

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

Chairman, Percy Reynolds called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Robert McMahon, Randy Teel, Joe Scheese, John Schaible and Geoffrey Williams. Also in attendance were Edward Lennex, Executive Director, Michele Braas, Rettew and Shelley Meadowcroft.

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

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

Motion made, seconded and passed to approve the minutes of the October 19, 2016 Meeting as written. (G. Williams, R. McMahon)

**Public Comment Period:**

**A. Action Items:**

- Resolution No. 16-11-001, amending 2016-2017 Operating & Income Budget – Chairman P. Reynolds states there was a concern with some Of the percentages in the budget. This has been addressed. Motion Made, seconded and passed to approve Resolution No. 16-11-001 Amending 2016-2017 Operating & Income Budget. (J. Scheese, G. Williams)  
Motion made, seconded and passed to allow the Chairman to sign The letter and forward the letter and budget to the municipalities. (J. Scheese, G. Williams)

**B. Appearances:** None

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid Monthly Bills in the amount of \$218,607.83. (J. Scheese, G. Williams)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Fund Requisition #44 in the amount of \$250,000.00 to transfer to the Operating Account. (J. Scheese, J. Schaible)

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

Motion made, seconded and passed to approve Revenue Requisition #46 in the amount of \$115, 000 to transfer to the Capital Account. (J. Scheese, J. Schaible)

**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 October 19, 2016. (G. Williams, R. McMahan)

**FACILITY EXPANSION COMMITTEE REPORT:** Met November 15, 2016.

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

**OPERATIONS MANAGEMENT COMMITTEE REPORT:** Has not met.

**FINANCE & BOND COMMITTEE REPORT:** 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 Report – Inter-Municipal Agreements – Sale of Sewer Capacity

**CONTRACT AWARDS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**
  - A. **New Treatment Plant:** Nothing to report.

- B. **Pump Stations:** There was only one Public Comment received regarding the 6<sup>th</sup> Street Pump Station Act 537 Special Study. Ed will be writing a response shortly and have it available for Board review and comment before sending it out.
- 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:** Ed has filed a grant application with the PADCED Office of Innovation and Investment – CFA Programs Division PA Small Water and Sewer Program for the Sixth Street Pump Station Force Main Replacement project. Don’t know the exact time table for the funding decision but Ed will keep the Board updated.
- H. **P3 Tower, LLC** – P3 has received all of the necessary permits for construction of the Tower. They are having a pre-construction meeting on November 17<sup>th</sup> to kick off the project.
- 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 –**

**III. Operations Report:** Ed has included in the Board Packet, a report prepared by our Chief Operator, John Bright for the Board’s consideration and recommendation on how they would desire the staff to approach the subject discussed in his report

**IV. Administration Report:**

- **Customer Correspondence –**

- o **Right to Know Request – Ms. Stacey Fuller,** Ed has included a copy of the information requested under this request in the Board Packet.

- **Right to Know Request – Mr. Joel Brown**, Ed has included a copy of the information requested under this request in the Board Packet.
- **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 September was \$8,47.20 representing a total of 78 loads for 176,400 gallons.

**Operations Management Report:**

The average daily influent were 534,967 with a maximum day of 648,000 for a total of 16,049,000.

The average daily effluent was 528,233 with a maximum day of 704,000 for a total of 15,847,000.

**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:**

10/3/16 – Alerted by Oxford Borough of a possible EFF force main leak on 472 in front of the church. OASA staff and public works hand excavated area to investigate since the EFF force main and public water main are side by side. Chlorine residual test confirmed leak was from the public water, not the EFF force main. For safety reasons, we did not spray or pump to Osborne storage lagoon until public works completed their repairs and backfilled the trench.

10/4/16 – OASA staff reinstalled pump #2 at Walmart pump station and pulled pump #1 and sent out for repair.

10/7/16 – OASA staff replaced faulty pump run relays in INF pump station control panel.

10/7/16 – OASA staff started fall painting projects around old plant buildings.

10/10/16 – Ross center pivots and fixed nozzle fields hay cut.

10/10/16 – OASA staff troubleshot Osborne center pivots #2 and #6 end spray gun issues, both units back up and running.

10/10/16 – Hay cut on Ross center pivots and Ross fixed nozzle fields.

10/11/16 – OASA staff repaired a run off area in the bottom of Field 1A.

10/14/16 – Had '02 Ford inspected and serviced.

10/17/16 – OASA staff replaced broken belts on main aeration blower #1.

10/19/16 – OASA staff reinstalled pump #1 at Walmart pump station. Station is now back to normal 2-pump operations.

10/19/16 – OASA staff serviced Lakeside septage unit and cleaned both rock traps.

10/20/16 – OASA staff serviced Ross center pivots, inspected all drains and blew out sand traps.

10/21/16 – OASA staff had to unclog Lakeside septage station and pull both rock traps and clean (even though it was just serviced on 10/19). At the end of the day a hauler unloaded a load consisting mainly of baby wipes causing the auger to bind up and the piping inside the tanks even plugged up. This event resulted in (2) hours overtime.

10/28/16 – OASA staff replaced the “on” pump activation float at Twin Ponds pump station.

10/28/16 – OASA staff flushed and cleaned polymer system.

10/19/16 – We reached our goal of achieving 130 days of EFF storage heading into the winter. Job well done by the entire staff.

Motion made, seconded and passed to approve the Executive Director’s Report.

**RESOLUTIONS:** None.

**LEGAL ITEMS:** None.

**OLD BUSINESS:** John Schaible asked if Ed had followed up with Pete McDowell yet. Ed will be taking care of it soon. It has been delayed due to the Right To Know requests. Mr. McDowell is aware and ok with a December response.

Mr. Wilmont questioned whether Ed had found out about the sewer rate amounts previously discussed at another meeting. Also with the Right To Know requests, this has been delayed. Mr. Lennex assured Mr. Wilmont that the rates were not lower.

**NEW BUSINESS:** Ed got a call from Sue Melrath who painted the mural on the side of the OASA building. Sue has been contacted by the Oxford Arts Association, who donated the money for the current mural and would like to donate for Sue to continue further down the wall. This would be at no cost to the Authority. The Authority agreed that this would be ok.

**PUBLIC COMMENT:** None.

**Non-Agenda Items** – None.

**EXECUTIVE SESSION:** None.

**CORRESPONDENCE:**

- Right to Know Request – Ms. Stacey Fuller
  - Right to Know Request – Mr. Joel Brown
- Ed and Kathy are working on both of these. They will be asking for a 30 day extension for their response.

**ADJOURN:** Motion made, seconded and passed to adjourn.

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary