

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of

February 17, 2016

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

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

Motion made, seconded and passed to approve the minutes of January 20, 2016 as written. (J. Scheese, G. Williams) R. Kepler abstained

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

A. **Action Items:** None

B. **Appearances:** None

### **TREASURER'S ITEMS:**

#### **General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,993.31 and the monthly bills in the amount of \$71,257.45. (J. Scheese, G. Williams)

#### **Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Fund Requisition #24 in the amount of \$45,000.00 to transfer to the Payroll Account. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #23 in the amount of \$48,000.00 to transfer to the Payroll Account. (J. Scheese, G. Williams)

#### **Capital Fund**

None.

**Total Capital Fund Requisitions: \$0.00**

#### **Escrow Accounts**

None.

**Total Escrow Checks: \$0.00**

Motion made, seconded and passed to approve the Treasurer's Report of February 17, 2016. (J. Scheese, 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:** None. Has not met.

**PENSION COMMITTEE REPORT:** None. Has not met.

**CHAIRMAN'S ITEMS:**

- Appointment of Committees – Not ready yet.

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**

- A. **New Treatment Plant:** At this point we have not received our new NPDES Permit from PADEP. The plant continues to operate within draft permit limits and we are ready to switch over to the new permit.
- 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:** Nothing to report.
- F. **Municipal On-Lot Septage Management:** Nothing to report at this time.

**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.

J. **Brandywine Conservancy:** Nothing to report at this time.

K. **Limestone Road Low Pressure Line:** Lower Oxford Township is considering extending the Low Pressure line along Limestone Road to the other side of the road with only one crossing as opposed to a number of crossings if individual properties were to connect. Included in the packet is a sketch drawing of the proposed extension. Ed is not opposed to this new line as the fewer crossings along Limestone Road the better.

L. **Administration Building:** Nothing to report

II. **Developer Activity** – None.

III. **Operations Report:** None.

IV. **Administration Report:**

A. **Customer Correspondence** – None.

B. **Resolutions** - None

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 January was \$2,676.00 representing a total of 26 loads for 55,550 gallons.

**Operations Management Report:**

The average daily influent were 527,567 with a maximum day of 668,000 for a total of 15,827,000.

The average daily effluent was 518,800 with a maximum day of 612,000 for a total of 15,564,000.

**Lagoon Levels:**

1. 16' 4"      2. 7'7"      3. 4'7"      4. Osborne 9'2"  
Storage Days = 89

**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:**

1/5/16 – Sent the flow meter from Pivot #5 to be repaired.

1/11/16 – Had to replace a solenoid valve on Pivot #2 at Osborne.

1/12/16 – Received a delivery of Magnesium Hydroxide and Polymer.

1/13/16 – Got the repaired pump back from Flygt but have not installed it until the electrical issue in the control panel is resolved.

1/20/16 – Picked up several bags of rock salt to use on the drive ways and parking lot at the plants.

1/20/16 – The drive unit in the Septage receiving machine stopped working, so we are unable to allow trucks to come in until the parts arrive to fix it.

1/23/16 & 1/24/16 – Received over 24" of snow making it very difficult to get to pump stations, valves and pivots.

1/28/16 – Serviced all of the blowers at the plant.

1/29/16 – Had to get Pipe Data Services in to clear a blockage in the 8" gravity line from Oxhaven Apartments to Wheeler Blvd.

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

**RESOLUTIONS:** None.

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:** None.

**Non-Agenda Items** – Motion to approve Quarterly Report to USDA. (J. Scheese, G. Williams)

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary