

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
February 19, 2014

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Yeatman, Patrick Hughes, Joe Scheese, Geoffrey Williams 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 as presented. (J. Scheese, P. Hughes)

Motion made seconded and passed to approve the minutes of January 15, 2014 as amended. (R. Yeatman, J. Scheese)

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

A. Action Items:

1. Rettew Proposal – Sixth Street Pumping Station Replacement Project.
2. Rettew Proposal – Grant Street Pumping Station Modifications Project.
3. Fulton Bank Increase to Bridge Loan Agreement.
4. Amendment to Agreement Regarding USDA Letter of Conditions to Oxford Area Sewer Authority and Fulton Bank Bridge Loan Commitment – with Member Municipalities.

B. Appearances

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$22,434.68 and the monthly bills in the amount of \$67,912.12. (P. Hughes, R. Yeatman)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #317 in the amount of \$40,000.00 to transfer to the Payroll Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #318 in the amount of \$110,000.00 to transfer to the Operating Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #319 in the amount of \$296,160.00 to transfer to the 1998 Bond Fund Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #320 in the amount of \$58,175.89 to transfer to the 2006 Bond Fund Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #321 in the amount of \$19,260.84 to transfer to the Bond Redemption Fund Account. (P. Hughes, J. Scheese)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #313 to Samuel L. Ross in the amount of \$6,190.43 for March 2014 Rent. (P. Hughes, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #314 to Barbara H. Ross in the amount of \$13,070.41 for March 2014 Rent. (P. Hughes, J. Scheese)

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

Escrow Accounts

Motion made seconded and passed to pay Barley Snyder in the amount of \$590.00 (Check 119) for Invoice 473258-4 and 475002-2 for work done for Ware Presbyterian Village. (P. Hughes, J. Scheese)

Total Escrow Checks: \$590.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Draw request #176 from the Subordinated Sewer Revenue Note Series of 2011 Rettew Associates in the amount of \$21,597.02, and AJM Electric in the amount of \$9,690.00 and PACT Two LLC in the amount of \$51,237.54 for work related to the Ross Spray fields. (P. Hughes, J. Scheese)

Draw Request #177 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$19,751.54 and PACT Two in the amount of \$57,465.00 for work related to the WWTP. (P. Hughes, J. Scheese)

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$159,740.77 .

Motion made, seconded and passed for the Chairman to sign the amended Fulton Bank Bridge Loan Agreement. (J. Scheese, J. Schaible)

The Chairman met with the Member Municipalities regarding the Amended Agreement with the Municipalities. Two were approved and signed (Borough & West Nottingham Township). 1 was approved with final approval from their Solicitor. The Solicitor is ready to recommend approval to Lower Oxford Township. 1 postponed their decision until their March 11, 2014 meeting, thus being the reason for needing to get the date changed from February to March. Motion made, seconded and passed to approve the Borough and West Nottingham Township and authorize the Chairman and Secretary to sign Lower Oxford Township and East Nottingham Township when received, if it is before the next Sewer Authority Board Meeting. (J. Scheese, P. Hughes)

Motion made, seconded and passed approving the Chairman and Secretary and any other officer necessary to sign all of the closing documents for the Loan with Fulton Bank if the need should occur prior to the next Board Meeting. If the need does not arise, it will be handled at the next Board Meeting or if necessary, have a Special Board Meeting specifically for that item. (J. Scheese, P. Hughes)

Motion made, seconded and passed to approve the Treasurer's Report of February 19, 2014. (J. Scheese, J. Schaible)

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:

- Rettew Proposal – Sixth Street Pumping Station
- Rettew Proposal – Grant Street Pumping Station

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

- A. **Ross Spray Fields:** Due to weather conditions the contractor has been unable to conduct testing of the spray equipment. The Electrical Contractor has continued to finish the necessary work to allow for spray testing. At the present time, the contract

has been extended to the end of February for completion of the center pivot fields and for the entire project by March 31st. This will again all depend on weather conditions.

- B. New Treatment Plant:** No real work has been done on the project due to weather conditions. All contractors have been working on the equipment submittals at this time with the only major submittal left being the Dutchland process.
- 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.

Included in the Board Packet is a proposal from Rettew Engineering for the necessary modifications needed to decommission the Grant Street Pump Station. Ed would recommend the Board approve the proposal as presented. Included in the Board Packet is a proposal from Rettew Engineering for the replacement of the Sixth Street Pump Station. On January 23rd, Ed sent the Board a revised review by Rettew for replacement of the station. Based on the review, Rettew has prepared a proposal based on this recommendation. Motion made and seconded to approve both Proposals. (J. Scheese, P. Hughes)

- 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.

- 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.
Stream Discharge: On February 7th, Ed authorized the operators to commence stream discharge from the effluent storage lagoons due to high level of storage we had. Both Rick Eshelman and Ed notified the appropriate parties at PADEP of this fact. We are taking necessary steps to minimize the downstream impact and on February 12th, Mr. Mike McAdams of PADEP was out to review the steps that were implemented and was satisfied that we were doing all that was possible to mitigate the discharge impact. On February 14th, we discontinued stream discharge and went back to spray disposal. With the weather forecasted to begin to warm, we will continue to utilize spray disposal unless the situation should dictate returning to stream discharge.
- 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 January was \$8,616.00 representing 66 Loads accepted for a total of \$179,500.00

Operations Management Report: The average daily influent were 599,372 with a maximum day of 938,879 for a total of 18,580,527.

The average daily effluent was 831,000 with a maximum day of 1,489,000 for a total of 16,620,000.

Lagoon Levels: #1 – 18.5” #2 – 18.6” #3 – 18.8”
Osborne – 18.1”

Pump Station Hours of Operation were:

6 th Street = 322.5	Grant Street = 236.7	8 th Street = 232.4
Q1 = 4.7	Locust Street = 4.1	Locksley Glen = 96.0
Wiltshire = 133.7		

OASA Operations Report:

1/3/14 – Cleaned aerators in Lagoon #1.

1/13/14 – Discovered a leak in the effluent force main near the treatment plant building. Shut down the effluent pumps and called Walsh Excavating to make repairs. It was dug up the next morning and we decided what parts we needed to finish the repair. The following day at noon we were able to resume spraying to the fields. DEP was notified.
1/14/14 - A new heat pump was installed at the treatment plant building.
1/17/14 – Our original Godwin Pump was returned from the shop with a new pump end and compressor, it was covered under warranty.
1/20/14 – Had stone delivered for the Osborne driveway, we used our tractor to level.
1/24/14 – Had to have the transmission lines replaced on the 2006 GMC truck, and new tires.
1/31/14 – We put hay bales around pipes at the septage receiving force main to keep them from freezing.

We received 94 loads of septage in December for a total of 273,250 gallons averaging about 8,815 gallons per day.

Storage days remaining is 4.85.

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

RESOLUTIONS: None.

LEGAL ITEMS: None.

CORRESPONDENCE: An email was received from the Borough's Engineer regarding street lights. They want to place lamp posts on top of the sewer line. A question was raised regarding whether or not the sewer main should be exposed. Ed states it should not, they should just go to the depth they need. That leaves 3 feet to work with. After much discussion, it was decided that the Contractor must soft dig, allow a 2 year grace period and televise in 2 years.

OLD BUSINESS: Community Treatment Plants – Nutrient Credits – Ed states he mailed the memo to all members. Some did not receive it so Ed relayed what information was in the memo. He questioned whether the Board needed more information. They do not.

NEW BUSINESS: Ed reminded members that he needs their Financial Filing Forms back by May 1, 2014.

PUBLIC COMMENT:

Non-Agenda Items – None.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary