

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**October 15, 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, Geoffrey Williams and John Schaible. 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. (R. Yeatman, J. Scheese)

Motion made seconded and passed to approve the minutes of September 17, 2014 as amended. (R. Yeatman, J. Scheese) R. Kepler abstained

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

**A. Action Items:**

1. Resolution No. 14-10-001 – Resolution Implementing Mitigation Measures required by the U.S. Department of Agriculture
2. Approval and Acceptance of Engagement Letter from Maillie for performance of the Authority’s Annual Audit. Motion made, seconded and passed to engage the auditors. (J. Scheese, P. Hughes)

**B. Appearances:** None

**TREASURER’S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$8,325.94 and the monthly bills in the amount of \$165,129.99. (P. Brenner, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #346 in the amount of \$80,000.00 to transfer to the Operating Account. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #347 in the amount of \$50,000.00 to transfer to the Payroll Account. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #348 in the amount of \$35,260.84 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #349 in the amount of \$90,000.00 to transfer to the Operating Account. (P. Brenner, P. Hughes)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #356 to Samuel L. Ross in the amount of \$6,190.43 for November 2014 Rent. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #352 to Barbara H. Ross in the amount of \$13,070.41 for November 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 \$220.43 (Check 105) for Wash Concepts. (P. Brenner, J. Scheese)

**Total Escrow Checks: \$220.43**

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

Draw Request #192 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$15,972.07. (P. Brenner, P. Hughes)

Draw Request #193 from the Subordinated Sewer Revenue Note Series of 2011 to W.C. Eshenaur & Son in the amount of \$18,498.51 and Rettew Associates in the amount of \$77,463.59. (P. Brenner, P. Hughes)

Draw Request #194 from the Subordinated Sewer Revenue Note Series of 2011 to PACT Two in the amount of \$552,352.00. (P. Brenner, P. Hughes)

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$898,263.42 .**

Motion made, seconded and passed to approve the Treasurer's Report of October 15, 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:** Handled under Resolutions.

**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:** The Ross Spray Field project while complete and operational still has not been closed out. We are waiting on final paperwork to be processed, submitted and approved by the General Contractor for USDA. We are still withholding final payment until we receive USDA's approval to release.

**B. New Treatment Plant:** Work is proceeding at the plant site with the Headworks and Operations Buildings and the Dutchland tanks have been erected. Work has begun on the dewatering building. At this point, Ed has not received an updated schedule as the Board had requested in the letter it approved last Board Meeting. The Board authorized a Special Board meeting for November 5, 2014 to discuss the PACT TWO, LLC Agreement. Motion made, seconded and approved by Board to hold meeting. (J. Scheese, R. Kepler)

**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 should hear from Chester County by the end of October regarding our grant application for the 6<sup>th</sup> Street Pump Station replacement project.

- 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 September was \$8,100.00 representing 73 loads accepted for a total of \$168,750.00.

**Operations Management Report:** The average daily influent were 581,007 with a maximum day of 705,294 for a total of 17,430,212.

The average daily effluent was 694,571 with a maximum day of 1,069,000 for a total of 19,448,000.

**Lagoon Levels:** #1 – 17.1’    #2 – 6.6’    #3 – empty  
Osborne – 6.0’

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 323.8    Grant Street = 197.1    8<sup>th</sup> Street = 201.4  
Q1 = 0.0            Locust Street = 3.8    Locksley Glen = 94.3  
Wiltshire = 103.5

**OASA Operations Report:**

9/3/14, 9/9/14 – Dolinger Electric replaced a bad breaker and lead wire for Pump #2 at the plant lift station.

9/10/14-9/11/14 – M&S Services replaced the effluent flow meter and all conduits.

9/11/14 – Had to have the brake fluid lines replaced on the 2006 GMC truck.  
9/16/14 – Replaced the radio read box on the water meter at one of our sewer only accounts.  
9/19/14 – Had the annual service performed on our gas chlorine system, we discovered the weigh scales have large holes in them, (rusted through) we are getting prices for replacements.  
9/22/14 – Replaced a motor and gearbox on Pivot #2.  
9/23/14 – The second cutting of hay was completed on the Ross farm.  
9/29/14 – Had Pipe Data Services televise part of the main on 5<sup>th</sup> Street to check for a blockage in the line, it was found to be the home owners lateral is where the problem is.

Storage days remaining is 107.

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

**RESOLUTIONS:**

1. Resolution No. 14-09-001 – Resolution Implementing Mitigation Measures required by the U.S. Department of Agriculture. Motion made, seconded and approved to approve Resolution. (J. Scheese, R. Kepler)

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** Ron Kepler updated the Board on his progress with the sale of the silos at the Osborne Farm.

**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

