

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
May 21, 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, Phil Brenner, Joe Scheese, Geoffrey Williams and John Schiabile. Also in attendance were Edward Lennex, Executive Director, Ron Pollack, Barley Snyder, Michele Braas, and Dennis Hammaker, 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. Brenner, R. Yeatman)

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

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

A. Action Items:

- Resolution No. 14-005-001 Approval for application to the PADCED for PA Small Water and Sewer Grant to replace the Sixth Street Force Main.
- Resolution No. 14-05-002 Approval for application to the PADCED for a PA Small Water and Sewer Grant to replace the Interceptor Line into the Sixth Street Pump Station.

B. Appearances: None

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$23,058.40 and the monthly bills in the amount of \$148,064.03. (P. Brenner, R. Yeatman)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #329 in the amount of \$155,000.00 to transfer to the Operating Account. (P. Brenner, J. Schiabile)

Motion made, seconded and passed to approve Revenue Requisition #330 in the amount of \$30,000.00 to transfer to the Payroll Account. (P. Brenner, J. Schiabile)

Motion made, seconded and passed to approve Revenue Requisition #331 in the amount of \$19,260.84 to transfer to the Bond Fund Account. (P. Brenner, J. Schiabile)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #322 to BSS Contractors, LLC in the amount of \$8,671.50 for the Admin Building Façade Application Two. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #323 to Samuel L. Ross in the amount of \$6,190.43 for June 2014 Rent. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #324 to Barbara H. Ross in the amount of \$13,070.41 for June 2014 Rent. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #325 to Rettew in the amount of \$101,484.72, \$90,260.34 is for the WWTP Construction Services and \$11,224.38 is for Ross Sprayfields. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #326 to Brandon Stanton in the amount of \$39,600.00 for the WWTP Construction Services. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #327 to PACT Two LLC in the amount of \$408,175.00 for Ross Sprayfields and \$403,425.00 for the WWTP Construction Services. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #328 to Little Britain Ag-Supply Inc. in the amount of \$5,237.40 for the Ross Sprayfields. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #329 to AJM Electric in the amount of \$4,487.11 for the WWTP Construction Services. (P. Brenner, R. Kepler)

Total Bond Redemption & Improvement Fund Requisitions: \$586,916.57

Escrow Accounts

Reimbursement to Oxford Area Sewer Authority in the amount of \$11,616.48 (Check 121) for work done for Ware Presbyterian Village. Motion made, seconded and passed to approve Check #121 to pay for work done for Ware Presbyterian Village. (P. Brenner, J. Schiable)

Total Escrow Checks: \$11.616.48

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 May 21, 2014. (R. Kepler, G. Williams)

Executive Session: Motion made, seconded and passed to recess from regular meeting to Executive Session. (R. Kepler, R. Yeatman) Motion made, seconded and passed to reconvene to regular meeting. (P. Brenner, R. Kepler) Purpose of Executive Session was to discuss possible litigation.

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 May 31st. 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 May 31st date, but they will be covered by the one year warranty.

- B. New Treatment Plant:** Work is proceeding at the plant site with the foundations in place for a number of the buildings as well as the floor for the Dutchland tanks. There are a number of concerns the staff has with the project and these will be addressed in Executive Session.
- 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.
- 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 are two Resolutions for The Board's consideration and approval to apply for grants under the PADCED PA Small Water and Sewer Program. These grants are for projects that are from \$50,000 to \$150,000. Ed has been working with Rettew on two grant applications. This is rather short notice as the program only opened in April with a May 23 deadline for applying. The two projects are as follows:

- Replacement of the 8” interceptor line from Lincoln Street under the stream and railroad tracks into the Sixth Street Pump Station with a new 12” line.
- Replacement of the existing 6” Sixth Street Force Main with a new 8” force main. This force main is the original main constructed in the 1940’s.

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 April was \$24,792.00 representing 174 Loads accepted for a total of \$516,500.00

Operations Management Report: The average daily influent were 626,972 with a maximum day of 772,730 for a total of 19,436,146.

The average daily effluent was 714,125 with a maximum day of 1,860,000 for a total of 16,139,000.

Lagoon Levels: #1 – 18.4” #2 – 18” #3 – 17.8”
Osborne – 17.3”

Pump Station Hours of Operation were:

6th Street = 382.8 Grant Street = 238.4 8th Street = 257.2
Q1 = 8.3 Locust Street = 4.2 Locksley Glen = 90.6
Wiltshire = 154.8

OASA Operations Report:

4/4/14 – Had the battery charger replaced on the generator at Tweed Crossing pump station.

4/8/14 – Rented a chipper, for three days and ground up several limbs that had been damaged over the winter near the sand filter.

4/9/14 – Put stone in some of the pivot wheel tracks at the Osborne Farm.

4/14/14 – Replaced a broken axle on Pivot #5 and sent the flow meter from Pivot #3 out for repair.

4/15/14 – Rented the chipper again, for three days and ground up several limbs from the trees at the Brick Street buffer zone.

4/21/14 – Put the mowing decks back on the tractors.

4/21/14 – Kevin Martin began working on the spray fields at the Ross Farm by sub soiling and tilling with an aerator and cultipacker, also Little Britain Ag Service spread fertilizer and reseeded.

4/25/14 – O.A. Newton replaced boots on Pivot #3 and Pivot #4.

4/28/14 – Repaired a broken riser pipe in Zone #1.

4/30/14 – Cleaned and greased aerators in Lagoon 31.

Storage days remaining is 10.

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

RESOLUTIONS:

- Resolution No. 14-005-001 Approval for application to the PADCED for PA Small Water and Sewer Grant to replace the Sixth Street Force Main. Motion made, seconded and passed to adopt Resolution No. 14-005-001. (R. Kepler, R. Yeatman)
- Resolution No. 14-05-002 Approval for application to the PADCED for a PA Small Water and Sewer Grant to replace the Interceptor Line into the Sixth Street Pump Station. Motion made, seconded and passed to adopt Resolution No. 14-005-002. (R. Kepler, G. Williams)

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. Kepler, J. Schiable)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary