

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of September 17, 2014

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: 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. (J. Scheese, G. Williams)

Motion made seconded and passed to approve the minutes of August 20, 2014 as amended. (J. Scheese, R. Yeatman)

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

**A. Action Items:**

1. Resolution No. 14-09-001 – Resolution Approving the Operating & Income Budget for Fiscal Year 2014-2015
2. Sewer Extension Agreement – Manchester Mews Subdivision, Oxford Borough

**B. Appearances:** None

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$16,138.05 and the monthly bills in the amount of \$65,000.17. (P. Brenner, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #343 in the amount of \$70,000.00 to transfer to the Operating Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #344 in the amount of \$45,000.00 to transfer to the Payroll Account. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #345 in the amount of \$27,260.84 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, R. Yeatman)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #351 to BSS Contractors LLC in the amount of \$7,195.31 for Administration Building Facade. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #352 to Samuel L. Ross in the amount of \$6,190.43 for October 2014 Rent. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #353 to Barbara H. Ross in the amount of \$13,070.41 for October 2014 Rent. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #354 to W.C. Eshenaur & Sons in the amount of \$25,348.32 for WWTP Construction Services. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #355 to Brendan Stanton Inc. in the amount of \$167,868.00 for the New WWTP Construction Services. (P. Brenner, P. Hughes)

**Total Bond Redemption & Improvement Fund Requisitions: \$219,672.47**

**Escrow Accounts**

Motion made, seconded and passed for payment to the Oxford Area Sewer Authority in the amount of \$220.43 (Check 103) for Wash Concepts. (P. Brenner, R. Yeatman)

**Total Escrow Checks: \$220.43**

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

Draw Request #190 from the Subordinated Sewer Revenue Note Series of 2011 of PACT Two LLC in the amount of \$875,637.00. (P. Brenner, J. Scheese)

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$875,637.00 .**

Motion made, seconded and passed to approve the Treasurer's Report of September 17, 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.

**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.

**EXECUTIVE SESSION:** Motion made, seconded and passed to go to Executive Session. (P. Brenner, J. Schiable) Reconvene (J. Scheese, G. Williams)

**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. There is a letter in the Board Packets expressing the Authority's concern with the current schedule for completion that has been submitted by the General Contractor. Ed would like to discuss this issue with the Board and upon their approval, send this letter. Motion made, seconded and passed authorizing the Chairman to sign the letter expressing the Authority's concern with the current schedule for completion that has been submitted by the General Contractor. (J. Scheese, J. Schiable)

**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 did not receive funding for the 6<sup>th</sup> Street Interceptor or Force Main Projects from the State. We should hear from Chester County by the end of September regarding our grant application for the 6<sup>th</sup> Street Pump Station Replacement Project.

**II. Developer Activity –**

- A Sewer Extension Agreement is in the Board Packet for consideration and approval for the Manchester Mews 14 EDU Subdivision Project in the Oxford Borough. Motion made, seconded and passed to approve the signing of the Sewer Extension Agreement for Manchester Mews. (J. Scheese, P. Brenner)

**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.** Resolution No. 14-09-001 – 2014-2015 Operating Income & Budget

**C.** Septage: Billing for August was \$8,772.00 representing 72 loads accepted for a total of \$182,750.00.

**Operations Management Report:** The average daily influent were 558,163 with a maximum day of 817,361 for a total of 17,303,051.

The average daily effluent was 730,900 with a maximum day of 1,224,600 for a total of 22,657,900.

**Lagoon Levels:** #1 – 18.0’ #2 – 37.0’ #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:**

8/1/14 – Had Zones 2 & 3 aerated after hay removal.  
8/8/14 – Rented a 4” Flyght Electric Pump to help get the lagoons levels low enough for piping from the new plant to be installed.  
8/9/14 – Had A.E.T. Consulting Services take hay samples at the Ross Spray Fields.  
8/25/14 – Mowed the buffer zones.  
8/26/14 – Mowed around Osborne Lagoon and Pivots.  
8/26/14 – Had 2013 Chevy truck serviced.  
8/27/14 – Changed out a bad motor and gearbox on Pivot #4.  
8/27/14 – One of our employees started a 14week course on activated sludge, he will go every Wednesday.  
8/28/14 – Lagoon #3 is nearly empty so we moved the rented pump to Lagoon #2 so we have enough water to supply the effluent spray pumps. We had to get Dolinger Electric to run a temporary electric line.  
8/29/14 – Put aerator #10 back on Lagoon #1 with new motor.  
8/29/14 – Had to replace a bad transformer for Pump #2 at the Influent Lift Station.  
8/29/14 – The second cutting of hay on the Ross Fixed Nozzle Field is completed, the pivot side is off for drying and will also be cut soon. We will need to put more stone in the wheel tracks this fall.

Storage days remaining is 97.

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

**RESOLUTIONS:**

1. Resolution No. 14-09-001 – Resolution Approving the Operating & Income Budget for Fiscal Year 2014-2015. Motion made, seconded and passed to approve the Operating & Income Budget for Fiscal Year 2014-2015. (J. Scheese, P. Brenner)

**LEGAL ITEMS:**

1. Sewer Extension Agreement – Manchester Mews Subdivision, Oxford Borough

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**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