

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**November 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, Phil Brenner, Patrick Hughes, Joe Scheese and Geoffrey Williams. Also in attendance were Edward Lennex, Executive Director, Michelle Braas, Rettew 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 written. (J. Scheese, G. Williams)

Motion made seconded and passed to approve the minutes of October 15, 2014 and the Special Board Meeting of November 5, 2014 as submitted. (J. Scheese, G. Williams)

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

**A. Action Items:**

1. P3 TOWERS, LLC – Site Lease Agreement – Motion made, seconded and passed to accept the P3 Towers, LLC Site Lease Agreement, Option #1 and enter into the Agreement. (J. Scheese, G. Williams)

**B. Appearances:** None

**TREASURER’S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$15,645.04 and the monthly bills in the amount of \$30,162.22. (P. Brenner, P. Hughes)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #350 in the amount of \$40,000.00 to transfer to the Payroll Account. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #351 in the amount of \$160,000.00 to transfer to the Operating Account. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #352 in the amount of \$19,260.84 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, P. Hughes)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #358 to Samuel L. Ross in the amount of \$6,190.43 for December 2014 Rent. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #359 to Barbara H. Ross in the amount of \$13,070.41 for December 2014 Rent. (P. Brenner, P. Hughes)

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

**Escrow Accounts**

Motion made, seconded and passed for payment to the Oxford Area Sewer Authority in the amount of \$6,301.72 (Check 106) for Wash Concepts. (P. Brenner, J. Scheese)

**Total Escrow Checks: \$6,301.72**

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

Draw Request #196 from the Subordinated Sewer Revenue Note Series of 2011 to BSI Electric in the amount of \$106,118.00, W. C. Eshenauer & Sons in the amount of \$12,878.55 and Rettew Associates in the amount of \$41,608.18 for a total of \$160,604.73. (P. Brenner, P. Hughes)

Draw Request #197 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$3,029.00. (P. Brenner, P. Hughes)

Draw Request #198 from the Subordinated Sewer Revenue Note Series of 2011 to PACT Two in the amount of \$1,064,886.71. (P. Brenner, G. Williams)

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$1,228,520.44 .**

Motion made, seconded and passed to approve the Treasurer’s Report of November 19, 2014. (J. Scheese, R. Kepler)

**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.

**BUDGET 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:**

- P3 TOWERS, LLC – Site Lease Agreement

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**

- A. Ross Spray Fields:** The Ross Spray Field is now complete. The Authority has received approval from USDA to close out both the General and Electrical Contracts.
- B. New Treatment Plant:** The work at the treatment plant is progressing. There is a construction meeting on November 19, 2014 and Ed will have more to report on the projects progress at the Board Meeting.
- C. Pump Stations:** Nothing to report at this time.
- 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 is complete on the project.
- I. Grant Funding:** The Authority has heard from Chester County that due to a delay with HUD, they have delayed award of funding. Ed will keep the Board informed when he hears from the County.

**J. P3 Tower, LLC** – In the packet is information and a Site Lease Agreement from P3 Towers for the erection and operation of a Cell tower at the treatment plant.

- II. Developer Activity** – Nothing report at this time.
- III. Operations Report:** Included in the Board Packet.
- IV. Administration Report:**
  - A. Customer Correspondence** – None.
  - 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 October was \$7,620.00 representing 64 loads accepted for a total of \$158,750.00.

**Operations Management Report:** The average daily influent were 558,541 with a maximum day of 725,820 for a total of 17,314,760.

The average daily effluent was 533,467 with a maximum day of 1,163,000 for a total of 16,004,000.

**Lagoon Levels:** #1 – 17.7’    #2 – 46.5’    #3 – empty  
Osborne – 5.7’

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 266.5    Grant Street = 178.0    8<sup>th</sup> Street = 210.1  
Q1 = 0.0    Locust Street = 5.2    Locksley Glen = 101.5  
Wiltshire = 139.5

**OASA Operations Report:**

10/1/14 – We had to replace our PH meter.

10/6/14 – We replaced the on float at the lift station.

10/7/14 – We seeded and spread straw on restored areas in the Ross fixed nozzle Sprayfield.

10/9/14 – We sent aerator #3 in Lagoon #1 to be repaired.

10/12/14 – We replaced the off float at the lift station after a high level alarm.

10/13/14 – We rented a tractor to speed up the task of putting stones in the low spots of the wheel tracks at the Ross Farm pivots.

10/14/14 – We met a PECO rep at the Sixth Street pump station to replace the electric meter there and 8<sup>th</sup> Street and Lincoln Pump Stations, he said they will be back in December to replace the other 9.

10/21/14 – We put paving risers in a manhole on 5<sup>th</sup> Street prior to the road being black topped.

10/21/14 – M&S Services did the annual calibration and the flow meters at the plant and the pump stations that have flow meters.

10/23/14 – We had the gas chlorine scaled replaced after the old ones developed rotted places on the decking.

10/29/14 – We discovered a minor overflow at the lift station after the floats failed. We notified DEP and filled out a report and sent to them also, and then we cleaned the area up and applied lime.

Storage days remaining is 105.

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

**RESOLUTIONS:**

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Ed states the PSATS Insurance and Retirement Services was for townships only. They have changed their Bylaws and the Authority has been recognized as a member of the Trust now. Election of Participant Form needs approved and signed to make OASA a Member of the Trust. Motion made, seconded and passed to approve the Chairman and Secretary to sign the form.  
(J. Scheese, R. Kepler)

Ed received a letter asking if the Borough, Oxford Mainstreet, Chamber of Commerce, OASA and the Senior Center would want to move in to the Fire Company Building together. Members of the Authority asked Ed to look in to this further.

Chairman, Percy Reynolds says that the Chairman, Ed Lennex has stated that when he reaches a certain age, he will retire. Percy would like the Personnel Committee to discuss this in the New Year. The Personnel Committee at this point consists of John Schiable, Joe Scheese and Pat Hughes.

Joel Brown asked if the Authority has discussed with the Ross' when they plan to pay them off. Ed states they have not but gave permission for Mr. Brown to give the Ross' a 'heads up'.

**PUBLIC COMMENT:**

**Non-Agenda Items** – None.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary