

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of

April 16, 2014

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Ron Kepler, Robert Yeatman, Phil Brenner, Joe Scheese, Geoffrey Williams and John Schaible. Also in attendance were Edward Lennex, Executive Director, Blair Fleischman 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. (G. Williams, J. Scheese)

Motion made seconded and passed to approve the minutes of March 19, 2014 as amended. (R. Yeatman, J. Schiabe) 1 abstained

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

**A. Action Items:** None

**B. Appearances:** None

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

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

Motion made, seconded and passed to pay the prepaid bills in the amount of \$17,541.01 and the monthly bills in the amount of \$47,246.18. (P. Brenner, R. Kepler)

#### **Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #325 in the amount of \$40,000.00 to transfer to the Payroll Account. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #326 in the amount of \$90,000.00 to transfer to the Operating Account. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #327 in the amount of \$19,260.84 to transfer to the Bond Fund Account. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #328 in the amount of \$39,500.00 to transfer to the 2006 Bond Fund Account. (P. Brenner, J. Scheese)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #317 to Samuel L. Ross in the amount of \$6,190.43 for May 2014 Rent. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #318 to Barbara H. Ross in the amount of \$13,070.41 for May 2014 Rent. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #319 to PACT Two LLC in the amount of \$6,901.27 for Ross Sprayfields and \$284,413.13 for WWTP for a total of \$291,314.40. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #320 to AJM Electric in the amount of \$16,030.27 for Ross Sprayfield. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #321 to Barley Snyder in the amount of \$330.00 for the WWTP. (P. Brenner, 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**

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 February 19, 2014. (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:** None. Has not met.

**PERSONNEL COMMITTEE REPORT:** None. Has not met.

**PENSION COMMITTEE REPORT:** None. Has not met.

**CHAIRMAN'S ITEMS:** Appointment of Committees

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**

- A. Ross Spray Fields:** Due to weather conditions the contractor still been unable to fully test all of the spray equipment. Prior to the construction meeting of April 9<sup>th</sup>, Authority Staff, along with RETTEW accompanied representatives of PACT TWO on a walkthrough of the entire project site. A prior walkthrough by staff and RETTEW had developed a list of items that needed to be addressed and this formed the basis for the second walkthrough. At this point it is anticipated that the project will be complete by the end of April.
- B. New Treatment Plant:** General Contractor has begun laying the influent force main pipe and the effluent force main pipes from the Headworks building location to the effluent outfall and new influent pump stations. They have also begun work on footer for Headworks building. Work has also begun on the base for the Dutchland Plant.
- C. Pump Stations:** The Executive Director has authorized Walsh Excavating LLC to proceed with work to decommission the Q1 pump station for an estimated price of \$5,200.00. Work will commence upon receipt of the necessary road opening permits and the weather.
- D. Future Disposal Fields:** Nothing to report.
- E. Pretreatment Regulations:** Ed continues to work with Rettew to update these regulations as well as the specifications for the sewer extension construction and should have something for the Operations Committee to review in the near future.
- F. 12" Effluent Forcemain Replacement Feasibility Study:**

Rettew has provided Ed with a preliminary design of the forcemain location but to this point he has not had the time to extensively review and comment back to them.

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

**Administration Building Façade:** Work has not commenced on the project but will when the weather permits. A kick off meeting for the project will be held on April 17.

H. **Grant Funding:** Currently being worked on between Fulton and our Solicitor.

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 March was \$12,660.00 representing 96 Loads accepted for a total of \$263,750.00

**Operations Management Report:** The average daily influent were 626,972 with a maximum day of 772,730 for a total of 19,436,146.

The average daily effluent was 714,125 with a maximum day of 1,860,000 for a total of 16,139,000.

**Lagoon Levels:** #1 – 18.5” #2 – 19.5” #3 – 19.5”  
Osborne – 16.7”

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 327.4 Grant Street = 226.1 8<sup>th</sup> Street = 228.5  
Q1 = 4.6 Locust Street = 3.9 Locksley Glen = 92.4  
Wiltshire = 150.1

**OASA Operations Report:**

3/4/14 – Had the rear seal replaced in the Godwin Pump.

3/6/14 – Eckman Tire Service put two new tires for the pivots on our wheels and repaired another.

3/7/14 – Replaced two flat tires on Pivot #3  
3/12/14 – Replaced two bad aerator switches for Lagoon #1 and put repaired Aerator #3 back in.  
3/13/14 – Cleaned and greased all aerators in Lagoon #1.  
3/16/14 – Replaced a broken riser pipe in Zone #2 and one in Zone #1 also.  
3/17/14 – Had stones delivered for Osborne Lane and leveled them with our tractor.  
3/19/14 – Got the price to repair the septage receiving pump back and gave them the ok to proceed.  
3/24/14 – Had Dolinger Electric in to locate the main power source wires going to lift station.  
3/27/14 – Ordered more riser pipes from Smokers Manufacturing for future sprayfield repairs.  
3/27/14 – Took the 2002 Ford Truck to Sunoco for repairs, they replaced the fuel pump.  
3/31/14 – Changed the oil and all filters in the Godwin Pump.

Storage days remaining is 9.

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

**RESOLUTIONS:** None.

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

**Non-Agenda Items** – None.

**EXECUTIVE SESSION:** Litigation – Recess to Executive Session. Reconvene.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary