

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of August 19, 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, Patrick Hughes, Joe Scheese, Rich Hannum, Geoff Williams and John Schiable. Also in attendance were Edward Lennex, Executive Director; Dennis Hammaker, Joel Brown, Blair Fleischmann, Randy Teel, Neil Pagano.

Pledge of Allegiance was said and a Moment of Silence was observed.

Motion made, seconded and passed to approve the agenda of August 19, 2015 as amended. (G. Williams, P. Hughes)

Motion made, seconded and passed to approve the minutes of July 15, 2015 as amended. (G. Williams, P. Hughes)

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

A. Action Items:

1. 2015-2016 Operating and Income Budget – After discussion by Board with Budget Committee. Motion made, and seconded to approve the 2015 – 2016 Budget as presented. (J. Schaible, R. Kepler)
2. 2015 Settlement Agreement and Release – General Contract #1 New Wastewater Treatment Plant Project – Motion made, and seconded to approve the officers signature on the 2015 Settlement and Release contingent upon receipt of all documents required to be included with the Agreement. (G. Williams, P. Hughes)
3. Resolution 15-08-001 Resolution Declaring Its Intent to Follow the Schedules and Procedures for Disposition of Records as set forth in the Municipal Records Manual – Motion made, and seconded to approve. (J. Scheese, G. Williams)
4. Resolution 15-08-002 Resolution for the Destruction of Authority Records – Motion made, and Seconded to Approve. J. Scheese, P. Hughes)
5. Resolution 15-08-003 Resolution Amending the OASA Septage Management Plan – Motion made, and seconded to approve as amended. (J. Scheese, P. Hughes)
6. Award of Biosolids Hauling and Disposal Contract – J. P. Mascaro – Motion made, and seconded to approve to award contract. (G. Williams, P. Hughes)
7. New Treatment Plant Plaque
8. New OASA Logo

B. Appearances: None

TREASURER’S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$00.00 and the monthly bills in the amount of \$76,920.07. (R. Hannum, P. Hughes)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #377 in the amount of \$7,380.91 to transfer to the new Revenue Account and close the old Revenue Account. (R. Hannum, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #4 in the amount of \$40,000.00 to transfer to the Payroll Account. (R. Hannum, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #5 in the amount of \$77,000.00 to transfer to the Capital Account. (R. Hannum, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #6 in the amount of \$58,000.00 to transfer to the Capital Account. (R. Hannum, P. Hughes)

Approval of Capital Fund Requisition #3 is contingent upon approval by the USDA

Capital Fund:

Motion made, seconded and passed to approve Capital Fund Requisition #2 in the amount of \$6,870.00 to pay Marino Industrial for the MCC Replacement at the Existing Operations Building. (r. Hannum, P. Hughes)

Motion made, seconded and passed to approve Capital Fund Requisition #3 in the amount of \$57,977.78 to pay PACT Two for work on the new WWTP. (R. Hannum, P. Hughes)

Total Capital Fund Requisitions: \$64,847.78

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

None.

Approval of Draw Request #213 is contingent upon approval by the USDA

Draw Request #213 from the Subordinated Sewer Revenue Note Series of 2011 to PACT Two in the amount of \$500,242.82. Payment contingent upon final signature of all parties to 2015 Settlement and Release Agreement. (R. Hannum, P. Hughes)

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 August 19, 2015. (J. Schaible, 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:

- Budget Committee Meeting – Presentation of 2015 – 2016 Operating and Expense Budget

PERSONNEL COMMITTEE REPORT: None. Has not met.

PENSION COMMITTEE REPORT: None. Has not met.

CHAIRMAN'S ITEMS: None.

CONTRACT AWARDS:

- Biosolids Hauling and Disposal Contract

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

A. **New Treatment Plant:** The new treatment plant is now fully operational, and while we still have minor issues, they are being dealt with. The last large remaining item to be completed is the final storm water basin configuration. Walsh Excavating is now in the process of completing that work. The WWTP should be finalized before the end of September for USDA's final inspection and signoff. Included in the Board Packet is a design for the Plaque at the new facility, please review and answer the questions in the memorandum so we can finalize. We are looking to schedule a dedication ceremony for all three projects on October 9, 2015, more details will follow.

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

C. **Future Disposal Fields:** Nothing to report.

- D. Rules and 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:** Kathy Orcutt and Ed are working on the application.
- J. Ross Spray Fields:** Rick Eshelman and Ed are still waiting to hear from the three landscapers we met with regarding the tree replacement issue. Dennis Hammaker, the 3 operators and Ed met to discuss the outstanding warranty items at the site and we have developed a plan to deal with the outstanding issues.

II. Developer Activity – None.

III. Operations Report:

The new wastewater treatment plant is operating well, but we still have an issue with pH and are testing a new chemical to address it, that seems to be working well. Staff is also beginning to do field sampling of various dischargers in the service area specifically looking at pH levels and BOD levels. If we discover a discharge that can impact the Plant’s operation, Ed intends to use our Industrial Waste Regulations to address the issue.

IV. Administration Report:

A. Customer Correspondence – None.

B. Resolutions –

- 15-08-001 is a resolution to adopt the Municipal Records Manual issued for the Local Government Records Committee by the Pennsylvania Historical and Museum Commission Bureau of Archives and History. By approving this Resolution, the Authority will be able to control and destroy records that have outlived their useful life.
- 15-08-002 is a resolution authorizing the destruction of Authority records that have outlived their useful life.

- 15-08-003 is a Resolution Amending the OASA Septage Management Plan. Few of the Board members are probably aware this document exists as it was originally adopted in June 2002. This document sets the Rules and Regulations for the operation and acceptance of septage/wastewater from our member municipalities by Haulers. Due to issues that have been experienced at the new WWTP, I felt it was necessary to amend and restate the Septage Management Plan to address the issues and clarify what would and would not be accepted at the Septage Pretreatment Station.

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. There will be a few specific items were discussed when the 2015-2016 Operating and Expense Budget is presented for the Board’s review and approval.
- B. Septage: Billing for July was \$2,587.20 representing 20 loads accepted for a total of \$52,400.00. Due to operational issues with the new WWTP, there was little to no septage accepted during the month of July and continuing through early August.

Operations Management Report:

The average daily influent were 530,677 with a maximum day of 665,000 for a total of 16,451,000.

The average daily effluent was 580,258 with a maximum day of 1,485,000 for a total of 17,988,000.

Lagoon Levels: Not available.

- 1. 17’6” 2. 9’6” 3. 7’4” 4. Osborne 6’ Storage Days = 93

Pump Station Hours of Operation were:

- 6th Street = 299.7 Grant Street = 164.0 8th Street = 191.5
- Q1 = 0.0 Locust Street = 4.5 Locksley Glen = 114.7
- Wiltshire = 104.2

OASA Operations Report:

Pulled one of the pumps at Wiltshire Pump Station and sent for evaluation.

Repaired broken riser pipe in Zone #3.

Martins finished second cutting of hay.

We stopped receiving, hauled in septage, due to an upset at the new plant.

We had M&S Services in to evaluate a pump at the 6th St. Pumping Station.

Serviced the Godwin Pump.

Had Walsh Excavating install a vacuum release valve in the force main from the septage receiving tanks.

Mowed around riser pipes in all fixed nozzle fields after the hay was removed.

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

LEGAL ITEMS:

None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

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