

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of January 15, 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, Patrick Hughes, Joe Scheese, Geoffrey Williams and John Schaible. Also in attendance were Edward Lennex, Executive Director and Michelle Braas, Rettew.

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, R. Yeatman)

**Election of Officers:** Meeting was turned over to the Executive Director for Election of Officers for 2014.

**Chairman:** Nominations opened for Chairman. Motion to nominate Percy Reynolds as Chairman for 2014. (J. Scheese, P. Hughes) Motion to close nominations for Chairman. (J. Scheese, P. Hughes) Motion to elect Percy Reynolds Chairman (J. Scheese, P. Hughes) vote unanimous.

**Vice Chairman:** Nominations opened for Vice Chairman. Motion to nominate Robert Yeatman as Vice Chairman for 2014. (J. Schaible, J. Scheese) Motion to close nominations for Vice Chairman. (R. Kepler, J. Scheese) Motion to elect Robert Yeatman Vice Chairman (R. Kepler, J. Scheese) vote unanimous.

**Secretary:** Nominations opened for Secretary. Motion to nominate Joe Scheese as Secretary for 2014. (J. Schaible, R. Kepler) Motion to close nominations for Secretary. (P. Reynolds, J. Schaible) Motion to elect Joe Scheese for Secretary (P. Reynolds, J. Schaible) vote unanimous.

**Treasurer:** Nominations opened for Treasurer. Motion to nominate Phil Brenner as Treasurer for 2014. (J. Scheese, P. Hughes) Motion to close nominations. (R. Kepler, P. Hughes) Motion to elect Phil Brenner Treasurer (R. Kepler, P. Hughes) vote unanimous

**Assistant Secretary:** Nominations opened for Assistant Secretary. Motion to nominate Geoffrey Williams as Assistant Secretary for 2014. (J. Scheese, R. Kepler) Motion to close nominations. (P. Reynolds, R. Yeatman) Motion to elect Geoffrey Williams Assistant Secretary (P. Reynolds, R. Yeatman) vote unanimous.

**Assistant Treasurer:** Nominations opened for Assistant Treasurer. Motion to nominate Pat Hughes as Assistant Treasurer for 2014. (J. Schaible, R. Yeatman) Motion to close nominations. (P. Reynolds, R. Kepler) Motion to elect Pat Hughes Assistant Treasurer (P. Reynolds, R. Kepler) vote unanimous.

The meeting was now turned back over to the Chairman.

Motion made seconded and passed to approve the minutes of December 19, 2013 as amended. (R. Yeatman, P. Hughes) 1 abstained

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

**A. Action Items:**

1. Appointment of Committees – Tabled by the Chairman until the February 2014 Meeting.
2. Appointment of Solicitor – Motion made seconded and passed to retain Kathy Gray/Barley Snyder as the Solicitor for 2014. (J. Scheese, P. Hughes)
3. Appointment of Consulting Engineer – Motion made, seconded and passed to retain Michelle Braas/Rettew Engineering as the Consulting Engineer for 2014. (R. Yeatman, P. Hughes)
4. Board Meeting Date & Time – Motion to approve the Schedule of Meeting Date & Times for 2014 as presented by the Executive Director. (J. Scheese, J. Schaible)
5. Review and Approve Caretaker's Agreement – Bethel Hill Farms – Motion to Accept the Agreement as presented. (J. Scheese, P. Hughes)

**TREASURER'S ITEMS:** Handled by Executive Director

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$22,755.54 and the monthly bills in the amount of \$77,829.96. (J. Scheese, R. Kepler)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #313 in the amount of \$40,000.00 to transfer to the Payroll Account. (J. Scheese, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #314 in the amount of \$85,000.00 to transfer to the Operating Account. (J. Scheese, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #315 in the amount of \$30,000.00 to transfer to the Bond Redemption Fund Account. (J. Scheese, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #316 in the amount of \$19,260.84 to transfer to the Bond Redemption Fund Account. (J. Scheese, P. Hughes)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #310 to Samuel L. Ross in the amount of \$6,190.43 for February 2014 Rent. (J. Scheese, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #311 to Barbara H. Ross in the amount of \$13,070.41 for February 2014 Rent. (J. Scheese, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #312 to Althouse, Martin & Assoc. in the amount of \$3,753.00 for Administration Building Facade. (J. Scheese, P. Hughes)

**Total Bond Redemption & Improvement Fund Requisitions: \$23,013.84**

**Escrow Accounts**

None.

**Total Escrow Checks: \$0.00**

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

Draw request #174 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$25,338.49, and AJM Electric in the amount of \$12,739.10 and PACT Two LLC in the amount of \$111,672.50 for work related to the Ross Spray fields. (J. Scheese, P. Hughes)

Draw Request #175 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$24,239.43 and PACT Two in the amount of \$205,875.00 for work related to the WWTP. (J. Scheese, P. Hughes)

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$370,864.52 .**

Motion made, seconded and passed to approve the Treasurer's Report of January 15, 2014. (J. Scheese, G. Williams )

**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:** None.

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**

**Osborne Lagoon:** The project is now officially closed out.

**A. Ross Spray Fields:** After the regular weekly construction meeting with the contractors on January 8<sup>th</sup>, Ed had the opportunity to discuss the time extension offer as it was laid out by Dennis Hammaker of Rettew, with the owner of PACT Two that the Board discussed last meeting and authorized to be sent. While the contractor was in agreement in principal, there were still some outstanding issues with respect to change orders that needed to be ironed out before we could reach a formal agreement on the time extension. Ed is hoping to have these issues resolved at the construction meeting on January 15<sup>th</sup> and will report the results to the Board at our meeting.

**B. New Treatment Plant:** Other than E&S work, nothing much construction wise has taken place. While PACT Two was not in agreement with the findings with respect to the denial of the Mack Industries substitution submittal denial, they understand that it is the Board's position that Dutchland is what must be provided. Ed is not sure if this is the last we will hear on the subject, but he feels comfortable that the right decision was made based upon the information provided to the Authority and PACT Two has no other recourse.

**C. Pump Stations:** Ed was able to contact the Owner of the sewer connection to the Q1 Pump Station and he is making arrangements to disconnect from the station and connect to the gravity line. In accordance with the Board's direction, Ed spoke with our Solicitor and there was no reason why we could not have him do the work and reimburse him for the reasonable cost of relocating his connection so Ed made him that offer and he was satisfied. Walsh Construction is doing the work, and they have done work for the Authority before so Ed was comfortable that the cost would be reasonable, but he is still waiting for the quote.

A representative from Rettew was down on January 9<sup>th</sup> to do a more extensive review of the Grant and 6<sup>th</sup> Street Pump

Stations and we will meet shortly to prepare a more indepth analysis and report to the Board on what is the best course of action to address the issues with these two stations.

- D. Future Disposal Fields:** Nothing to report at this time.
- E. 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 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 should commence on the project in early February, weather permitting.
- I. 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 December was \$13,116.00 representing 94 Loads accepted for a total of \$273,250.00

**Operations Management Report:** The average daily influent were 589,253 with a maximum day of 790,099 for a total of 18,266,845.  
The average daily effluent was 567,529 with a maximum day of 937,000 for a total of 9,648,000.

**Lagoon Levels:** #1 – 19.1”    #2 – 19.7”    #3 – 18.6”

Osborne – 16.9”

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 305.1    Grant Street = 183.2    8<sup>th</sup> Street = 218.2  
Q1 = 2.3            Locust Street = 4.3    Locksley Glen = 102.7  
Wiltshire = 116.1

**OASA Operations Report:**

12/2/13 – Replaced a bad wire on an aerator in Lagoon #1.  
12/5/13 – Replaced a broken chain on the 6<sup>th</sup> Street Grinder.  
12/9/13 – Put a cutting blade on the tractor bucket to help with snow and ice removal.  
12/13/13 – Had Xylem repair the Godwin Pump.  
12/13/13 – Had Alger Oil fill all fuel tanks for the emergency generators at all pumping stations.  
12/15/13 – Actuator valve on Pivot #6 has an electrical short. It is temporarily out of service.  
12/18/13 – Got DP Safety to replace two bad sensors in one of our oxygen meters.  
12/18/13 – Replaced a flat tire on Pivot #2.  
12/19/13 – Ordered two new tires for the Pivots.  
12/19/13 – Repaired two broken riser pipes in Zone #1.  
12/26/13 – Had Xylem replace the original level measuring device with a transducer at the Oxford Commons Pumping Station.  
12/30/13 – Had an electrician repair the heat trace in the Lakeside Unit.  
12/31/13 – The heat pump at the treatment plant quit working and the contractor says its too old to get parts to repair, so they are pricing a replacement unit. We are running on emergency backup.

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, R. Kepler)

**RESOLUTIONS:** None.

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Mr. Scheese raised a question regarding the use of nutrient credits for a Community Treatment Plant utilizing a stream discharge for dedication to the Authority. The Board instructed the Executive Director to research this issue and get back to the Board with his findings.

**PUBLIC COMMENT:**

**Non-Agenda Items –**

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary