

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
April 15, 2015

Chairman, Percy Reynolds called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Robert Yeatman, Ron Kepler, Philip Brenner, Joe Scheese, Geoffrey Williams, and John Schiable. Also in attendance were Edward Lennex, Executive Director; Michele 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 of April 15, 2015 as written. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve the minutes of March 18, 2015 as amended. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve the minutes of the Special Board Meeting of March 26, 2015 as submitted. (J. Scheese, P. Brenner)

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

A. Action Items:

1. Consideration NRWA Rural Water Loan to finance Grant Street Pump Station Decommission

B. Appearances: None

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$25,873.72 and the monthly bills in the amount of \$82,035.16. (P. Brenner, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #368 in the amount of \$138,303.00 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, J. Scheese) Executive Director, Ed Lennex asked to amend the amount to \$205,885.90. Motion made, seconded and passed to amend the amount of Revenue Requisition #368 to \$205,885.90. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #369 in the amount of \$19,260.84 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #370 in the amount of \$100,000.00 to transfer to the Operating Account. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #371 in the amount of \$45,000.00 to transfer to the Payroll Account. (P. Brenner, J. Scheese)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #369 to Samuel L. Ross in the amount of \$6,190.43 for May 2015 Rent. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #370 to Barbara H. Ross in the amount of \$13,070.41 for May 2015 Rent. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #371 to Phone America in the amount of \$3,988.97. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #372 to PACT Two in the amount of \$247,731.50. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #373 to Rettew in the amount of \$24,617.37. (P. Brenner, J. Scheese)

Total Bond Redemption & Improvement Fund Requisitions: \$295,598.68

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Draw Request #206 from the Subordinated Sewer Revenue Note Series of 2011 to Brandon Stanton Inc in the amount of \$47,961.00, and to W.C. Eshenaur & Sons in the amount of \$19,084.79 for the WWTP. (P. Hughes, J. Scheese)

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$67,045.79 .

Motion made, seconded and passed to approve the Treasurer's Report of April 15, 2015. (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: None.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

A. New Treatment Plant: The Treatment Plant Project is entering into the equipment start-up phase. During the week of April 13th a majority of the plant equipment and influent pump station is planned to be started and tested. At this point Pact Two is still trying to make the substantial completion date of April 30th. This week will really demonstrate if that is possible. There is a construction meeting on April 15th and Ed will better be able to update the Board on their progress after that meeting.

B. Pump Stations: Nothing to report at this time.

C. Future Disposal Fields: Nothing to report.

D. Pretreatment Regulations: Nothing to report.

E. 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.

F. Municipal On-Lot Septage Management: Nothing to report at this time.

G. Grant Funding: Nothing to report at this time.

H. P3 Tower, LLC – Both P3 and Ed continue to work on finalizing the site location issues and to comply with the requirements of East Nottingham Township.

I. NRWA Rural Water Loan Fund: Ed has included in the Board Packet, information about this Fund. It is a low interest loan program for various needs related to water and sewer operations. The maximum loan amount is \$100,000. At the present time we have been planning on the decommissioning of the Grant Street Pump Station. Over the last few months it has cost us a considerable amount of money for pump repairs and volute repairs. The station is beginning to nickel and dime us with expenses. This loan fund would allow us to borrow the estimated \$85,000 we would need to decommission the station. I have included a loan payout run if we borrowed the money to do the work. The approximate \$18,328 it would cost annually for five years to payoff is roughly equivalent to operating the station for a year (not including major equipment expenses). We could pay for this out of the saved operating cost we would realize so it would not be an increase to our operating expenses from where they are now. Ed would like permission from the Board to apply for the loan. Motion made, seconded and passed authorizing Ed to apply for the loan. (J. Scheese, G. Williams)

II. Developer Activity – None.

III. Operations Report: None.

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 will be available at your seat.

B. Septage: Billing for March was \$12,480.00 representing 102 loads accepted for a total of \$260,000.00.

Operations Management Report: The average daily influent were 870,054 with a maximum day of 1,049,733 for a total of 20,771,684.

The average daily effluent was 724,960 with a maximum day of 1,348,000 for a total of 18,124,000.

Lagoon Levels: #1 – 18'2" #2 – 16'9" #3 – 16'6"
Osborne – 13'2"

Pump Station Hours of Operation were:

6th Street = 350.0 Grant Street = 288.0 8th Street = 248.5
Q1 = 0.0 Locust Street = 5.7 Locksley Glen = 96.7
Wiltshire = 181.7

OASA Operations Report:

3/2/15 – Replaced gaskets in one of the Grant Street Pumps.
3/3/15 – Ordered a new pump for Brookside Pump Station.
3/4/15 – Gave Motor Technology the ok to repair an aerator motor for Lagoon #2.
3/7/15 – There were several alarm calls at the administration building that turned out to be a fault in the wires.
3/9/15 – Serviced the Godwin Transfer Pump.
3/10/15 – Had Northeast Valve Co. replace the actuator on Pivot #3 and install a new Pressure Reducing Valve.
3/11/15 – Replaced a broken pipe in the chlorine room.
3/12/15 – Helped O.A. Newton replace a broken pipe on Pivot #1 at the Osborne Farm.
3/17/15 – Had to replace a broken Universal Joint on Pivot #1.
3/18/15 – Sent a transducer from 6th Street out to be rebuilt after it failed to record levels. We installed a spare.
3/19/15 – M & S Services replaced a coil in VFD #2 at Osborne.
3/20/15 – Found a seal fail alarm at Locksley Glenn Pump Station, we will send it out for service soon.
3/27/15 – Pumped out the access pits for the Low Pressure line on Limestone Road in preparation to flush the lines.
3/31/15 – Had a force main leak on Church Road. Got Walsh Excavating to make the repair, it took 2 days total.

Storage days remaining is 30.

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

RESOLUTIONS:

None.

LEGAL ITEMS:

None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: Mr. Brenner announced that he would be resigning from the Board effective in July as he was moving and would no longer reside in the Borough of Oxford.

PUBLIC COMMENT: None.

Non-Agenda Items – None.

ADJOURN: Motion made, seconded and passed to adjourn. (J. Scheese, G. Williams)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary