

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of September 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, and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Michelle Braas 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 September 16, 2015 as written. (J. Scheese, R. Yeatman)

Motion made, seconded and passed to approve the minutes of August 19, 2015 as amended. (J. Scheese, P. Hughes)

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

**A. Action Items:**

1. Resolution 15-09-001 – Resolution Amending Section 12.1 and adding Section 12.J to the Rules and Regulations
2. Ross Property Tree Replacement Contract

**B. Appearances:** None

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$00.00 and the monthly bills in the amount of \$147,791.61. (P. Hughes, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Fund Requisition #7 in the amount of \$50,000.00 to transfer to the Payroll Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #8 in the amount of \$170,000.00 to transfer to the Operating Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #9 in the amount of \$215,000.00 to transfer to the Capital Account. (P. Hughes, J. Scheese)

**Approval of Capital Fund Requisition #3 is contingent upon approval by the USDA**

Motion made, seconded and passed to approve Capital Fund Requisition #4 in the amount of \$18,286.87 to pay Eshenaur & Son for the new WWTP. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Capital Fund Requisition #5 in the amount of \$196,694.34 to pay Brendan Stanton Inc. for work on the new WWTP. (P. Hughes, J. Scheese)

**Total Capital Fund Requisitions: \$214,981.21**

**Escrow Accounts**

None.

**Total Escrow Checks: \$0.00**

Motion made, seconded and passed to approve the Treasurer's Report of September 16, 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:** None.

**CONTRACT AWARDS:**

- Ross Property Tree Replacement Contract – Motion made, seconded and passed to accept the Mark McFadden Proposal for the Ross Tree Plantings in the amount of \$17,350.00. (J. Scheese, P. Hughes)

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**

- A. **New Treatment Plant:** The new treatment plant is operating well. A meeting was held with various contractors related to the SCADA System and issues at Ross and it was agreed that they would work with the Authority to address outstanding issues related to both projects. None of the outstanding issues have an impact on the systems operation but do make it easier when they are completed. We

are still not operating under the NPDES permit for the new plant and have sent a letter to PADEP addressing the last piece of the puzzle which will put a new permit in to effect and that is the cleaning and conversion of Lagoon #1 from treatment to storage. October 9<sup>th</sup> is the date set for the Dedication Ceremony. Ed will have more information at the Board Meeting.

- 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. NRW Rural Water Loan Fund:** Kathy Orcutt and Ed are working on the application.
- J. Ross Spray Fields:** Information will be presented at the Board Meeting with respect to replanting the screening trees at Ross and a potential contract to award for the work if we do not have to bit the project. Will have complete report and recommendation at the Board Meeting.

**II. Developer Activity** – None.

**III. Operations Report:** None.

**IV. Administration Report:**

**A. Customer Correspondence** – None.

**B. Resolutions** –

- 15-09-001 is a resolution to amend the current Rules and Regulations regarding Industrial Waste Surcharges and cost for testing and sampling of discharges subject to the Industrial Waste Permit. Motion made, seconded and passed to accept Resolution 15-09-001. (J. Scheese, P. Hughes)

**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 August was \$540.00 representing 3 loads accepted for a total of 10,500 gallons. Due to operational issues with the new WWTP, there was little to no septage accepted during the month of July and continuing through early August. The septage receiving station was open for full operation on September 8, 2015.

**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:**

6<sup>th</sup> Street = 299.7    Grant Street = 164.0    8<sup>th</sup> Street = 191.5  
Q1 = 0.0    Locust Street = 4.5    Locksley Glen = 114.7  
Wiltshire = 104.2

**OASA Operations Report:**

8/4/15 – Started using a company called Process Matters to supply our ph adjusting chemicals and are now dosing directly into the aeration tank, it seems to be more consistent so far.

8/5/15 – Ordered another crane for the side #1 digester from Dutchland.

8/5/15 – Had a Locksmith install 6 more push bars on exit doors as per township requirements.

8/7/15 – Had M&S Services check out one of the pumps at the lift station, turned out to be a bad wire connection.

8/7/15 – Replaced a motor and gear box on one of the drives on Pivot #2.

8/13/15 – EMR Services started the annual servicing on all of the emergency generators at the pumping stations.

8/14/15 – Spread stone at the plant to cover valve boxes and pot holes left over from construction.

8/19/15 – Had BSI Electrical do some work on the breaker panel at the existing plant building.

8/19/15 – Had EMR Services rebuild a started for the Grant Street generator.

8/25/15 – Had to replace another one of the motor gearboxes on Pivot #2.

8/25/15 – Had O.A. Newton replace some packing gaskets on Pivot #1.  
8/26/15 – Walsh Excavating started work on rebuilding the retention basin at the plant.  
8/27/15 – Had to replace the block heater on the generator at Locksley Glen Pumping Station.  
8/27/15 – Sent a pump from Wiltshire Pump Station to be evaluated, it was determined it was not cost effective to repair. Luckily, we did have a spare pump and installed it.  
8/31/15 – Sent 2 aerator motors from Lagoon #1 out for evaluation.

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

**RESOLUTIONS:**

None.

**LEGAL ITEMS:**

None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:**

- Facilities Expansion Dedication and Public Open House

**NEW BUSINESS:** None.

**PUBLIC COMMENT:** None.

**Non-Agenda Items** – None.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary