

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of December 17, 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, Patrick Hughes, Joe Scheese and John Schiable. Also in attendance were Edward Lennex, Executive Director, Chris Davis 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 written. (J. Scheese, R. Kepler)

Motion made seconded and passed to approve the minutes of November 19, 2014 as submitted. (R. Yeatman, J. Scheese) J. Schiable 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 \$118,114.49 and the monthly bills in the amount of \$70,277.40. (P. Brenner, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #353 in the amount of \$19,260.84 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #354 in the amount of \$30,000.00 to transfer to the Operating Account. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #355 in the amount of \$70,000.00 to transfer to the Payroll Account. (P. Brenner, P. Hughes)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #360 to Samuel L. Ross in the amount of \$6,190.43 for January 2015 Rent. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #361 to Barbara H. Ross in the amount of \$13,070.41 for January 2015 Rent. (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

Draw Request #199 from the Subordinated Sewer Revenue Note Series of 2011 to PACT Two in the amount of \$1,220,068.76, W. C. Eshenauer & Sons in the amount of \$43,590.75 and Rettew Associates in the amount of \$36,851.54 for a total of \$1,370,982.55. (P. Brenner, J. Scheese)

Draw Request #200 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$1,284.84. (P. Brenner, J. Scheese)

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$1,372,267.39 .

Motion made, seconded and passed to approve the Treasurer's Report of December 17, 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: Handled under Resolutions.

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. New Treatment Plant:** The work at the treatment plant is progressing. PACT Two has begun excavation of the new influent pump station. The current construction schedule shows completion of the project by late March. Both Staff and Rettew feel this is a rather ambitious schedule. From the standpoint of actual plant startup and operation, this is probably realistic based on where construction and equipment installation stands. The consensus is it is probably more likely that due to landscaping and weather dependent work, late April, early May is more realistic.
 - B. Pump Stations:** Nothing to report at this time.
 - C. Future Disposal Fields:** Nothing to report.
 - D. 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.
 - E. 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.
 - F. Municipal On-Lot Septage Management:** Nothing to report at this time.
 - H. Administration Building Façade:** Work is complete on the project.
 - I. Grant Funding:** The Authority has heard from Chester County that due to a delay with HUD. Ed will keep the Board informed when he hears from the County. Barley, Snyder, Authority Staff and USDA met to begin putting in place the necessary documents to move towards closing. All are working towards an April closing. Ed will provide the Board with more details at the meeting.
- P3 Tower, LLC** – Both P3 and Ed continue to work on finalizing the site location and once this is determined the final agreement can be put in place.

- II. **Developer Activity** – Nothing 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 November was \$7,322.60 representing 59 loads accepted for a total of \$150,700.00.

Operations Management Report: The average daily influent were 536,473 with a maximum day of 688,000 for a total of 16,094,189.

The average daily effluent was 612,708 with a maximum day of 942,000 for a total of 14,705,000.

Lagoon Levels: #1 – 17.2 #2 – 35.6' #3 – empty
Osborne – 6.7'

Pump Station Hours of Operation were:

6th Street = 246.3 Grant Street = 175.5 8th Street = 200.2
Q1 = 0.0 Locust Street = 4.7 Locksley Glen = 100.2
Wiltshire = 139.5

OASA Operations Report:

11/3/14 – Had Klines Septic Services clean the wet well at the 6th Street Pumping Station.
 11/4/14 – One of our guys went to a class about Ventrac Mowers.
 11/5/14 – Had Spray Fields 1 & 1A Aerated.
 11/6/14 – Bill Goodley took the Operators Certification Exam, which he did pass.
 11/7/14 – Received water meters to be installed for our sewer only accounts when they are needed.
 11/8/14 – Martin started 3rd cutting of hay at the Osborne Farm, this is the first time in a few years since we have been able to get a full 3rd cutting.
 11/10/14 – Rented a backhoe to make Sprayfield repairs and repair drains.
 11/13/14 – John Bright and Ed Lennex attended a class in Harrisburg about Fats, Oils and Greases and how they impact our system.
 11/18/14 – Marino Electrical installed the temporary control panel at the plant life station.

11/19/14 – Had to remove Pump #1 at the 6th Street Pump Station, fortunately we had a spare ready to go. We have sent it out to be evaluated.

11/20/14 – All attended generator training class at the new plant.

11/21/14 – Placed 23 bales of hay around the septage receiving machine to help prevent freezing.

11/24/14 – Sent t he rented pump back that we used to lower the lagoon levels while piping was installed.

11/25/14 – Ordered parts to repair Pivots #1 & #3 at Osborne.

11/27/14 – Had power outages at the plant that we later found were linked to a short at one of the electrical boxes at Lagoon #1. Marino Electric is advising on this matter.

11/27/14 & 11/28/14 – Had several alarms coming from the temporary equipment at the Life Station [that turned out to be false]. We have since found out that the measuring device had to be replaced. Marino Electric took care of that for us.

Storage days remaining is 98.

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

RESOLUTIONS:

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – None.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary