

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of October 21, 2015

Chairman, Percy Reynolds called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Richard Hannum, Patrick Hughes, Geoff Williams 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 October 21, 2015 as amended to remove Resolution 15-09-001. (J. Scheese, P. Hughes)

Motion made, seconded and passed to approve the minutes of September 16, 2015 as written. (J. Scheese, G. Williams)

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 \$12,846.09 and the monthly bills in the amount of \$99,121.65. (R. Hannum, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #10 in the amount of \$40,000.00 to transfer to the Payroll Account. (R. Hannum, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #12 in the amount of \$38,000.00 to transfer to the Operating Account. (R. Hannum, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #13 in the amount of \$30,000.00 to transfer to the Capital Account. (R. Hannum, J. Scheese)

Capital Fund Requisitions:

Motion made, seconded and passed to approve Capital Fund Requisition #6 in the amount of \$22,510.00 to pay Walsh Excavating LLC invoices 1165 for \$15,510.00 and 1166 for \$7,000 for work on the new WWTP. (R. Hannum, J. Scheese)

Capital Fund Requisition #7 in the amount of \$7,150.00 to pay Marino Industrial invoice 14078 for work on the WWTP.

Total Capital Fund Requisitions: \$29,660.00

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Motion made, seconded and passed to approve the Treasurer's Report of October 21, 2015. (J. Scheese, G. Williams)

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.
 - 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 – 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: The replacement tree planting will commence on October 20, 2015.

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 September was \$4,680.00 representing 48 loads accepted for a total of 97,500 gallons.

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:

1. 17'6" 2. 3'8" 3. 5'8" 4. Osborne 4'5" 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:

9/1/15 - Sent a pump from the Wiltshire Pumping station to be evaluated, but it is not cost effective to repair. We installed the spare we had on hand.

9/3/15 - Replaced a motor and gear box on Pivot #2.

9/7/15 - Installed storage shelves in the UV Room.

9/8/15 - M&S Services replaced a bad controller at the Osborne Control Building.

9/10/15 - Repaired a broken manhole at Niblock Alley and Market Street.

9/15/15 - Got Eckmans Tire Service to get 2 tires for the pivots and mount 1 on our wheel.

9/24/15 - Rettew Engineering gave their staff a tour of the new plant.

9/25/15 - Had Smokers Welding Shop make us two braces for the pivots.

9/28/15 - Had Walsh Excavating repair a couple of spots in the sprayfield at the Osborne Farm.

9/28/15 - Had Oxford Plumbing repair a broken water pipe at the old plant.

9/29/15 - Had Walsh Excavating repair a swale along the driveway near the lift station.

9/30/15 - The Solar Bee Aerator people were here for the annual maintenance and found the control board and the power cord were burned up. We think this must have happened at the same time the controller in the panel that operates the Ross Pivots was ruined also.

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

RESOLUTIONS:

None.

LEGAL ITEMS:

None.

CORRESPONDENCE: None.

OLD BUSINESS: J. Scheese questioned when the replacement trees would be planted. Ed responded that they were supposed to be planted on Tuesday but they came in today and will be done tomorrow.

NEW BUSINESS: Motion made, seconded and passed to give Ed permission to pursue a line of credit with Fulton Bank for \$100,000.00. (J. Scheese, P. Hughes)

PUBLIC COMMENT: Joel questioned removing limitation on the number of EDU's someone could purchase. Ed states this is still in the works.

Non-Agenda Items – None.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary