

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
August 17, 2016

Chairman, Percy Reynolds called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Ron Kepler, Robert McMahon, Randy Teel, Patrick Hughes, John Schaible and Geoffrey Williams. Also in attendance were Edward Lennex, Executive Director, Melvin McDowell, Marlene Hammond, John Hammond, Georgeanna Singley, John Thompson, Shelly Meadowcroft, Joel Brown

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

Motion made, seconded and passed to approve the agenda as written.. (P. Hughes, G. Williams)

Motion made, seconded and passed to approve the minutes of the July 20, 2016 meeting as submitted.. (G. Williams, P. Hughes)

Public Comment Period: Mr. Melvin McDowell was in attendance because he has a sewer line crossing his neighbors property connecting to OASA and he was told OASA would file easements on the properties. To date this hasn't been done. Ed states he will take care of it immediately.

A. Action Items:

1. Chester County Contract for Services – CDBG Grant Sixth Street Pump Station Project
2. Resolution 16-08-001 – Resolution Amending Resolutions to the Rules and Regulations of Oxford Area Sewer Authority
3. Resolution 16-08-002 – Resolution of the Board of Oxford Area Sewer Authority Approving Operating & Income Budget for Fiscal Year 2016-2017.
4. Biosolids Transportation and Disposal Bid Award
5. Starr Road Farms, Inc. – Sycamore Crossing Subdivision, Agreement Regarding Tapping Fees

B. Appearances: None

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the monthly bills in the amount of \$71,988.57. (G. Williams, R. Kepler)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #37 in the amount of \$45,000.00 to transfer to the Payroll Account. (G. Williams, J. Schaible)

Motion made, seconded and passed to approve Revenue Requisition #38 in the amount of \$70,000.00 to transfer to the Operating Account. (G. Williams, J. Schaible)

Capital Fund

Total Capital Fund Requisitions: \$00.00

Escrow Accounts

Motion made, seconded and passed to approve payment to Rettew Associates (Invoice 107139) in the amount of \$144.50 (Check 101) for work performed for Century Oak. (P. Hughes, G. Williams)

Motion made, seconded and passed to approve payment to Rettew Associates (Invoice 109431) in the amount of \$184.00 (Check 112) for work performed for Cooper Farm. (P. Hughes, G. Williams)

Motion made, seconded and passed to approve payment to Rettew Associates (Invoice 809) in the amount of \$910.00 (Check 124) for work performed for Ware. (P. Hughes, G. Williams)

Total Escrow Checks: \$1,238.00

Motion made, seconded and passed to approve the Treasurer's Report of August 17, 2016. (J. Schaible, 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:

- Proposed Fiscal Year 2016-2017 Operating & Expense Budget

PERSONNEL COMMITTEE REPORT:

- July 27, 2016 Committee Meeting.

PENSION COMMITTEE REPORT: None. Has not met.

CHAIRMAN'S ITEMS: None.

CONTRACT AWARDS:

- Chester Country Contract for Services – Motion made, seconded and passed to authorize the officers to sign. (R. Kepler, P. Hughes)
- Biosolids Transportation & Disposal Bid – Motion made, seconded and passed to approve. (R. Kepler, G. Williams) Approved 4-3

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**
 - A. **New Treatment Plant:** Nothing to report.
 - B. **Pump Stations:** At the present time, a 30 day Public Comment Period is underway for the Act 537 Plan Special Study for the 6th Street Pump Station Project. To date, we have received one (1) Public Comment which Ed has included in the Board Packet.
 - C. **Future Disposal Fields:** Nothing to report at this time.
 - D. **Rules and Regulations:** The Budget Committee, as part of Their review of the proposed Budget for Fiscal year 2016-2017 recommends Resolution 16-08-001 to increase the Sewer Rental Charges for Zone 2 that were established by Resolution 11-09-002 which established the separate rate Zone to equitably allocate the cost associated with the new facilities that have been funded by the USDA Loan.
 - 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:** Included in the Board Packet is a new contract with Chester County. There is no major changes to this version fro the previous draft that had been provided to the Board for review. Ed would recommend the Board consider approving the contract.
 - H. **P3 Tower, LLC** – P3 is currently finalizing their construction plans for the tower and construction has been slated to commence sometime in late summer.

- I. **NRWA Rural Water Loan Fund:** Nothing to report at this time.
- J. **Brandywine Conservancy:** Nothing to report at this time.
- K. **Limestone Road Low Pressure Line:** Nothing to report at this time.
- L. **Administration Building:** Nothing to report at this time.

II. Developer Activity –

Sycamore Crossing - Presented for the Board's consideration are three (3) agreements for the continuation of the Sycamore Crossing subdivision in Oxford Borough. Phases 3, 5A & 5B along with a Memorandum explaining the points that were raised by Board Members at the July Board Meeting.

III. Operations Report:

- **Biosolids Transportation and Disposal Bid** – On June 28, 2016, the Authority received two (2) electronic bids for the Biosolids Transportation and Disposal Contract. While our current vendor, J.P. Mascaro & Sons had appeared to submit the lowest bid, as part of the bid submittal requirements each bidder had to respond to Request for Information along with their bid price. J. P. Mascaro responded that their bid price was contingent upon their disposal of the Biosolids at their landfill as opposed to the bid specifications which required disposal at the designated SECRA landfill. This was deemed to be non-compliant with the bid specifications. Ed had their submittal and our Bid specifications reviewed by Michael Davis at Barley Snyder and based on his recommendation, a letter was sent to Mascaro stating unless they were willing to comply with the Bid Specifications and respond accordingly within 10 days of the letter date, their bid would be rejected. Based upon a phone conversation with representatives from Mascaro on July 10, 2016 and their unwillingness to provide their services at the price bid to the designated SECRA landfill, Ed has rejected their bid. The lowest bidder with Amerigreen, Inc. at a price of \$112.88 per ton versus Mascaro's bid of \$112.68 which is more \$0.20 more than what is being paid under the current contract. Ed has received all of the necessary paperwork from Amerigreen and would recommend awarding them the contract for the period September 1, 2016 – August 31, 2017.

IV. Administration Report:

- A. **Customer Correspondence** – None.
- B. **Resolutions** –
 - Resolution 16-08-001
 - Resolution 16-08-002

C. Personnel Issues – The Personnel Committee met to discuss the replacement of Rick Eshelman, the Lead Plant Operator and staff is working on job descriptions for a suitable replacement.

D. Consulting Engineer – None.

E. Rules and Regulations – None.

V. Financial

A. Year to date income expense report will be available at your seat

B. Septage: Billing for July was \$7,232.16 representing a total of 64 loads for 149,200 gallons.

Operations Management Report:

The average daily influent were 641,433 with a maximum day of 776,000 for a total of 19,243,000.

The average daily effluent was 633,733 with a maximum day of 833,000 for a total of 19,243,000.

Lagoon Levels:

1. ' " 2. ' " 3. ' " 4. Osborne ' "

Storage Days =

Pump Station Hours of Operation were:

6th Street =

Grant Street =

8th Street =

Q1 =

Locust Street =

Locksley Glen =

Wiltshire =

OASA Operations Report:

7/2/16 – Responded to a customer concern of a blocked sewer main in Penn Oaks. It was determined that the blockage was in the customers lateral and not our main.

7/6/16 – Decant Pump #2 back from Flygt, repaired with new electrical cord, installed by OASA staff and back in service.

7/6/16 – OASA staff installed RAS/WAS Pump #2 despite induced voltage issue on plant still not corrected.

7/7/16 – OASA staff replaced motor/gearbox on Osborne Center Pivot #6.

7/8/16 – Weeds Inc. on-site for annual weed control round plant lagoons and Osborne lagoon.

7/11/16 – Meet on-site with Ware and contactors concerning expansion project.

7/12/16 – OASA staff changed tire on Osborne Center Pivot #3.

7/13/16 – OASA staff greased both spray effluent pumps at main plant. Identified that Pump #2 might have a possible clog, planning on entering well for troubleshooting.

7/14/16 – AmeriGreen and Synagro both on-site for pre-sludge bidding site visit.

7/17/16 – Responded to Oxhaven Staff concern of a blocked sewer main at Building #9. It was determined that the blockage was in the manhole prior to where our responsibility takes over. Oxhaven Staff called Pipe Data View to unclog. After unclogging, OASA inspected each downstream manhole, car wash and 6th Street Pump Station. OASA Staff removed (5) 5-gallon buckets of grease from the 6th Street Pump Station Bar Screen.

7/18/16 – OASA Staff serviced and changed oil in Godwin Pump.

7/19/16 – OASA Staff serviced and changed oil in headworks Philly Mixer.

7/20/16 – OASA serviced Lakeside Septage Unit and cleaned out rock traps.

7/20/16 – Hay harvested on Zones 1/1a and 2/3.

7/22/16 – OASA Staff repaired broken riser in Zone 1A. Thanks to the Public Works Department for letting us use their backhoe.

7/28/16 – Trijay on-site troubleshooting SCADA issues and fixing spray irrigation control program.

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

RESOLUTIONS:

- Resolution 16-08-001 – Motion made, seconded and passed to approve Resolution 16-08-001 Amending Resolutions to Rules and Regulations of Oxford Area Sewer Authority. (P. Hughes, R. Kepler)
- Resolution 16-08-002 – Motion made, seconded and passed to approve Resolution 16-08-002 of the Board of Oxford Area Sewer Authority Approving the Operating & Income Budget for Fiscal Year 2016-2017. (P. Hughes, R. Kepler)

LEGAL ITEMS: None.

CORRESPONDENCE:

Public Comment – Act 537 Special Study – Sixth Street Pump Station Project

OLD BUSINESS: None.

NEW BUSINESS: A request has been submitted to erect a Carl Fritz Memorial.

PUBLIC COMMENT: None.

Non-Agenda Items – None.

ADJOURN: Motion made, seconded and passed to adjourn. (G. Williams, P. Hughes)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary