

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of December 29, 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 Edward Lennex, Executive Director, Kathy Orcutt, OASA, John Bright, OASA, John Thompson, Mayor Geoff Henry, Blair Fleischmann, Joel Brown, Marcella Peyre-Ferry, Margaret Rosen, Jim Sumner and Bob Ketcham.

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

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

Motion made, seconded and passed to approve the minutes of the November 16, 2016 Meeting as written. (G. Williams, G. Tozzo) R. Kepler abstained.

Public Comment Period:

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

TREASURER'S ITEMS:

General Fund Bills:

Revenue Requisitions:

The Executive Director presented information regarding an analysis of a USDA payment plan for the Debt Service on the loan as requested by the USDA. There was a discussion by the Board as to the information presented. The Chairman recommended and the Board agreed that the Budget Committee should meet with staff and prepare a report for the Board at its January 18, 2017 meeting and a recommendation of a submittal of a plan to the USDA.

Capital Fund

Total Capital Fund Requisitions: \$00.00

Escrow Accounts

None.

Total Escrow Checks: \$0.00

FACILITY EXPANSION COMMITTEE REPORT: None.

ON-LOT SEWAGE FACILITIES MANAGEMENT COMMITTEE: None

OPERATIONS MANAGEMENT COMMITTEE REPORT: None.

FINANCE & BOND COMMITTEE REPORT: None.

BUDGET COMMITTEE REPORT: None.

PERSONNEL COMMITTEE REPORT: None. .

PENSION COMMITTEE REPORT: None.

CHAIRMAN'S ITEMS:

CONTRACT AWARDS: None.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

A. **New Treatment Plant:** Nothing to report.

B. **Pump Stations:** A draft response to the Public Comment received for the Sixth Street Pumping Station Act 537 Special Study is included in the Board Packet for review. With respect to the storm water run off issue at the pump station, Rettew is to have the Authority drawings for the new pump station layout next week and with these drawing, Ed plans to meet with Borough Codes to get a better understanding of how current runoff can be addressed with the next door property owner.

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:** Ed has filed a grant application with the PADCED Office of Innovation and Investment – CFA Programs Division PA Small Water and Sewer Program for the Sixth Street Pump Station Force Main Replacement project. Don't

know the exact time table for the funding decision but Ed will keep the Board updated.

- H. **P3 Tower, LLC** – P3 has received all of the necessary permits for construction of the Tower. They are having a pre-construction meeting on November 17th to kick off the project.
- 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** – Nothing to report.

III. **Operations Report:** Nothing to report.

IV. **Administration Report:**

- **Customer Correspondence** –
 - o **Right to Know Request – Ms. Stacey Fuller,** Ed has included a copy of the information requested under this request in the Board Packet. We have sent off 7,000 pages of documents in response to this request and have received an extension until January 8, 2017 to provide additional follow-up documents.
 - o **Right to Know Request – Mr. Joel Brown,** Ed has included a copy of the information requested under this request in the Board Packet. Because of Ed's health issues, he asked for and received an extension until January 8, 2017 to provide the information requested.
- **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: Billing for November was \$6,940.80 representing a total of 64 loads for 144,600 gallons.

Operations Management Report:

The average daily influent were 491,567 with a maximum day of 630,000 for a total of 14,747,000.

The average daily effluent was 479,333 with a maximum day of 564,000 for a total of 14,380,000.

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:

11/1/16 – Hay cut on Osborne center pivots.

11/1/16 – OASA staff replaced motor contractor on Osborne center pivot #1, 2nd wheel track.

11/3/16 – OASA staff serviced and changed oil in Honda portable generator.

11/3/16 – OASA staff greased pumps and shafts at Grant Street and 8th Street pump stations. Also exercised and verified seal feeds were working properly.

11/7/16 – OASA staff continuing fall painting projects.

11/9/16 – OASA staff flushed and serviced polymer system.

11/10/16 – OASA staff serviced and cleaned all dissolved oxygen probes (4) on the treatment plant.

11/10/16 – OASA staff serviced and changed oil in spray blower, which we are currently using to aerate the EQ tank (for exercising purposes).

11/14/16 – OASA staff started Osborne center pivot fall maintenance (unclog sprayers).

11/16/16 – M&S Services on-site calibrating flow meters.

11/18/16 – OASA staff winterized Ross fixed nozzle spray field and turned field off for the season due to continuing spry riser drainage issues.

11/18/16 – Heavy day of high strength flow from the cannery and septage receiving.

11/19/16 - Arrived Saturday morning to find plant inundated with grease, Parkson screen full of grease balls and an oily sheen floating on top of the clarifiers.

11/22/16 – OASA staff cleaned an serviced Lakeside septage receiving unit and cleaned out rock traps.

11/22/16 – OASA staff winterized septage receiving station and activated heat trace system. Thank you to Ron Kepler for donating (22) straw bales.

11/23/16 – M&S Services on-site to complete flow meter calibrations and install Quenchar's (flow dissipaters) to temporarily alleviate the induced voltage problem on the treatment plant Flygt MiniCas relays.

11/23/16 – OASA staff responded to an after-hours utility water pump failure, pump was reset and no issues since.

11/23/16 – OASA staff responded to another afterhours alarm call at the plant. This time the shear-pin for clarifier drive #2 broke. Shear pin was replaced and system was back up and running within (2) hours.

11/28/16 – OASA staff proactively replaced shear-pin on clarifier Drive #1.

11/129/16 – Klein's Services on-site assisting with well cleaning at 6th Street, 8th Street, Grant Street, Walmart and Lincoln Village pumping stations.

11/30/16 – OASA staff replaced bad "Low Level" float identified during wet well cleaning at Grant Street Pump Station.

11/30/16 – OASA Staff repaired potable water service connection at Grant Street Pump Station.

Motion made, seconded and passed to approve the Executive Director's Report.

RESOLUTIONS: None.

LEGAL ITEMS: None.

OLD BUSINESS: None.

NEW BUSINESS: The Executive Director reminded the Board that at the January 18, 2017 meeting, there would be elections for officers and the appointment of Consulting Engineer and Solicitor. He also present information with respect to Rettew Engineering's prices for 2017. The Executive Director asked if the Board would like to obtain pricing information from potential other Professionals. The Board did request an updated price chart from the Solicitor, Barley. Mr. McMahon raised a question regarding pricing provided by Rettew and took exception to some price items. He suggested it might be a good idea to obtain pricing from other Engineering firms.

PUBLIC COMMENT: None.

Non-Agenda Items – None.

EXECUTIVE SESSION: None.

CORRESPONDENCE: The Board approved the response letter by the Executive Director to the one public comment received regarding the Act 537 Special Study for the Sixth Street Pump Station replacement project. (G. Williams, J. Schaible)

ADJOURN: Motion made, seconded and passed to adjourn.

Respectfully Submitted,

Donna M. Patrick
Recording Secretary