

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**December 21, 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, Gary Tozzo, Joe Scheese, John Schaible and Geoffrey Williams. Also in attendance were Kathy Orcutt, OASA, John Bright, OASA, Marcella Peyre-Ferry, P. A. Russell, and Randy Teel.

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

Chairman Percy Reynolds announced that the Borough of Oxford has appointed Gary Tozzo to the Authority. His term will run until December 31, 2017. Mr. Tozzo was welcomed by the Authority.

Chairman Percy Reynolds announced that the Executive Director, Ed Lennex is out on medical leave currently and will not be attending tonight's meeting. A meeting was scheduled for December 29, 2016 to approve the minutes of the previous meeting, go over the Executive Director's Report and discuss USDA business.

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

**Public Comment Period:**

- A. **Action Items:** None
- B. **Appearances:** None

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid Monthly Bills in the amount of \$124,553.70. (J. Scheese, G. Williams)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Fund Requisition #47 in the amount of \$100,000.00 to transfer to the Operating Account. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #48 in the amount of \$70,000.00 to transfer to the Capital Account. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #49 in the amount of \$125,000. (J. Scheese, G. Williams)

**Capital Fund**

Motion made, seconded and passed to approve Capital Fund Requisition #10 in the amount of \$69,877.67 (Invoice 103395 for \$48,300.00 and Invoice 99318 for \$21,577.7) to pay Rettew for work done on the New WWTP. (J. Scheese, G. Williams)

**Total Capital Fund Requisitions: \$69,877.67**

**Escrow Accounts**

None.

**Total Escrow Checks: \$0.00**

Motion made, seconded and passed to approve the Treasurer's Report of December 21, 2016. (R. Kepler, J. Schaible)

**FACILITY EXPANSION COMMITTEE REPORT:** Has not met.

**ON-LOT SEWAGE FACILITIES MANAGEMENT COMMITTEE:** Has not met.

**OPERATIONS MANAGEMENT COMMITTEE REPORT:** Has not met.

**FINANCE & BOND COMMITTEE REPORT:** 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 REPORT:** Met with USDA and 3 Member Municipality Solicitors. The outcome of the meeting is that the USDA wants the Authority to come up with a workout plan. When Ed returns to work, they will have him work on it. No time frame was set.

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**
  - A. **New Treatment Plant:** Nothing to report at this time.
  - 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:** Nothing to report at this time.
- H. **P3 Tower, LLC** – Nothing to report at this time.
- 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 –**

**III. Operations Report:** Ed has included in the Board Packet.

**IV. Administration Report:**

- **Customer Correspondence** – None.
- **Resolutions** – None.
- C. Personnel Issues** – None.
- 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:

**Operations Management Report:**

**Lagoon Levels:**

1. ' "    2. ' "    3. ' "    4. Osborne ' "  
Storage Days =

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street =  
Q1 =  
Wiltshire =

Grant Street =  
Locust Street =

8<sup>th</sup> Street =  
Locksley Glen =

**RESOLUTIONS:** None.

**LEGAL ITEMS:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:** None.

**Non-Agenda Items** – None.

**EXECUTIVE SESSION:** None.

**CORRESPONDENCE:**

A letter was received from Lower Oxford Township regarding the USDA Meeting. Acknowledgement of Receipt of the letter will be made.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary