

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**March 19, 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, Philip Brenner, 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. (P. Brenner, J. Schaible)

Motion made seconded and passed to approve the minutes of February 19, 2014 as amended. (R. Yeatman, G. Williams) 2 abstained

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

**A. Action Items:**

1. Review and Approval of Authority Annual Financial report and PA DCED Annual Financial Report to Municipalities. Ed recommended approval so he can file the other paperwork he has to file. Motion made seconded and passed to accept the 3<sup>rd</sup> Annual Financial Report for Year ending September 30, 2013. (P. Brenner, R. Kepler)

**B. Appearances**

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$14,879.77 and the monthly bills in the amount of \$53,934.39. (P. Brenner, R. Kepler)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #322 in the amount of \$40,000.00 to transfer to the Payroll Account. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #323 in the amount of \$90,000.00 to transfer to the Operating Account. (P. Brenner, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #324 in the amount of \$19,260.84 to transfer to the Bond Redemption Fund Account. (P. Brenner, R. Kepler)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #315 to Samuel L. Ross in the amount of \$6,190.43 for April 2014 Rent. (P. Brenner, R. Kepler)

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 April 2014 Rent. (P. Brenner, R. Kepler)

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

**Escrow Accounts**

Motion made seconded and passed to pay Rettew Associates in the amount of \$1,030.98 (Check 120) for Invoice 51305 for work done for Ware Presbyterian Village. (P. Brenner, R. Kepler)

**Total Escrow Checks: \$1,030.98**

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

Draw request #178 from the Subordinated Sewer Revenue Note Series of 2011 Rettew Associates in the amount of \$20,875.62, and AJM Electric in the amount of \$13,775.00 and PACT Two LLC in the amount of \$69,478.11 for work related to the Ross Sprayfields. (P. Brenner, R. Kepler)

Draw Request #179 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew in the amount of \$31,362.71 and PACT Two in the amount of \$38,739.52 for work related to the WWTP. (P. Brenner, R. Kepler)

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$222,321.59 .**

Motion made, seconded and passed to approve the Treasurer's Report of March 19, 2014. (R. Kepler, R. Yeatman)

**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:** 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 March. This will again all depend on weather conditions.
- B. New Treatment Plant:** General Contractor has begun laying the influent Force Main Pipe and the Effluent Force Main Pipes from the Headworks building location to the effluent outfall and new influent pump stations. They have also begun work on footer for Headworks building. Pact Two has finally entered into a contract with Dutchland. Still waiting on a firm schedule for total completion of project.
- 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.
- 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. Contractor projects April 1<sup>st</sup> start date at this time.

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:** We stream discharged for 6 days and have been spraying ever since.

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 February was \$6,432.00 representing 47 Loads accepted for a total of \$134,000.00

**Operations Management Report:** The average daily influent were 675,574 with a maximum day of 1,040,952 for a total of 18,916,065.

The average daily effluent was 824,500 with a maximum day of 1,345,000 for a total of 19,788,000.

**Lagoon Levels:** #1 – 17.9    #2 – 18.4”    #3 – 18.0”  
Osborne – 18.0”

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 331.6    Grant Street = 237.4    8<sup>th</sup> Street = 243.1

Q1 = 13.3    Locust Street = 3.5    Locksley Glen = 83.6

Wiltshire = 119.6

**OASA Operations Report:**

2/2/14 – Replaced a broken riser pipe in Zone #2.

2/3/14 – Septage receiving unit frozen, took it apart and cleaned and thawed.

2/4/14 – Lost power at the Grant Street pump station after a bad ice storm. The generator is running, called PECO, they said it will take a few days before it can be restored. We were very concerned because the generator is an old military surplus and may not hold out that long.

2/5/14 – Informed management and DEP that we have only 3 days of storage remaining in our lagoons, it is too cold to use the spray fields and we will have to stream discharge soon. We have no other option, or the lagoons will over flow. We prepared by installing the discharge pipes and started pumping ferric chloride in to the lagoons to lower phosphorus levels, also set up the sampling point and dechlorination tank. Also took dissolved oxygen readings in the stream.

2/7/14 – Notified the DEP that we had started stream discharging, also notified Chester Water Authority, as a possible downstream user, but they said there would not be a conflict because their inlet is upstream. We have less than two days storage at this point, according to our lagoon inventory measurements. We need to release 600,000 gallons per day, at least, to keep up with the flow coming in to the treatment plant.

2/11/14 – One of the DEP inspectors came to the treatment plant to observe how we were doing the discharge and gather information from our lagoon inventory.

2/14/14 – The temperatures went in to the 40's, so we shut down the stream discharge and went back to pumping to the spray fields.

2/18/14 – The DEP inspector returned to see how we were doing with the storage situation. At this point we had four days.

2/25/14 – We had Klines Septic Services help us clean wet wells at 8 of our 12 pumping stations.

2/26/14 – Contractors are installing pipes from the new plant site to the old plant site.

We received 47loads of septage in February for a total of 134,000 gallons averaging about 4,786 gallons per day. The haulers were bringing in emergencies only.

Storage days remaining is 6.5.

Motion made, seconded and passed to approve the Executive Director's Report.  
(J. Schaible, R. Kepler)

**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. (R. Yeatman, J. Schiabe)

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary