

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

November 18, 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, Richard Hannum, John Schaible and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; 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 November 18, 2015 as amended to remove Resolution 15-09-001. (J. Scheese, R. Kepler)

Motion made, seconded and passed to table the minutes of October 21, 2015 until next meeting. (R. Yeatman, R. Kepler)

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

A. **Action Items:** None.

B. **Appearances:** None

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$53,206.75 and the monthly bills in the amount of \$65,768.08. (R. Hannum, R. Yeatman)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #14 in the amount of \$48,000.00 to transfer to the Operating Account. (R. Hannum, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #15 in the amount of \$40,000.00 to transfer to the Payroll Account. (R. Hannum, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #16 in the amount of \$90,000.00 to transfer to the Operating Account. (R. Hannum, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #17 in the amount of \$48,000 to transfer to the Capital Account. (R. Hannum, R. Kepler)

Capital Fund

Motion made, seconded and passed to approve Capital Fund Requisition #8 in the amount of \$46,417.87 to Rettew for invoice 91331 for work on the new WWTP. (R. Hannum, J. Scheese)

Total Capital Fund Requisitions: \$46,417.87

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Motion made, seconded and passed to approve the Treasurer's Report of November 18, 2015. (J. Schaible, J. Scheese)

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:

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**
 - A. **New Treatment Plant:** The new treatment plant is operating well. There are still issues being dealt with but nothing that has inhibited the plant from operating. The Chester County Conservation District inspected the finished storm water retention basin and approved it. From a land development standpoint, the project is now completed. We are still working on completing the SCADA System and should have that wrapped up by the end of December.
 - 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:** Nothing to report at this time.
- 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. **Ross Spray Fields:** The replacement tree planting has been completed in accordance with the plans prepared by Rettew.
- K. **Brandywine Conservancy:** On November 12th, Ed did a sight tour with Mr. John Goodall and M. Grant DeCosta with the Brandywine Conservancy of the Ross and Osborne sites. Mr. Goodall had approached Ed as to whether or not the Authority would consider allowing the Conservancy to plant trees along the streams on both properties. After the walk through, they had picked a number of sites along the creeks that traverse both properties that they would like to plant on. Since this would not entail the Authority spending money and it would enhance both sites, Ed will keep the Board updated when they present an actual proposal.

II. **Developer Activity** – None.

III. **Operations Report:** None.

IV. **Administration Report:**

A. **Customer Correspondence** – None.

B. **Resolutions** – Last month, Mr. Joel Brown asked when Resolution No. 13-02-001 setting criteria for release of capacity for new and

existing projects would be addressed. Ed had stated last Board meeting that it will be shortly. Ed is currently working with Ms. Kelly Sweeney at PADEP to close up all of the final issues that would allow for the ceasing of quarterly Connection Management Reports. Once Ed has received PADEP's clearance from having to keep report, he will then prepare a Resolution to rescind No. 13-02-001 for the Board's approval. Ed anticipates this will be on the December or January agenda.

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 October was \$5,928.00 representing a total of 123,500 gallons.

Operations Management Report:

The average daily influent were 533,600 with a maximum day of 808,000 for a total of 16,008,000.

The average daily effluent was 504,133 with a maximum day of 668,000 for a total of 15,124,000.

Lagoon Levels:

1. 14'9" 2. 1'4" 3. 2'6" 4. Osborne 3'2"

Storage Days = 125

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:

10/4/15 Received magnesium hydroxide for ph control, we are pumping into the tanks at the plant.

10/8/15 Sent 2 aerator motors to Motor Technologies for evaluation, they were deemed too expensive to repair and we are holding off on replacing them with new motors at this time.

10/12/15 Had Zones 1, 1A, 2&3 and Osborne Farm sprayed for weeds.

10/13/15 Received a skid of lime for ph adjustment to be split between the septage tanks and sludge tanks at the new plant.

10/15/15 The third cutting of hay was taken off at the Ross Farm Spray Fields.

10/16/15 Had Walsh Excavating move our shed to the septage receiving site, to be used for logging in samples and storing soda ash.

10/19/15 Had M&S Services in to do the annual flow meter calibrations.

10/22/15 Sent our Godwin Pump to Xyleum for repair.
10/22/15 Receive a load of Magnesium Hydroxide for ph control.

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

RESOLUTIONS:

None.

LEGALE ITEMS:

Ed states that a subpoena was received to produce documents, information and/or documents or to permit an inspection of the premises and civil action. This has nothing to do with OASA. Ron Pollock, attorney at Barley Snyder wrote a letter of non-involvement.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: None.

Non-Agenda Items – None.

ADJOURN: Motion made, seconded and passed to adjourn.

Respectfully Submitted,

Donna M. Patrick
Recording Secretary