

**OXFORD AREA SEWER AUTHORITY**  
**Board Meeting Minutes of**  
**March 16, 2016**

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

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

Motion made, seconded and passed to approve the agenda with the addition of Action Item 3. to Agenda #17 Resolutions - Fulton Bank Resolution Authorizing Signatures. (P. Hughes, G. Williams)

Motion made, seconded and passed to approve the minutes of February 17, 2016 as written. (J. Scheese, G. Williams)

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

**A. Action Items:**

1. Resolution 16-03-001 – Resolution Amending Resolutions to the Rules and Regulations. There was a discussion regarding inspections of sewer line installations by developers and lateral inspections and how they are conducted in the field and by who. While not covered specifically in the Rules and Regulations, there is a MPC Agreement in the Rules and Regulations which covers the requirements for sewer line installations and the requirement to have an inspection to verify the installation was done in accordance with the Municipal Planning Code. Motion made seconded and passed to approve Resolution 16-03-001 Amending Resolutions to the Rules and Regulations. (J. Scheese, P. Hughes)
2. Consideration of 320 Limestone Road EDU determination – Motion made, seconded and passed to have Ed Lennex, Executive Director write Mr. Beiler a letter stating that the Board was in agreement with the Executive Director’s determination that the purchase of 5 EDU’s would be required in conformance with the Authority’s Rules and Regulations.. (G. Williams, P. Hughes) (B. McMann and R. Kepler abstained)
3. Fulton Bank Resolution Authorizing Signatures – Motion made, seconded and passed to amend Fulton Bank Signature Card to add Ron Kepler and remove Robert Yeatman. (J. Scheese, G. Williamns)

**B. Appearances:** None

**TREASURER’S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$3,169.19 and the monthly bills in the amount of \$103,254.34. (P. Hughes, R. Kepler)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Fund Requisition #26 in the amount of \$50,000.00 to transfer to the Payroll Account. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #27 in the amount of \$100,000.00 to transfer to the Operating Account. (P. Hughes, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #28 in the amount of \$3,500.00 to transfer to the Capital Account. (P. Hughes, R. Kepler)

**Capital Fund**

Motion made, seconded and passed to approve Capital Fund Requisition #8 in the amount of \$16,885.00 to pay M. K. McFadden Landscaping (Invoice 4338) for the Ross Tree Replacement Project. (P. Hughes, J. Scheese)

**Total Capital Fund Requisitions: \$16,885.00**

**Escrow Accounts**

None.

**Total Escrow Checks: \$0.00**

A Special Board Meeting was called for to review, consider and approve the Authority’s Annual Audit and associated Financial Reporting documents. By motion duly made and seconded, a meeting was set for March 23, 2016 at 8:00 pm. (P. Hughes, J. Scheese)

Motion made, seconded and passed to approve the Treasurer’s Report of March 16, 2016. (G. Williams, 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:** Will meet after the April meeting.

**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 – Members have been assigned to the Committees. Ed Lennex, Executive Director will post. Personnel Committee will meet April 7, 2016 @ 7:00 p.m.

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**
  - A. **New Treatment Plant:** Enclosed in the board packet is the proposed new Water Quality Management Permit from PADEP. Just received this on March 10<sup>th</sup> so we are still reviewing it internally. If you would have comments and/or suggestions they would be welcome. Ed hopes to get back to PADEP this week so we can get this effective before the end of the month.
  - B. **Pump Stations:** Nothing to report at this time.
  - C. **Future Disposal Fields:** Nothing to report.
  - D. **Rules and Regulations:** Earlier in the month Ed had distributed a complete revision of our Rules and Regulations for your review. Ed has prepared a Resolution for the Board's consideration to adopt them.
  - 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 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 –**

320 Limestone Road EDU determination – Ed has enclosed a memorandum on this matter in the Board Packet.

**III. Operations Report:** None.

**IV. Administration Report:**

A. **Customer Correspondence** – None.

B. **Resolutions** – Fulton Bank Resolution Authorizing Signatures

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

**Operations Management Report:**

The average daily influent were 649,172 with a maximum day of 1,196,000 for a total of 18,826,000.

The average daily effluent was 645,655 with a maximum day of 1,246,000 for a total of 18,724,000.

**Lagoon Levels:**

1. 17' 2"      2. 12' 8"      3. 14' 1"      4. Osborne 10' 5"

Storage Days = 59

**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:**

2/4/16 – Had a blockage in the gravity line going from Lincoln Street to the 6<sup>th</sup> Street Pumping Station, there was back up sewage coming out of a pit at the car wash, called Pipe Data Services to clear the line. There was a lot of grease in the line that caused it, possibly some leftover from the previous blockage at Oxhaven Apartments the week before.

2/5/16 – Replaced the flow meter on Pivot #5.

2/10/16 – Received 2 drums of polymer that we use to make sludge into “cake”.

2/10/16 – Had yet another blockage at the Car Wash on Lincoln Street, Pipe Data did a much more thorough cleaning this time and went a lot further up the line, they did not charge us this time and apologized for not doing it properly the first time. With all of the overflow incidents we called the DEP Hotline to report and followed up with a written report.

2/11/16 – Replaced 2 hour meters in the Dutchland control panel at the plant.

2/11/16 – Received 3 totes of Magnesium Hydroxide for PH control.

2/13/16 – Received 3 clarifier drive alarm faults in the same day. We are not sure yet what is the cause.

2/16/16 – Had Alger Oil repair the heater at the Grant Street Pump House.

2/16/16 – Had Xylem work on the Godwin Pump, it would not stay running, something was wrong with the fuel separator.

2/19/16 – Had M&S Services work on the control panel at the Wiltshire Pump Station, it was blowing fuses.

2/20/16 – Were notified by a resident of a possible blockage, but it turned out to be the homeowners lateral, not our main. We suspect it has tree roots in the lateral.

2/24/16 – Got another load of Magnesium Hydroxide.

2/24/16 – Had Klines Services clean 11 pumping station wet wells and the Septage receiving tanks. We could not take any Septage this month due to a

break down with the Lakeside Machine and we have been waiting for parts to fix it.

2/29/16 – Had to pull Pump 2 at the 6<sup>th</sup> Street Pumping Station and take it for repairs. Luckily that is the one pump station we have a spare pump for.

There was a discussion regarding the use of a personal credit card by an employee at a local business due to an unpaid invoice which prevented the purchase from being made on the Authority line of credit. There was a discussion as to how this past due bill was missed, and it was pointed out that staff was not aware it was unpaid and as soon as it became aware of it the invoice was paid. It was also pointed out that the employee did not have to use his card as the Authority has a credit card and that could have been used to pay for the purchase. An additional discussion ensued regarding the total past due amount of unpaid invoices at the close of the February and the Treasurer stated that he was addressing the issue and would have a report to the Board regarding accounting, cash flow and recording of financial transactions in the near future.

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

**RESOLUTIONS:** None.

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:** None.

**Non-Agenda Items** – None.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary