

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of August 20, 2014

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

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

Motion made, seconded and passed to approve the Agenda, (J. Scheese, G. Williams)

Motion made seconded and passed to approve the minutes of June 18, 2014 as amended. (J. Scheese, G. Williams) 1 abstained

Motion made seconded and passed to approve the minutes of July 16, 2014 as (J. Scheese, G. Williams) 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 \$19,389.94 and the monthly bills in the amount of \$26,034.86. (P. Brenner, J. Scheese)

#### **Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #338 in the amount of \$55,000.00 to transfer to the Operating Account. (P. Brenner, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #339 in the amount of \$40,000.00 to transfer to the Payroll Account. (P. Brenner, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #340 in the amount of \$44,260.84 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #341 in the amount of \$76,215.00 to transfer to the 1998 Bond Fund Account. (P. Brenner, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #342 in the amount of \$163,176.25 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, G. Williams)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #342 to Samuel H. Ross in the amount of \$6,190.43 for September 2014 Rent. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #343 to Barbara H. Ross in the amount of \$13,070.41 for September 2014 Rent. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #344 to BSS Contractors LLC in the amount of \$11,583.14 for Administration Building Facade. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #345 to Rettew in the amount of \$29,584.70 for WWTP Construction Services. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #346 to W.C. Eshenaur & Sons in the amount of \$45,508.95 for WWTP Construction Services. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #347 to Brandon Stanton Inc. in the amount of \$53,290.50 for WWTP Construction Services. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #348 to AJM Electric in the amount of \$18,877.52 for Ross Spray Fields. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #349 to PACT Two LLC in the amount of \$225,608.21 for Ross Spray Fields. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #350 to PACT Two LLC in the amount of \$49,239.16 for Ross Spray Fields. (P. Brenner, P. Hughes)

**Total Bond Redemption & Improvement Fund Requisitions: \$452,953.02**

**Escrow Accounts**

Motion made, seconded and passed for payment to the Oxford Area Sewer Authority in the amount of \$220.43 (Check 103) for Wash Concepts. (P. Brenner, G. Williams)

Motion made, seconded and passed for payment to the W & J Hostetter Enterprises in the amount of \$1,191.45 (check 108) to close the Hearthstone escrow. (P. Brenner, G. Williams)

**Total Escrow Checks: \$1,411.88**

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

Draw Request #186 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$35,976.35, and W. C. Eshenaur & Son in the amount of \$23,968.62, and Brendan Stanton, Inc. in the amount of \$8,384.00, and PACT Two LLC in the amount of \$300,375.00 for work related to the new WWTP. (P. Brenner, J. Scheese)

Draw Request #189 from the Subordinated Sewer Revenue Note Series of 2011 of PACT Two LLC in the amount of \$817,020.00 for work related to the new WWTP. (P. Brenner, J. Scheese)

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$1,185,714.97.**

Motion made, seconded and passed to approve the Treasurer's Report of August 20, 2014. (J. Scheese, 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:** None. Has not met.

**BUDGET COMMITTEE REPORT:**

- The Budget Committee met on August 13, 2014 to discuss the 2014-2015 Budget. The Budget will be ready for the September meeting.

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

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

**CHAIRMAN'S ITEMS:** None.

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**

- A. Ross Spray Fields:** The Ross Spray Field project is now complete and operational. PADEP has inspected the project and authorized the Authority to begin using it. There is still an issue with the Rainbird Filter and that is being addressed the week of August 18. On August 27, USDA will perform their final inspection and if no issues arise, the project will be closed out. There will be a final payment submittal for the Board to approve at the August Board Meeting, but payment will be withheld pending USDA's inspection.
- B. New Treatment Plant:** Work is proceeding at the plant site with the Headworks and Operations Buildings and the Dutchland tanks have been erected. The existing effluent force main has been replaced and placed back in operation so that work can begin on new influent pump station construction. Based on the latest schedule submitted, the project is currently scheduled to be completed within the contract period.
- C. Pump Stations:** The Q1 pump station has been decommissioned and removed.
- 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.

H. **Administration Building Façade:** Work is nearly complete on the project, only the cap on the top of the façade remains and will be completed the week of August 18<sup>th</sup>.

I. **Grant Funding:** Nothing to report at this time.

II. **Developer Activity** – Nothing to report at this time.

III. **Operations Report:** Included in the Board Packet.

IV. **Administration Report:**

A. **Customer Correspondence** – None.

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 July was \$10,980.00 representing 87 loads accepted for a total of \$228,750.00.

**Operations Management Report:** The average daily influent were 541,039 with a maximum day of 663,134 for a total of 16,772,204.

The average daily effluent was 639,674 with a maximum day of 1,157,000 for a total of 19,829,900.

**Lagoon Levels:** #1 – 17.7' #2 – 9.9' #3 – 7.4'  
Osborne – 11.2'

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 323.8 Grant Street = 197.1 8<sup>th</sup> Street = 201.4  
Q1 = 0.0 Locust Street = 3.8 Locksley Glen = 94.3  
Wiltshire = 103.5

**OASA Operations Report:**

7/1/14 – New Holland Tractor was sent back to the dealer for a leaking seal, it was covered by warranty.

7/2/14 – Ordered 2 replacement motors, one for an aerator in Lagoon #1 & one in Lagoon #2.

7/3/14 – Cleaned and serviced the aerators in Lagoon #1.

7/10/14 – Had Xylem replace a bad fuel pump on the Godwin Pump.

7/11/14 – Kevin Martin started the first cutting of hay on the Ross Farm Pivot Fields.

7/11/14 – Had a contractor haul several loads of our topsoil to fill in ruts and low spots in all the Ross Farm Fields, also over seeded those areas.

7/15/14 – Had Walsh Excavating demolish the Q1 Pumping Station, after they had redirected the lateral to go to the Tasty Baking Pumping Station.  
7/17/14 – Had contractors Abel Recon give a price on repairing the manhole on North 3<sup>rd</sup> Street and restore the road to Pen Dot specs.  
7/18/14 – Had M&S Services in to repair our effluent flow meter but it was deemed to be beyond repair, a new replacement has been ordered.  
7/24/14 – 2<sup>nd</sup> cutting of hay was taken off of Zones 1, 1A, 2 & 3. Zones 2 & 3 were aerated also.  
7/31/14 – Rented a back hoe from Resource Rentals to make repairs in Spray Field #1 & Zone #2.

Storage days remaining is 72.

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:** As per Ed, Bog Turtle, LLC got their variance approval on August 19, 2014.

**PUBLIC COMMENT:**

**Non-Agenda Items** – None.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary