

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**July 16, 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 and John Schaible. Also in attendance were Edward Lennex, Executive Director; Blair Fleischmann and Joel Brown

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

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

Motion made seconded and passed to table the minutes of June 18, 2014 until amended. (J. Schaible, J. Scheese)

**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 \$28,380.50 and the monthly bills in the amount of \$87,797.16. (J. Scheese, J. Schaible)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #335 in the amount of \$110,000.00 to transfer to the Operating Account. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #336 in the amount of \$40,000.00 to transfer to the Payroll Account. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #337 in the amount of \$19,260.84 to transfer to the Bond Redemption and Improvement Fund. (J. Scheese, G. Williams)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #339 to Samuel H. Ross in the amount of \$6,190.43 for August 2014 Rent. (G. Williams, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #340 to Barbara H. Ross in the amount of \$13,070.41 for August 2014 Rent. (G. Williams, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #341 to BSS Contractors LLC in the amount of \$20,797.15 for Admin Building Facade. (G. Williams, J. Scheese)

**Total Bond Redemption & Improvement Fund Requisitions: \$40,057.99**

**Escrow Accounts**

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

**Total Escrow Checks: \$220.43**

**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 July 16, 2014. (J. Scheese, J. Schiable)

**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**

**A. Ross Spray Fields:** Authority staff along with Dennis Hammaker of Rettew inspected the entire Ross Spray Field Project on July 2, 2014 and by letter dated July 3, 2014 the Executive Director issued the results of our inspection with a list of items that still needing to be completed. Rettew compiled a four (4) page list of issues that need addressed and the Executive Director narrowed that list down to what was essential for a Substantial Completion certificate to be issued. The letter stated that the Contractors had until July 14<sup>th</sup> for PACT TWO and 16<sup>th</sup> for AJM Electric. If these items were not complete, then Liquidated Damages would be charged retro-active to July 2, 2014. Since the July 3<sup>rd</sup> letter quite a significant number of Rettew's items have been addressed, inspected and approved.

A meeting is currently scheduled for July 15<sup>th</sup> with DEP for inspection of the project and their approval for its intended use along with finalizing the new Water Quality Management Permit rerating our Facility to 760,000 GPD. A draft of that permit is currently under review by staff and Rettew and we feel comfortable with the draft operating conditions and have some minor wording changes we would like to see made to mirror our current operating procedures until the new WWTP is completed and operational. At this point though weather may cause the DEP meeting to be rescheduled.

**B. New Treatment Plant:** Work is proceeding at the plant site with the Headworks and Operations Buildings under roof and the floor for the Dutchland tanks being prepared for pouring. 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 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 has begun as of July 14 and will be completed by July 16.

**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 has commenced on the project and is currently scheduled to be completed mid July.

**I. Grant Funding:** We have received notification that the award of PA Small Water and Sewer Program grants have been postponed until the Commonwealth Financing Authority's September Board Meeting.

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

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

**IV. Administration Report:**

**A. Customer Correspondence –** June 30, 2014 Ms. Blair Fleischmann letter to Board.

**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 June was \$2,856.00 representing 23 Loads accepted for a total of \$59,500.00. Due to WWTP construction and septage receiving equipment repairs, the septage receiving station was not available to receive septage.

**Operations Management Report:** The average daily influent were 632,690 with a maximum day of 876,138 for a total of 18,980,697.

The average daily effluent was 625,586 with a maximum day of 1,128,000 for a total of 18,142,000.

**Lagoon Levels:** #1 – 17.6' #2 – 16.4' #3 – 11.2'  
Osborne – 14.2'

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 350.7    Grant Street = 228.2    8<sup>th</sup> Street = 212.4  
Q1 = 2.2                Locust Street = 4.7        Locksley Glen = 98.4  
Wiltshire = 123.9

**OASA Operations Report:**

6/6/14 – Replaced the control board on the Godwin Pump.  
6/6/14 – Had fertilizer spread of Spray Fields 1, 1A, 2 & 3.  
6/7/14 – Had two new tires mounted on our rims for the Osborne Pivots.  
6/10/14 – Contractors have taken the effluent forcemain out of service, so that a partial replacement can be installed.  
6/11/14 – Have a local contractor hauling our topsoil to the Ross Farm to fill in ruts in the spray zones.  
6/16/14 – Had Pipe Data Services televise part of the main near a sinkhole at N. 3<sup>rd</sup> and Mt. Vernon Street. It showed there was not a problem with the main, but just the road and the top of the manhole just below the frame. We had a rep from a company that specializes in manhole repair the next day. They are working up a cost estimate.  
6/18/14 – Had the Osborne Pivots Spray Fields fertilized.  
6/19/14 – Pulled two aerators from the lagoons and sent out for repairs.  
6/20/14 – The Lakeside Unit was reinstalled (was out since 5/30/14), seems to be working okay for now, although they were unable to get one of the bearings in the gear box that needs replaced.  
6/20/14 – Had OASA logo signs put on the trucks.  
6/21/14 – Got our trailer lights fixed and state inspection done so we can use it to haul the Ventrac Mower.  
6/21/14 – Hay contractor mowed the Ross Farm fixed nozzle for the first cutting.  
6/25/14 – Had all of the fuel tanks filled for the emergency generators.  
6/26/14 – Had zones 1, 1A, 2 & 3 aerated.  
6/30/14 – Took one of the pumps from 6<sup>th</sup> Street pumping station to the shop for repair.

Storage days remaining is 40.

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

**RESOLUTIONS:** None.

**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, G. Williams)

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary