

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

July 20, 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, John Schaible, Joe Scheese and Geoffrey Williams. Also in attendance were Edward Lennex, Executive Director, Winifred Sebastian, Neil Pagano, Steven Hoffman, David Ross, Ken Hershey, Tiffany Bell, John Bright, Stacey Fuller, Joel Brown, Eric Todd, Peggy Russell, and Smoke Wilmont

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

Percy Reynolds, Chairman welcomed Randy Teel to the Board. Randy was recently appointed by the Borough of Oxford.

Motion made, seconded and passed to approve the agendas amended to move Action Item #1 Resolution 16-07-001 to #17 Resolutions and Action Item #2 Consider and Approval – Sycamore Crossing Phases 3, 5A and 5B to #16 Directors Items.. (P. Hughes, J. Williams)

Motion made, seconded and passed to approve the minutes of the June 15, 2016 meeting as submitted.. (J. Scheese, J. Schaible) R. Kepler and R. Teel abstained.

Public Comment Period: Nothing.

A. Action Items:

1. Resolution 16-07-001 – Resolution Amending Resolutions to Rules and Regulations – Amending Section 12 Rates and Fees Table.
2. Consider and Approval – Sycamore Crossing Phases 3, 5A and 5B
 - a. Sewer Extensions Agreement
 - b. Agreement Regarding Tapping Fees
 - c. Agreement/MPC

B. Appearances: None

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$19,177.64 and the monthly bills in the amount of \$86,164.95. (P. Hughes, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #35 in the amount of \$55,000.00 to transfer to the Payroll Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #34 in the amount of \$80,000.00 to transfer to the Operating Account. (P. Hughes, J. Scheese)

Capital Fund

Total Capital Fund Requisitions: \$00.00

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Motion made, seconded and passed to approve the Treasurer's Report of July 20, 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: Committee Assignments – The list of Committees for 2016 is included in the Board Packets.

CONTRACT AWARDS: None.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**
 - A. **New Treatment Plant:** Nothing to report.
 - 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:** Our contact at the County, Heather Martin has been out of the office for two weeks so she is getting caught up on paperwork and we should have the new draft agreement shortly. It will be an item for the August Board Meeting.
- H. **P3 Tower, LLC – 3** 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 consists of sewer line extensions within the existing subdivision for 51 Residential Units. Since the number of units is over 50, Starr Road Farms, Inc is entitled to pay the Tapping Fees over a three (3) year period. The following documents are submitted by the developer for the project.

- a. Sewer Extension Agreement
- b. Agreement Regarding Tapping Fee
- c. Agreement/MPC

Starr Road Farms, Inc. has provided all of the documentation, Tapping Fee Payment, construction escrow and Letter of Credit,

and Ed would recommend approving the documents and authorization for the officers to execute.

Motion made, seconded and passed to table The Tapping Fee Agreement for Starr Road Farms, Inc. until Ed receives a response. (J. Scheese, P. Hughes)

Motion made, seconded and passed to approve the Agreement/MPC and Sewer Extension Agreement. (J. Scheese, J. Schaible)

III. Operations Report: None.

IV. Administration Report:

- A. **Customer Correspondence** – None.
- B. **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 June was \$8,361.60 representing a total of 77 loads for 174,200 gallons.

Operations Management Report:

The average daily influent were 621,433 with a maximum day of 741,000 for a total of 18,643,000.

The average daily effluent was 611,500 with a maximum day of 715,000 for a total of 18,345,000.

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:

6/1/16 – We got the complications with the electronic filing of the EDMR squared away with DEP. It was explained that the permit engineer from DEP inputted the new amended permit into the system incorrectly, therefore the system did not recognize it and could not generate a report.

6/1/16 – Changed out old worn out universal joints on Osborne center pivot #2, track #2 motor/gear box.

6/2/16 – Hay harvested from spray fields 1 & 1A. Fields were also aerated.

6/3/16 – Serviced Lakeside septage unit.

6/4/16 – Observed orange grease coming into plant over the weekend. Did not observe any orange grease in any of the pump stations. Caused heavy foaming in plant aeration zones.

6/7/16 – Replaced throttle cable on New Holland tractor.

6/9/16 – Replaced packing on Osborne center pivot #2 span cable.

6/9/16 - Began servicing plant Gorman Rupp effluent and utility water pumps.

6/10/16 – Hay harvested from Ross center pivot and fixed nozzle fields.

6/16/16 – Unclogged septage pump #2.

6/17/16 – M&S Services on-site to troubleshoot plant spray irrigation pump contactor chatter. Cleaned and serviced contacts. Troubleshot Ross center pivot #3 communication issue with CP200 and troubleshot continuing issues with Ross fixed nozzle flow meters.

6/17/16 – Took plant decant pump #2 to Xylem/Flygt for repair.

6/22/16 - OA Newton on-site out at Osborne working on some center pivot issues.

6/24/16 – Hay harvested from Osborne center pivots.

6/28/16 – Changed oil in plant blower #1.

6/29/16 – Replaced plant potable water UV treatment bulb. Bulb was purchase on Amazon, saving a considerable amount of money.

6/30/16 – Unclogged septage pump #2.

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

RESOLUTIONS:

Resolution 16-07-001 – Resolution Amending Resolutions to Rules and

Regulations – Amending Section 12 Rates and Fees Table. There were questions raised by members of the audience with respect to the Authority’s overall financial condition and specifically with respect to the Debt Service Reserve Fund. Members of the Board addressed and answered the questions. Motion made, Seconded and passed by a 4 in favor to 2 two opposed to approve the 30% rate increase.

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: A request has been submitted to erect a Carl Fritz Memorial in the area in front of the Administration Building and the Board had no objection to the idea.

PUBLIC COMMENT: None.

Non-Agenda Items – A question was raised by a member of the audience if the Authority would consider the sale of the sewer system and the Board responded that they would take it under consideration.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary