

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of January 27, 2015

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Ron Kepler, Phil Brenner, Patrick Hughes and John Schiable. 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 of January 27, 2015 with amended meeting date. (P. Brenner, R. Kepler)

Meeting was handed over to the Executive Director, Edward Lennex who will handle the Election of Officers.

### Election of Officers:

Motion made, seconded and passed to approve the existing officers for 2015. (J. Schiable, R. Kepler) These positions include, Percy Reynolds, Chairman; Robert Yeatman, Vice Chairman; Phil Brenner, Treasurer; Pat Hughes, Assistant Treasurer; Joe Scheese, Secretary and Geoff Williams, Assistant Secretary.

At this time, the meeting was handed back over to Percy Reynolds, Chairman.

Motion made seconded and passed to approve the minutes of December 17, 2014 as submitted. (P. Brenner, R. Kepler)

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

### A. Action Items:

1. Appointment of Committees –delayed, Chairman will make revisions and appoint
2. Appointment of Solicitor – Motion made, seconded and passed to retain Barley, Snyder as Solicitor for 2015. (P. Brenner, P. Hughes)
3. Appointment of Consulting Engineer – Motion made, seconded and passed to retain Rettew Engineering for 2015. (P. Brenner, R. Kepler)
4. Board Meeting Dates & Times – Motion made, seconded and passed to change the meeting time to 7:00 p.m. and approve the schedule presented for meetings held on the 3<sup>rd</sup> Wednesday of each month for 2015- January 2016.(P. Brenner, P. Hughes)
5. Resolution 15-01-001 Amending and Replacing in their entirety Chapter II Definitions and Abbreviations and Chapter III Discharge Criteria of the Authority's Rules and Regulations – Motion made,

seconded and passed to approve Resolution 15-01-001 as amended. (P. Brenner, R. Kepler)

6. Amendment Number One to Legal Services Agreement with Barley Snyder as it relates to the USDA Loan. Motion made seconded and passed to approve Amendment Number One to Legal Services Agreement with Barley Snyder as it relates to the USDA Loan. (P. Hughes, R. Kepler)

**B. Appearances:** None

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$33,971.62 and the monthly bills in the amount of \$68,396.29. (P. Brenner, J. Schiable)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #356 in the amount of \$19,260.84 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #357 in the amount of \$73,000.00 to transfer to the Operating Account. (P. Brenner, P. Hughes)

Motion made, seconded and passed to approve Revenue Requisition #358 in the amount of \$20,000.00 to transfer to the Payroll Account. (P. Brenner, P. Hughes)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #362 to Samuel L. Ross in the amount of \$6,190.43 for February 2015 Rent. (P. Brenner, R. Kepler)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #363 to Barbara H. Ross in the amount of \$13,070.41 for February 2015 Rent. (P. Brenner, R. Kepler)

**Total Bond Redemption & Improvement Fund Requisitions: \$19,260.84**

**Escrow Accounts**

Motion made, seconded and passed for payment to the Jahan Sheikholeslami (JSA Development) in the amount of \$1,506.44 (Check 128A) to close the escrow account for Elkdale Green. (P. Brenner, P. Hughes)

**Total Escrow Checks: \$0.00**

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

Draw Request #201 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$1,535.34 for Ross Sprayfields. (P. Brenner, P. Hughes)

Draw Request #202 from the Subordinated Sewer Revenue Note Series of 2011 to PACT Two in the amount of \$514,390.62, BSI Inc. in the amount of \$183,895.75, and Rettew Associates in the amount of \$37,749.35 for a total of \$736,035.72.. (P. Brenner, P. Hughes)

**Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$737,571.06 .**

Motion made, seconded and passed to approve the Treasurer’s Report of January 21, 2015. (R. Kepler, P. Hughes)

**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. New Treatment Plant:** The work at the treatment plant is progressing. Construction of the new Influent Pump Station is still underway. All buildings are now externally complete, work continues on the inside with equipment installation and painting. Dutchland has completed 95% of the work related to the treatment basin, remaining work will take place as basins

are filled. At the present time, the project remains on schedule for startup and completion in early May.

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

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

**D. Pretreatment Regulations:** Included in the Board Packet is Resolution 15-01-001 which amends, revises and replaces in their entirety Chapter II Definitions and Abbreviations and Chapter III Discharge Criteria bring our Industrial Waste Regulations up to date with current EPA requirements. The new Chapters have been reviewed and approved by Barley Snyder and Rettew and Ed would like to recommend them for adoption by the Board.

**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:** At this time, the Authority learned unofficially That we have been awarded by Chester County, a Community Block Grant of \$250,000 for replacement of the 6<sup>th</sup> Street Pump Station. While this does not cover the entire cost of the project, Ed is currently working on paperwork to file with the USDA for a grant for the remaining portion needed. Once Ed received official notice from the County, he will proceed to apply with the USDA.

**H. P3 Tower, LLC** – Both P3 and Ed continue to work on finalizing the site location and once this is determined the final agreement can be put in place. In the packet is a copy of a letter Ed received from P3 that they have received a commitment from Verizon to be the first tenant on the tower.

**II. Developer Activity –**

- Currently working on a number of Planning Modules for various projects in the service area. Received Tapping Fees for Manchester Mews Subdivision in Oxford Borough, awaiting Tapping Fees for two additional Planning Modules, Coldiron Subdivision in Oxford Borough and Phase II Century Oak in East Nottingham Township.

**III. Operations Report:** Included in the Board Packet.

**IV. Administration Report:**

**A. Customer Correspondence –**

- Received a letter from the Chester County Sheriff's Office that we will be receiving \$183,910.73 from the proceeds of a Sheriff's Sale for two properties owned by Wash Concepts. This sum covers all past due sewer rental fees and legal fees incurred by the former owner.

**B. Resolutions –** 15-01-001 Amending Rules and Regulations

**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 December was \$6,789.60 representing 58 loads accepted for a total of \$141,450.00.

**Operations Management Report:** The average daily influent were 541,313 with a maximum day of 709,002 for a total of 16,780,712.

The average daily effluent was 496,115 with a maximum day of 1,016,000 for a total of 12,899,000.

**Lagoon Levels:** #1 – 17.3    #2 – 12.6'    #3 – empty  
Osborne – 9'

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 280.1    Grant Street = 201.7    8<sup>th</sup> Street = 206.2  
Q1 = 0.0    Locust Street = 5.1    Locksley Glen = 102.6  
Wiltshire = 152.6

**OASA Operations Report:**

12/1/14 – Had Septage Receiving tanks cleaned.

12/2/14 – Electricians found a bad wire going to Lagoon #1 that was causing breakers to trip.

12/2/14 – Had two new tires mounted for the pivots.

12/3/14 – Contractors removed the Emergency Generator and fuel tank from the lift station.

12/5/14 – DEP Inspectors were here to do the semi annual Dam Inspection and at the Osborn Lagoon also.

12/5/14 – Had to have the torque converter replaced in the 2006 truck.

12/8/14 – contractors started to excavate for the new lift station next to the existing station.

12/11/14 – Had to have the dialer replaced at the Locksley Glen Pumping Station.

12/12/14 – Replaced a motor and gear box on Pivot #5.

12/15/14 – Ordered parts to rebuild the pressure reducing valve on Pivot #3.

12/17/14 – Replaced the snow plow motor on the older plow.

12/18/14 – Replaced the hot water heater at the plant.

12/23/14 – Had M&S Services check out a problem with Pump #2 at the Osborne Plant.

12/24/14 – Had a total power outage at the plant after Pump #1 at the influent lift station shorted out.

12/29/14 – Had the contractor use their track hoe to help us remove the bad pump at the lift station, we took it to Xylem to be evaluated with a quick turn around requested.

Storage days remaining is 85.

Motion made, seconded and passed to approve the Executive Director's Report. (P. Brenner, P. Hughes)

**RESOLUTIONS:**

- Resolution 15-01-001 Amending and Replacing in their entirety Chapter II Definitions and Abbreviations; and Chapter III Discharge Criteria of the Authority's Rules and Regulations

**LEGAL ITEMS:**

- Amendment Number One to Legal Services Agreement with Barley Snyder as it relates to the USDA Loan. Motion made, seconded and passed to approve. (P. Hughes, R. Kepler)

**CORRESPONDENCE:** Statement of Financial Interest Forms are included in the packets. Please fill out and return to Ed.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

**Non-Agenda Items** – None.

**ADJOURN:** Motion made, seconded and passed to adjourn. (R. Kepler, J. Schiabile)

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary