic for Wiltshire to be a spare, the estimated delivery is 12-16 weeks.
8/5/13 – Operator John Hawkes retired, we will begin interviews for a replacement.
8/6/13 – Had to replace the compressor at the Grant Street Pump Station.
8/8/13 – Got Chesco Security to repair the alarm system at the plant.
8/9/13 – Had Foxcraft Inc. do the annual service on the chlorine system.
8/9/13 - Replaced a motor starter on Pivot #3.
8/11/13 – Had to replace a float at the plant lift station.
8/13/13 – Ordered a replacement pump for the 6th Street Pump Station delivery in 12 – 16 weeks.
8/16/13 – Had Klines Septic Services clean the septage receiving tanks.
8/16/13 – Had to take apart and clean the check valves in the septage receiving tanks.
8/16/13 – Serviced the Godwin Pump.
8/19/13 – Had to take one of the 6th Street pumps to Deckman Electric for repair.
8/21/13 – Gave Deckman’s the ok to repair the pump after receiving the estimate.
8/22/13 – Had O.A. Newton replace an 8’ riser pump on Pivot #4.
8/24/13 – Received the new pump we ordered for the septage but it came in without the proper quick connect fittings. Will have to order them separately.

Storage days remaining is 20.

Motion made, seconded and passed to approve the Executive Director’s Report.
(P. Hughes, J. Schaible)

RESOLUTIONS: Motion made, seconded and passed to Accept Resolution #13-09-001 - Approving the Operating & Expense Budget for Fiscal Year 2013-2014.
(P. Brenner, P. Hughes)

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:
Non-Agenda Items –

EXECUTIVE SESSION: Motion made, seconded and passed to recess to Executive Session to discuss Real Estate and Litigation (J. Schaible, R. Yeatman), at 9:14 pm the Board reconvened the Board meeting

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary