

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

December 16, 2015

Chairman, Percy Reynolds called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Ron Kepler, Robert Yeatman, Patrick Hughes, Geoff Williams, John Schaible and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, Rettew; Joel Brown and Blair Fleischmann.

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

Motion made, seconded and passed to approve the agenda of December 16, 2015 as amended to add one item to Chairman's Items. (P. Hughes, R. Kepler)

Motion made, seconded and passed to approve the minutes of October 21, 2015 meeting as written. (R. Yeatman, G. Williams) J. Schaible abstained.

Motion made, seconded and passed to approve the minutes of November 18, 2015 as amended. (P. Hughes, R. Yeatman)

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

A. Action Items:

1. Chester County CDBG Grants
2. Limestone Road Low Pressure Line

B. Appearances: None

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,791.33 and the monthly bills in the amount of \$57,654.84. (G. Williams, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #18 in the amount of \$20,000.00 to transfer to the Payroll Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #19 in the amount of \$20,000.00 to transfer to the Payroll Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #20 in the amount of \$25,000.00 to transfer to the Operating Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #21 in the amount of \$60,000 to transfer to the Operating Account. (P. Hughes, J. Scheese)

Capital Fund

None.

Total Capital Fund Requisitions: \$0.00

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Motion made, seconded and passed to approve the Treasurer's Report of November 18, 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:

- Appointment of Consulting Engineer in January
- Appointment of Solicitor in January
- Board Officers Election in January
- Appointment of Committees
- Set Board Meeting Date and Time in January
- Resignation of 1 Board Member – Chairman, Percy Reynolds announced that he had received a Letter of Resignation from Bob Yeatman effective December 31, 2015. Thanked Bob for his years of service.

CONTRACT AWARDS:

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

- A. **New Treatment Plant:** On December 11th, the operators began the process of draining Lagoon #1 in to the new treatment plant. At this point we have not noticed an impact on the new plant's process, since most of the water is from near the surface and relatively clean. The operators did open the lower discharge pipe and began to drain the lagoon to Lagoon #3. While initially there was sludge in the water after about 20 minutes it began to clear up. We estimate there is about 11 feet of sludge at the bottom of the Lagoon. At the present time, the new plant is operating within the new permit limits and on January 7th, Michelle and Ed have a meeting with PADEP at their office to discuss which NPDES permit we will operate under, the ending of the requirement to file quarterly Corrective Action Plan/Connection Management Plans and other issues related to our operation.
- 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 Ed 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:** Earlier this month, Ed had sent the Board a copy of the Chester County CDBG Contract for the Sixth Street Pump Station project grant for review. While this contract is for \$250,000 it is my understanding we may also receive another \$381,000 which would finance the entire pump station project cost. The Commissioners are supposed to consider this for approval at their December 15th meeting and Ed is hoping to attend. I just want to make sure the Board is willing to accept this funding under the terms set forth in the contract. Ed had sent a copy of the contract to Barley Snyder and included in the Board Packet is an email from Dan Desmond with his comments.
- H. **P3 Tower, LLC** – Ed met with representatives of P3 Tower, LLC and East Nottingham Township representatives to go over final details and requirements before P3 submits their request for a

Conditional Use Hearing. A cell tower is permitted by zoning as a conditional use and it must be formally approved by the Township. P3 plans on submitting their request in December.

I. NRWA Rural Water Loan Fund: Kathy Orcutt and Ed are working on the application.

J. Brandywine Conservancy: Nothing to report at this time.

K. Limestone Road Low Pressure Line: Lower Oxford Township is considering extending the Low Pressure line along Limestone Road to the other side of the road with only one crossing as opposed to a number of crossings if individual properties were to connect. Included in the packet is a sketch drawing of the proposed extension. Ed is not opposed to this new line as the fewer crossings along Limestone Road the better.

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 November was \$6,811.20 representing a total of 141,900 gallons.

Operations Management Report:

The average daily influent were 519,600 with a maximum day of 641,000 for a total of 15,588,000.

The average daily effluent was 512,133 with a maximum day of 599,000 for a total of 15,364,000.

Lagoon Levels:

1. 15' 2. empty 3. 3'2" 4. Osborne 2'5"

Storage Days = 126

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:

11/4/15 – had N&S Services trouble shoot effluent Pump #1, the VFD keeps shutting down on over temp fault.
11/4/15 – replaced some of the rain spouting at the Administration building.
11/6/15 –had the septage receiving tanks cleaned out, and repaired a broken airline in Tank #2.
11/6/15 – aerated the lawn at the new plant and had fertilizer applied.
11/11/15 – received a polymer delivery.
11/11/15 – BSI Electric returned to repair a light fixture that was under warranty.
11/12/15 – Tri-Jay Service and Stratix were here to work out some on going problems with the computer system.
11/16/15 – Magnesium Hydroxide was delivered.
11/17/15 – had M&S Services order parts to repair the VFD. They calibrated flow meters.
11/19/15 – sent the flow meter from Pivot #4 to be fixed.
11/20/15 – PECO was here to do an audit on our electric usage.
11/23/15 – ordered a new drain valve for Pivot #5.
11/30/15 – received a load of Magnesium Hydroxide for PH adjustment.

Motion made, seconded and passed to approve the Executive Director’s Report.
(G. Williams, P. Hughes)

RESOLUTIONS:

None.

LEGAL ITEMS:

Ed states that nothing has been received regarding the response letter to the subpoena. No action is necessary.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: None.

Non-Agenda Items – None.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary