

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
June 18, 2014

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Yeatman, Joe Scheese, Geoffrey Williams and John Schaible. Also in attendance were Edward Lennex, Executive Director; Dennis Hammaker, Rettew; Joel Brown, Blair Fleischmann and Tom King.

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

Motion made, seconded and passed to approve the agenda after removing #8, Executive Session since there was no need for one tonight. (J. Scheese, G. Williams)

Motion made seconded and passed to approve the minutes of April 16, 2014 as amended. (R. Yeatman, G. Williams)

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

A. Action Items:

- Resolution No. 14-06-001 Amending Rules and Regulations Section 12 Rates and Fees Table. Motion made, seconded and passed to approve Resolution No. 14-06-001. (J. Scheese, G. Williams)
- Consideration for Motion to approve filing for Chester County Community Development Block Grant along with approval for Chairman and Executive Director to sign all documents for the 6th Street Pump Station Replacement Project.
- Consideration of Proposal to lease portion of Administration Building. Motion made, seconded and passed to authorize the Executive Director to pursue the endeavor with Bog Turtle Brewery (J. Scheese, G. Williams)

B. Appearances: None

TREASURER'S ITEMS:

Treasurer's Items were covered by Ed Lennex, the Executive Director as the Treasurer was not in attendance.

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$25,089.32 and the monthly bills in the amount of \$54,553.40. (J. Scheese, G. Williams)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #332 in the amount of \$19,260.84 to transfer to the Bond Redemption Fund Account. (G. Williams, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #333 in the amount of \$38,000.00 to transfer to the Operating Account. (G. Williams, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #334 in the amount of \$35,000.00 to transfer to the Payroll Account. (G. Williams, R. Yeatman)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #330 to Rettew in the amount of \$39,627.64 for the WWTP Construction Services (G. Williams, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #331 to Brendan Stanton, Inc. in the amount of \$349,877.00 for WWTP Construction Services. (G. Williams, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #332 to W.C. Eshenaur & Sons in the amount of \$20,237.40 for WWTP Construction Services. (G. Williams, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #333 to PACT Two LLC in the amount of \$474,975.00 for WWTP Construction Services. (G. Williams, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #334 to Bethel Hill Farm in the amount of \$3,100.00 for the Ross Spray Field Project. (G. Williams, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #335 to BSS Contractors LLC in the amount of \$19,953.00 for Admin Building Facade. (G. Williams, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #336 to Venture Products Inc. in the amount of \$33,520.85 to purchase a new tractor. (G. Williams, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #337 to Samuel L. Ross in the amount of \$6,190.43 for July 2014 Rent. (G. Williams, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #338 to Barbara H. Ross in the amount of \$13,070.41 for July 2014 Rent. (G. Williams, J. Scheese)

Total Bond Redemption & Improvement Fund Requisitions: \$960,551.73

Escrow Accounts

Motion made, seconded and passed for payment to Rettew Associates, Inc. in the amount of \$138.00 (Check 122) for Invoice 64610 for work done for Ware Presbyterian Village. (G. Williams, J. Scheese)

Motion made seconded and passed for payment to the Oxford Area Sewer Authority in the amount of \$2,819.52 for Wash Concepts.

Total Escrow Checks: \$2,957.52

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 June 18, 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**

- A. Ross Spray Fields:** At the present all of the equipment is going through final startup and testing. Rettew along with staff is preparing a final checklist of items that still need to be addressed. Both the Contractor and Rettew are working closely to finish the project by June 30th. At that point, PADEP will be informed of its completion and an inspection meeting will be set up with them to close out the project. We anticipate there will probably still be items after the June 30th date, but they will be covered by the one year warranty.
- 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 poured. 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 will commence during the last two weeks of June.
- 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:** In your Board Packet is an ad that was placed in the paper addressing the Authority's intention to file an application with Chester County for a Community Development Block Grant for the 6th Street Pump Station Replacement Project. A requirement of this filing is for the Board to discuss and approve a motion for the filing and to allow for public comment if there is any.

Staff is also in discussions with USDA-RUS for possible granting funding they have available with additional portions of this project.

The Chairman opened the floor for questions or comments by those in attendance. Ms. Blair Fleischmann asked a number of questions with respect to all of the grant applications for the 6th Street Pump Station project. In addition she had questions with respect to other projects currently under the Board consideration. The Board responded to Ms. Fleischmann's inquiries.

- 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** –
 - Resolution 14-06-001 proposes an average of 4.5% rate increase for the sewer rental charges. As the Board is well aware many of the facilities and equipment related to the existing sewer system and disposal equipment is fairly old and in need of upgrades and replacement. Since this is existing equipment being utilized for the benefit of our existing customers, the funds for doing this work should come from them. It is the established Board policy that rate increase must be approved in June for implementation in October.
 - 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 May was \$23,088.00 representing 166 Loads accepted for a total of 481,000

Operations Management Report: The average daily influent were 667,938 with a maximum day of 1,820,578 for a total of 20,706,082.

The average daily effluent was 738,172 with a maximum day of

1,637,000 for a total of 21,407,000.

Lagoon Levels: #1 – 18' #2 – 16'3" #3 – 12'8"
Osborne – 17'

Pump Station Hours of Operation were:

6th Street = 362.3 Grant Street = 209.1 8th Street = 235.3
Q1 = 3.0 Locust Street = 4.1 Locksley Glen = 90.6
Wiltshire = 148.2

OASA Operations Report:

5/5/14 – We sent the flow meter from Pivot #3 to McCrometer for repair.

5/10/14 – Ordered two new tires for the Osborne Pivots.

5/12/14 – Had stone delivered to Osborne to repair driveways.

5/13/14 – Sent one of the Septage receiving tank pumps to Motor Technology for repair.

5/13/14 – Ordered a new mower especially designed to cut steep banks.

5/13/14 thru 5/14/14 – Two of our guys attended classes at Flygt Pumps.

5/20/14 – Mowed all buffer zones.

5/23/14 – Septage Receiving Machine (Lakeside Unit) broke down, we called Heisey Mechanical to come look at it ASAP. Also called all of the haulers and told them we would not be able to receive septage until further notice.

5/27/14 – Replaced a motor starter and micro switch in Pivot #5.

5/28/14 – Heisey Mechanical on-site removed Lakeside Unit and took back to their shop for repair.

5/28/14 – One of the sub Contractors accidentally cut our main power supply while digging, they repaired it and got power restored about 7:00 p.m.

5/30/14 – Replaced a bad motor on Pivot #2.

Storage days remaining is 25.

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

RESOLUTIONS:

- Resolution No. 14-06-001 Approval for application to Amending Rules and Regulations Section 12 Rates and Fees Table – to implement sewer rental fees rate increase.

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