

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of

May 18, 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 and Joe Scheese. Also in attendance were Edward Lennex, Executive Director, Joel Brown, James Pierson, Linda Williams and Blair Fleischmann.

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

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

Motion made, seconded and passed to approve the minutes of the April 20, 2016 Meeting as amended to correct a typo. (J. Scheese, P. Hughes) J. Schaible abstained

**Public Comment Period:** Mr. Pierson states that the trees that were put up are not a barrier. Mr. Lennex states the purpose of the trees is to be a Line of Sight. Mr. Pierson asked if the trees could be doubled up. Mr. Reynolds will look in to the suggestion of doubling up.

### A. Action Items:

1. Review, Consideration and Discussion of Landowner – Grantee Agreement to allow Brandywine Conservancy & Museum of Art to plant trees on the Osborne and Ross Spray Fields. Motion made, seconded and passed to approve the Agreement allowing Brandywine Conservancy & Museum of Art to plant trees on the Osborn and Ross Spray Fields. (R. Kepler, P. Hughes)
2. Review, Consideration and Discussions – Resolution No. 16-05-001 Tapping Fee Resolution – Motion made, seconded and passed to approve Resolution No. 16-05-001 for Tapping Fee. (P. Hughes, J. Scheese)
3. Lower Oxford Township – Reimbursement Component Tapping Fee Agreement. Motion made, seconded and passed to accept Reimbursement Component Tapping Fee Agreement. (P. Hughes, R. Kepler)
4. Review, Consideration and Discussion – Resolution No 16-05-002 Resolution Adopting Reimbursement Component to Tapping Fee. Motion made, seconded and passed to approve Resolution No. 16-05-002 Adopting Reimbursement Component to Tapping Fee. 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 \$94,170.27. (P. Hughes, J. Schaible)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Fund Requisition #31 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 #32 in the amount of \$100,000.00 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 May 18, 2016. (P. Hughes, J. Schaible)

**FACILITY EXPANSION COMMITTEE REPORT:** None. Has not met.

**ON-LOT SEWAGE FACILITIES MANAGEMENT COMMITTEE:** None. Has not met.

**OPERATIONS MANAGEMENT COMMITTEE REPORT:** Will meet Monday May 23, 2016 at 5:45 p.m.

**FINANCE & BOND COMMITTEE REPORT:** Will meet Monday, May 23, 2016 at 4:30 p.m.

**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:** Included in the Board Packet is Resolution No. 16-05-001 proposing an increase to the Tapping Fee.
  - 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:** The operators and Ed continue to work with Rettew on the design of the 6<sup>th</sup> Street Pump Station. Ed will soon be presenting to Oxford Borough and Lower Oxford Township for their consideration and comment, an Act 537 Special Study for the replacement project. Waiting to hear from PADEP just exactly what must be done, but we will need this addressed and approved by the Department before we can move forward.
  - H. **P3 Tower, LLC** – Ed has been in contact P3 Tower is finalizing the tower design. Their construction contractor is coming out next week to do test borings for this purpose.
  - I. **NRWA Rural Water Loan Fund:** Nothing to report at this time.
  - J. **Brandywine Conservancy:** Please refer to the memorandum and attached document regarding this.
  - K. **Limestone Road Low Pressure Line:** Included in your packet is a Reimbursement Agreement with Lower Oxford Township and Resolution o 16-05-002 for a Reimbursement Component Tapping Fee.

**L. Administration Building:** Nothing to report at this time.

**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 April was \$8,343.36 representing a total of 80 loads for 173,820 gallons.

C. Tapping Fee Calculation:

**Operations Management Report:**

The average daily influent were 602,967 with a maximum day of 762,000 for a total of 18,089,000.

The average daily effluent was 597,867 with a maximum day of 753,000 for a total of 17,936,000.

**Lagoon Levels:**

1. ' "      2. ' "      3. ' "      4. Osborne ' "

Storage Days =

**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:**

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.

4/5/16 Meeting with Rettew for the 6<sup>th</sup> Street Pump Station kickoff. Project is in the very early stages of design.

4/7/16 John Deere 4600 tractor serviced.

4/11/16 Began using recycle water from effluent spray force main to help dilute and increase flow in the main lift station.

4/12/16 Drove to Knowlton Supply in Aston, PA to pick up concrete manhole risers for manhole repair on 5<sup>th</sup> Street.

4/13/16 Received (25) 55-gallon drums of 69CH polymer for sludge dewatering.

4/14/16 Received (3) totes magnesium hydroxide for plant pH control and alkalinity addition.

4/18/16 Serviced Lakeside septage receiving unit and cleaned out rock traps.

4/21/16 John and Joe attended a PA Rural Water calculating chemical dosing class.

4/27/16 Received (3) totes magnesium hydroxide for plant pH control and alkalinity addition.

4/27/16 M&S Services onsite to troubleshoot Osborne Pump #1 VFD Drive.

4/28/16 Dutchland hosted a plant tour for their guests. Tour was a success and the plant facility looked great.

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, P Hughes)

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary