

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
March 18, 2015

Vice Chairman, Robert Yeatman called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Ron Kepler, Philip Brenner, Patrick Hughes, Joe Scheese, Geoffrey Williams, and John Schiable. Also in attendance were Edward Lennex, Executive Director; Blair Fleischmann 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 March 18, 2015 as written. (J. Scheese, G. Williams)

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

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

A. Action Items:

1. Consideration for Approval Authority Annual Financial Report for Fiscal Year 2014, DCED Audit Report of Municipal Authority's and Major Federal Award Programs Audit

B. Appearances: None

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$12,292.36 and the monthly bills in the amount of \$33,540.19. (P. Hughes, J. Schiable)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #365 in the amount of \$27,260.84 to transfer to the Bond Redemption and Improvement Fund. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #366 in the amount of \$50,000.00 to transfer to the Operating Account. (P. Brenner, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #367 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 #367 to Samuel L. Ross in the amount of \$6,190.43 for April 2015 Rent. (P. Brenner, P. Hughes)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #368 to Barbara H. Ross in the amount of \$13,070.41 for April 2015 Rent. (P. Brenner, P. Hughes)

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

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Draw Request #204 from the Subordinated Sewer Revenue Note Series of 2011 to PACT Two LLC in the amount of \$261,316.39, and to W.C. Eshenaur & Sons in the amount of \$8,041.75, and to Brendan Stanton, Inc. in the amount of \$42,491.00 and to Rettew in the amount of \$66,788.68 for the WWTP. (P. Brenner, G. Williams)

Total Draw Requests from the Subordinated Sewer Revenue Note Series of 2011 \$378,637.82 .

Motion made, seconded and passed to approve the audit and allow Ed to file all necessary paperwork. (J. Scheese, R. Kepler)

Motion made, seconded and passed to approve the Treasurer's Report of March 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: 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 Treatment Plant Project continues to move along with most of the work for the past month confined to installation of indoor equipment. Earlier in the month, Ed had copied the Board with a letter he had sent to Mr. Henrik Maxian with Pact Two concerning the definition of the Substantial Completion being “flow established, with control” as stated in the Settlement Agreement and Ed had spoken with him briefly by phone on March 12th regarding the letter. Dennis Hammaker, Mr. Maxian and Ed are meeting to discuss this issue and other construction related issues at Rettew’s office on March 17th. Ed will provide the Board with an update of that meeting at the Board Meeting. At this point, Ed is concerned that Pact Two will not make the Substantial Completion date of April 30th, and will probably be more in to late May, as he has been saying all along.
- 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.

II. Developer Activity – None.

III. Operations Report:

a) PADEP Notice of Violation – Mr. McAdams stopped down at the treatment plant prior to this notice going in the mail and spoke with Rick Eshelman regarding it. He stated that normally PADEP would not issue this type of notice to us except that EPA has been raising the issue regarding various dischargers in the Southeast Region and PADEP had to send it. He understands that with drawing down the lagoons for the first time in a long time to as slow as we have, we have stirred up the solids that settled. He also is fully aware that with the new treatment plant coming on line soon we have dealt with the issue as far as reducing solids discharge in the future. We will also need to plan in the near future to clean the bottom of all the lagoons since with the Ross Spray Fields in operation we will be emptying the lagoons more frequently.

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 February was \$3,648.00 representing 34 loads accepted for a total of \$76,000.00.

Operations Management Report: The average daily influent were 508,567 with a maximum day of 666,864 for a total of 15,765,580.

The average daily effluent was 364,250 with a maximum day of 690,000 for a total of 1,457,000.

Lagoon Levels: #1 – 17'7" #2 – 17'5" #3 – 17'7"
Osborne – 13'2"

Pump Station Hours of Operation were:

6th Street = 259.5 Grant Street = 168.2 8th Street = 193.4
Q1 = 0.0 Locust Street = 4.8 Locksley Glen = 83.8
Wiltshire = 133.7

OASA Operations Report:

2/2/15 – Put the repaired aerator back in Lagoon #2.

2/3/15 – Sent back the 6" rented pump that we had for back up at the lift station.

2/9/15 – Found a split pipe on Pivot #1 at the Osborne Farm, we have contacted O.A. Newton about a replacement.
2/11/15 – Had Xyleum replace the oil pressure sensor on the Godwin Pump.
2/12/15 – Found that Pump #2 at the Grant Street Pumping Station had a broken mechanical seal. We removed the pump and called Motor Technology for them to pick up for evaluation. We asked for a quick as possible turn around.
2/13/15 – Met with a rep from a company that cleans low-pressure sewer lines, like the one on Limestone Road, they are going to call back with pricing.
2/17/15 – Septage receiving machine froze up, we contacted the haulers to not come in until we got it going. We got it thawed out a couple days later.
2/18/15 – Gave Motor Technology the okay to repair the pump from Grant Street.
2/19/15 – Had the wet well cleaned at Grant Street. We discovered that the pump volute was badly damaged and needed repaired and would have to be repaired before reinstalling the pump and sent it out also.
2/25/15 – Had to remove Pump #1 at the Brookside pump station, its impeller was damaged causing it to run 5 times as long as the other pump. It was sent out for evaluation.
2/27/15 – Price to repair pump came back as well past half the price of a new replacement. Authorization was given to order it with 4 to 6 weeks delivery.

Storage days remaining is 35.

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

RESOLUTIONS:

None.

LEGAL ITEMS:

None.

CORRESPONDENCE: None.

OLD BUSINESS: Mr. Kepler announced that he had 2 Amish men give him estimates to take down the Osborne House. The first one said he would do it for \$5,200.00. Mr. Kepler told him no. Mr. Esh, the second man states he will tear it down for free if he can have the salvage. Motion made, seconded and passed to allow Ed to send a letter to Mr. Esh giving him permission to tear the house down to the foundation for salvage and remove all materials within a 6-month time

frame. The letter will also state no burning is allowed. Ed and Mr. Esh will sign the letter. (J. Scheese, G. Williams)

Ed presented an award that was received by the Authority and Rettew.

NEW BUSINESS: The Authority has an Agreement with the Boro for shut off of non-payment of sewer bills. In the agreement, a charge of \$35 for shut off and \$35 to turn on is charged to The Authority, which is passed on to the customer. There was an article in the paper recently saying the fee had been raised to \$30.00 from \$20.00. Discussion was held regarding the need to do anything about this. It was decided that the customer would be told it is what the Boro charges the Authority, therefore that is what they are charged.

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