

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

June 15, 2016

Chairman, Percy Reynolds called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Patrick Hughes, John Schaible, Joe Scheese and Geoffrey Williams. Also in attendance were Edward Lennex, Executive Director, Joel Brown, Teri Dignazio, James Pierson, and Chris Watters.

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

Motion made, seconded and passed to approve the agenda. (J. Scheese, J. Schaible)

Motion made, seconded and passed to approve the minutes of the May 18, 2016 Meeting as amended to change the month of the meeting from April to May. (Scheese, J. Schaible)

Public Comment Period: Nothing.

A. Action Items:

1. Review and Consideration of PADEP Consent Assessment of Civil Penalty – Motion made, seconded and passed to approve acceptance of the Final Agreement and authorize signatures of the Chairman and Secretary. (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 \$00.00 and the monthly bills in the amount of \$91,563.74. (P. Hughes, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #33 in the amount of \$45,000.00 to transfer to the Payroll Account. (P. Hughes, G. Williams)

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, G. Williams)

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 June 15, 2016. (J. Scheese, J. Schaible)

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: None.

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:** Met with representatives of Chester County Department of Community Development on June 6th to discuss the 6th Street Pump Station project. The County is currently making some changes to their standard contract and have asked that the Authority hold off approving the signing of the contract until we have the new version. In conjunction with that, Ed will be presenting Resolutions to both Oxford Borough and Lower Oxford Township for their approval of an Act 537 Plan Special Study for the station. Their Planning Commissions along with the County and other Agencies have reviewed and approved the study. Once Ed has received the signed Resolutions, he will put the study out for a 30 day Public Comment Period and once any comments received have been responded to, the Study will be submitted to PADEP along with a Part II Permit for construction for their review and approval.
- 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:** Brandywine Conservancy has completed the planting of trees on the Osborne Property. While Ed does not have an exact accounting of the number of trees planted, visual observation would show the number to be a couple hundred trees. There was minimal disruption to our spray operation and it does enhance the area and should be a good addition to the property once they have matured.
- K. **Limestone Road Low Pressure Line:** Nothing to report at this time.
- L. **Administration Building:** Ed has included in the packet for Consideration, a request by Bog Turtle Brewery to paint a sign for their business on the back of our building. Ed does not have an opinion pro or con for the sign and leaves it to the Board for their guidance on the request. Motion made, seconded and passed to allow Bog Turtle Brewery to paint a sign on the back of the Authority Building, assuming they get approval from the Borough. (J. Scheese, G. Williams)

II. Developer Activity –

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 May was \$9,288.00 representing a total of 85 loads for 192,300 gallons.

Operations Management Report:

The average daily influent were 682,367 with a maximum day of 851,000 for a total of 20,471,000.

The average daily effluent was 673,067 with a maximum day of 946,000 for a total of 20,192,000.

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:

In efforts to try to have the plant run better, reduce sludge wasting and dilute incoming septage, we began experimenting with ways to add clean water to the main lift station.

Our first attempt was using the existing EFF hydrant down by the lift station. Using hose already onsite, we discharged spray EFF into the wet well. This worked fine, but did not provide a 24 hour flow.

Our second attempt was using left over HDPE 3" piping from Pact 2. We created a siphon from Lagoon #1 (which is now clean, treated plant EFF) down to the wet well. A 3" ball valve is used to throttle up or down the flow. This has been working well but has no effect on diluting the incoming septage.

5/3/16 – Serviced pumps at Grant Street and 8th Street pumping stations.

5/3/16 – Serviced septage receiving station blowers.

5/5/16 – Received complaint from homeowner in Wyncote neighborhood about dandelions in Ross Fixed Nozzle Field Road Buffer.

5/6/16 – Magnesium hydroxide feed pump in the headworks building failed. Process Masters (who supplied the pump and dosing system) changed out pump in less than 24 hours. They have also supplied us with a spare pump should a similar situation ever occur.

5/11/16 – After a complaint from a homeowner on 237 Locust Street about a possible clog in the sewer main, Pipe Data Service came out to clean, jet and televise the line and lateral. Homeowner definitely had a root issue but televising showed a potential problem in the way at least (2) homes were tied into the main and a manhole that never had a channel installed. We got pricing from a contractor to complete all necessary work. - \$8,000. Project is on hold until funding is available.

5/12/16 – Pump #1 check valve at 6th Street Pumping Station is wore out after almost 20 years of service. We attempted to change out the flapper, but the internal seat for the flapper is wore away. Replacement ordered, and it is at least 90 days out.

5/13/16 – Changed oil in EQ Blower for WWTP.

5/16/16 – Received complaint from homeowner in Wyncote neighborhood about spray water allegedly hitting his/her home. Ed went on-site to investigate and no water was leaving the field. Regardless, we turned off the spray for that day.

5/17/16 – Responded to an EQ Mixer fail, pulled unit to find a chunk of wood (probably left over from construction) was wedged in between the propeller and the unit housing. Attempted to pull the mixer, but the pulling cable had sheared off from rubbing. Mixer was eventually pulled out, wood removed and new cable attached. Unit is back up and running.

5/17/16 – 1st hay cutting of the season. We had to replace a broken riser in Zone 2C that was damaged by the farmers.

5/19/16 – Cell tower company on-site, drilled a 30' test hole.

5/20/16 – Nature Conservancy started tree planting project out at Osborne and Ross Spray Fields. Approximately 1,000 trees will be planted.

5/23/16 – Alerted DEP that the new electronic DMR submittal web site would not allow us to fill out our monthly EDMR. Following the DEP Contingency Plan, we faxed the DMR to Central Southeast DEP Offices and emailed documents to our local inspector.

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

RESOLUTIONS: None.

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: Motion made, seconded and passed to appoint Joe Scheese as Assistant treasurer. (G. Williams, P. Hughes)

NEW BUSINESS: Bog Turtle Brewery Sign Request

PUBLIC COMMENT: None.

Non-Agenda Items – Mr. Scheese mentioned that he knows of a Developer named Tony who lives in Upper Oxford. Tony wants to put a development in Lower Oxford Township. He has approached the Township about this. He sent an email, through his engineer, to Mr. Scheese asking for 2 things. 1} He wants to know where he gets the specifications for Building and Package Treatment Plant that will meet with the Authority's approval. Mr. Lennex states that we do not have one. The Engineer needs to provide a Letter of Intent and the Authority will say yes or no. 2} The Township wants a Letter of Commitment that the Authority is in on the deal. Mr. Lennex states they will need a Will Serve Letter.

Mr. Lennex suggested to Mr. Scheese that Tony and his Engineer contact Ed to discuss this.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary