

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

January 20, 2016

Chairman, Percy Reynolds called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Robert Yeatman, Patrick Hughes, Geoff Williams, John Schaible and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Michelle Braas, Rettew and Joel Brown.

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

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

At this time, the meeting was turned over to Robert Yeatman to conduct the Election of the Oxford Area Sewer Authority Chairman for 2016.

Mr. Yeatman opened the floor for nominations of Chairman. Motioned and seconded to nominate Percy Reynolds for Chairman. (P. Hughes, J. Scheese)

Motion made, seconded and passed to close nomination and vote Percy Reynolds for Chairman. (G. Williams, P. Hughes)

Meeting was then turned back over to the Chairman who then presented Mr. Yeatman with a plaque for 18 years of outstanding service to the Oxford Area Sewer Authority and thanked him

. Motion made, seconded and passed to nominate Ron Kepler for Vice Chairman. (J. Schaible, J. Scheese) Motion made, seconded and passed to close nomination and vote Ron Kepler for Vice Chairman. (G. Williams, J. Scheese)

Motion made, seconded and passed to nominate Joe Scheese for Secretary. (J. Schaible, P. Hughes) Motion made, seconded and passed to close nomination and vote Joe Scheese for Secretary. (G. Williams, P. Hughes)

Motion made, seconded and passed to nominate Pat Hughes for Treasurer. (J. Scheese, G. Williams) Motion made, seconded and passed to close nomination and vote Pat Hughes as Treasurer. (J. Scheese, G. Williams)

Motion made, seconded and passed to vote John Schaible as Assistant Secretary. (J. Scheese, G. Williams) Motion made, seconded and passed to

close nomination and vote John Schaible as Assistant Secretary. (J. Scheese, G. Williams)

Position of Assistant Treasurer will be left vacant for the time being.

Motion made, seconded and passed to approve the minutes of December 16, 2015 as written. (G. Williams, J. Schaible)

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

A. Action Items:

1. Appointment of Solicitor – Barley Snyder – Motion made, seconded and passed to retain Barley Snyder for Solicitor for 2016. (J. Scheese, P. Hughes) It was noted that Kathy Gray has pretty much retired.
2. Appointment of Consulting Engineer – Rettew – Motion made, seconded and passed to retain Rettew Associates for Consulting Engineer for 2016. (J. Scheese, P. Hughes)
3. Board Meeting Date & Time – Motion made, seconded and passed to accept the list of meeting dates and times as presented by Ed Lennex and for Ed to advertise this information. (J. Scheese, P. Hughes)
4. Appointment of Committees – Tabled until February meeting.
5. Resolution 16-01-001 – Resolution Rescinding in its entirety Resolution 13-0-001. Motion made, seconded and passed to accept Resolution 16-01-001. (J. Scheese, P. Hughes)
6. USDA – Annual Financial Report – Motion made, seconded and passed to approve the Secretary’s signature based upon a final review by Mr. Richard Hannum. (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 \$1,763.17 and the monthly bills in the amount of \$80,097.72. (P. Hughes, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #22 in the amount of \$45,000.00 to transfer to the Payroll Account. (P. Hughes, J. Scheese)

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

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 January 20, 2016. (P. Hughes, J. Scheese)

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

CONTRACT AWARDS: None.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

- A. **New Treatment Plant:** On January 7, 2016, Michelle Braas and Ed met with representatives of DEP at the Southeast Regional Office. We discussed the NPDES Permit situation and the fact that our current permit expires on April 1, 2016. We discussed the current status of the new treatment plant and the conversion of Lagoon #1 to storage. DEP has agreed to issue a new permit for the operation and discharge from the new plant and they understand the current status of Lagoon #1 so the rating for the new plant will be 760,000 GPD until such time as Lagoon #1 has been cleaned and prepared for storage.

At that time, we will be re-rated to 920,000 GPD. Based on sampling and testing of the sludge in Lagoon #1, it cannot be run through our plant without having a serious impact on the plant's performance. Based on the last time the lagoon was dredged, Ed would estimate the cost to dredge the lagoon at somewhere between \$300,000 and \$500,000. At the present time the Authority cannot afford to undertake this project and will need to begin planning for this project in the future. Ed would estimate the Authority would easily have capacity to accommodate new growth at the 760,000 GPD rating for at least the next five (5) years. Ed will shortly be preparing for the 2015 Chapter 94 Report and this will provide an indication of how long the 760,000 GPD will last before we absolutely have to dredge Lagoon #1.

- 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.
- G. Grant Funding:** At this time, we are still waiting to hear from Chester County. Ed did have a conference call with representatives of the Department of Community Development and they are recommending to the County Commissioners that we be awarded the additional funding to replace the 6th Street Pump Station.
- H. P3 Tower, LLC – East Nottingham Township** approved granting the Conditional Use request for construction of the cell tower on January 13th and Ed is working with P3 to finalize the conditions required by the Township under their approval.
- I. NRW 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:** On January 12th, Ed met with Representatives of the Oxford Art Alliance to discuss the possibility of her painting a mural on the alley side of our building. In the Board Packet is a conceptual drawing of what is being proposed and a cost estimate. At this time the Alliance is still exploring funding for this project. They have received a \$1,500.00 donation so far and this is a preliminary cost estimate included. At this point, they are only asking if the Authority is interested and if so, will continue to work on the final cost estimate. Motion made, seconded and passed to approve the mural on the alley side of the Authority building, at no cost to the Authority. (J. Scheese, J. Schaible)

II. Developer Activity – None.

III. Operations Report: None.

IV. Administration Report:

A. Customer Correspondence – None.

B. Resolutions – Resolution 16-01-001 – Rescinding Resolution 13-02-001 in its entirety.

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 December was \$5,697.60 representing a total of 55 loads for 118,700 gallons.

Operations Management Report:

The average daily influent were 596,194 with a maximum day of 805,000 for a total of 18,482,000.

The average daily effluent was 585,567 with a maximum day of 914,000 for a total of 18,200,000.

Lagoon Levels:

1. 14' 1" 2. 7' 3. 3'7" 4. Osborne 7'5"

Storage Days = 102

Pump Station Hours of Operation were:

6th Street = 299.7 Grant Street = 164.0 8th Street = 191.5
Q1 = 0.0 Locust Street = 4.5 Locksley Glen = 114.7
Wiltshire = 104.2

OASA Operations Report:

12/1/15 – Had M&S Services replace a fan and capacitor in effluent Pump #1 and trouble shoot some problems at the Tasty Bake Pump Station Control Panel.

12/2/15 – Ordered a tailgate salt spreader to spread salt on the driveways at the new plant.

12/7/15 – Received 2 drums of polymer used to process sludge into cake form.

12/10/15 – Received a delivery of Magnesium Hydroxide used to control PH at the new treatment plant.

12/15/15 – Cleared some of the drains in Zones 1 & 1A to prevent freezing of the spray heads.

12/17/15 – Did some much needed housekeeping in the garage at the old plant.

12/18/15 – Received several RAS pump failure alarms at the new plant, had the original electrical contractor come a couple days later to investigate possible causes. It was determined that a couple relays (mini CAS) were burned out and so we went to Xyleum and got replacements, but when they were plugged in it blew out. The circuits were jumpered to bypass temporarily until we get to the bottom of the cause.

12/21/15 – Received a Magnesium Hydroxide delivery.

12/28/15 – Serviced some of the blowers at the plant.

12/29/15 – Had M&S Services trouble shoot the electrical issues at the plant and the RAS pump, he said there was a problem with the pump so we took it to Xyleum for repair, also there is an electrical issue with in the control panel, there is power bleeding over from another source. He has installed suppressors to arrest the bleed over a temporary fix.

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

RESOLUTIONS:

Resolution 16-01-001 – Rescinding Resolution 13-02-001

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: Administration Building.

PUBLIC COMMENT: None.

Non-Agenda Items – None.

ADJOURN: Motion made, seconded and passed to adjourn.

Respectfully Submitted,

Donna M. Patrick
Recording Secretary