

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of

April 20, 2016

Chairman, Percy Reynolds called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Ron Kepler, Bob McMahon, Patrick Hughes, Geoff Williams and Joe Scheese. Also in attendance were Edward Lennex, Executive Director, Joel Brown and Eric Todd.

Pledge of Allegiance was said and a Moment of Silence was observed.

Motion made, seconded and passed to approve the agenda. (R. Kepler, G. Williams)

Motion made, seconded and passed to approve the minutes of March 16, 2016 as written. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve the minutes of the March 23, 2016 Special Meeting. (J. Scheese, G. Williams)

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

**A. Action Items:**

1. Review, Consideration and Discussion of Landowner – Grantee Agreement to allow Brandywine Conservancy & Museum of Art to plant trees on the Osborne and Ross Spray Fields. Motion made, seconded and passed to table until next month. (J. Scheese, P. Hughes)

**B. Appearances:** None

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$4,906.95 and the monthly bills in the amount of \$104,396.34. (P. Hughes, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Fund Requisition #29 in the amount of \$40,000.00 to transfer to the Payroll Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #30 in the amount of \$100,000.00 to transfer to the Operating Account. (P. Hughes, J. Scheese)

## **Capital Fund**

**Total Capital Fund Requisitions: \$00.00**

### **Escrow Accounts**

None.

**Total Escrow Checks: \$0.00**

Motion made, seconded and passed to approve the Treasurer's Report of March 16, 2016. (P. Hughes, 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:**

- The Personnel Committee met on April 7, 2016 but has nothing to report at this time.

**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 Authority has now received our official new Water Quality Permit, permitting the WWTP for operation. As noted last month, we were able to get the changes in the permit that were discussed at the March Board Meeting. As a result, the Authority will receive \$6,145.98 incentive from PECO in recognition of the energy saving equipment that was installed in the WWTP and the reduction of aerators operating in Lagoon #1.

- B. **Pump Stations:** Nothing to report at this time.
- C. **Future Disposal Fields:** Nothing to report at this time.
- D. **Rules and Regulations:** Nothing to report at this time.
- E. **12” Effluent Forcemain Replacement Feasibility Study:**  
Nothing to report at this time.
- F. **Municipal On-Lot Septage Management:** Nothing to report at this time.
- G. **Grant Funding:** At the February Chester County Commissioners meeting, we were approved for the second half of the 6<sup>th</sup> Street Pump Station project funding. This now gives us a total of \$600,000 and we can begin the final design phase of the project.
- H. **P3 Tower, LLC** – East Nottingham Township approved granting the Conditional Use request for construction of the cell tower on January 13<sup>th</sup> and Ed is working with P3 to finalize the conditions required by the Township under their approval.
- I. **NRWA Rural Water Loan Fund:** Nothing to report at this time.
- J. **Brandywine Conservancy:** Enclosed with the Board Packet is a Landowner-Grantee Agreement with the Conservancy for the planting of trees on the Authority’s Osborne and Ross Properties. This work will be funded solely by the Conservancy and will not cost the Authority any funds. Ed will explain what areas will be granted based on the map enclosed with the Agreement.
- K. **Limestone Road Low Pressure Line:** Nothing to report at this time.
- L. **Administration Building:** Nothing to report at this time.

**II. Developer Activity –**

- 320 Limestone Road EDU determination – Ed has enclosed a memorandum on this matter in the Board Packet.

**III. Operations Report:** None.

**IV. Administration Report:**

- A. **Customer Correspondence** – None.
- B. **Resolutions** – Fulton Bank Resolution Authorizing Signatures
- 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 March was \$2,676.00 representing a total of 26 loads for 55,550 gallons.
- C. Tapping Fee Calculation: Current Tapping Fee is \$3,760.00. Ed needs Michelle at Rettew to certify his calculation so a resolution can be brought to the Board next month. Motion made, seconded and passed to approve Rettew to review the new Tapping Fee Calculation which will end up costing \$4,470.00 per EDU. (J. Scheese, G. Williams)

**Operations Management Report:**

The average daily influent were 564,867 with a maximum day of 644,000 for a total of 16,946,000.

The average daily effluent was 561,133 with a maximum day of 690,000 for a total of 16,834,000.

**Lagoon Levels:**

1. 4' 0"      2. 8' 4"      3. 10' 9"      4. Osborne 42' 0"

Storage Days =

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street =

Grant Street =

8<sup>th</sup> Street =

Q1 =

Locust Street =

Locksley Glen =

Wiltshire =

**OASA Operations Report:**

3/1/16 Took pump from 6<sup>th</sup> Street PS up to Deckman's for rebuild/repair.

3/2/16 Septage receiving back on-line after VFD was received from Lakeside and installed by operations staff.

3/2/16 Replaced broken ball valve on Zone 3 Riser.

3/3/16 Contractors working on Borough project broke 6" Terra Cotta Lateral on Wheeler Boulevard. Operations staff assisted contractor with repair.

3/6/16 SSO at 8<sup>th</sup> Street PS. SSO was caused by excess grease buildup within float pipe, high level alarm was never received due to Verizon phone line being out of service at the same time. Grease buildup was removed and station back on-line shortly after. Verizon on-site 3/7 to restore phone service.

3/8/16 Repaired broken riser in Zone 1.

3/10/16 Homeowner on Mt. Vernon Street had lateral clogged at curb, we had Pipe Data Service on-site to jet and clear lateral.

3/11/16 EFF Force Main over pressured and broke underground piping in Zone 1. Area was excavated and repaired on 3/18 by OASA Staff. It was also found that the high/low pressure cut out on the EFF pumps was never finished from the plant project. OASA will have to get someone in to work on the system to finish the job.

3/16/16 Contractors working on Borough Project broke 6" Terra Cotta Lateral on Wheeler Boulevard. Operations staff assisted contractor with repair.

3/17/16 6<sup>th</sup> Street PS Muffin Monster Grinder broke. Chain drive broken, bearings shot and teeth broken and missing. Unit is pretty much shot. We were advised to hold off on repair since the station is going to be rebuilt.

3/21/16 BSI on-site to adjust voltage settings on main blower VFD's.

3/22/16 We had all spray fields fertilized with nitrogen.

3/24/16 Picked up repaired 6<sup>th</sup> Street Pump from Deckman's. Pump was found to have water all the way up into the motor. Pump received new bearings and seal.

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:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:** Joel Brown questioned the need of the municipalities to sign off on USDA Loan. And, what happened to the \$600,000.00 sinking fund. It is no there. Pat states the USDA documented a request that the OASA find it out. There was no paperwork and nothing was said about it. Motion made, seconded and passed to have Ed draft a memo to all member municipalities stating debt service reserve fund has been liquidated. (J. Scheese, G. Williams) P. Hughes abstained.

**Non-Agenda Items – None.**

**ADJOURN:** Motion made, seconded and passed to adjourn.

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary