

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
October 19, 2016

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

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

Motion made, seconded and passed to approve the agenda. (G. Williams, R. Kepler)

Motion made, seconded and passed to approve the minutes of the September 21, 2016 Meeting as written. (G. Williams, R. Kepler)

Public Comment Period:

- A. **Action Items:** None.
- B. **Appearances:** None

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid Monthly Bills in the amount of \$85,230.76. (G. Williams, R. Kepler)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #42 in the amount of \$90,000.00 to transfer to the Operating Account. (G. Williams, R. Kepler)

Motion made, seconded and passed to approve Revenue Requisition #43 in the amount of \$45,000.00 to transfer to the Payroll Account. (G. Williams, R. Kepler)

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. (R. Kepler, G. Williams)

FACILITY EXPANSION COMMITTEE REPORT: None. Has not met. Mr. Schiable requested consideration be given for the Committee to meet to discuss possible sale of Administration Building.

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 – 2 meetings have been held. There was an Agreement at the first meeting. Changes have been made and distributed. Percy states they have received comments back and that the changes have not gone to the Solicitor yet. The Borough had no representation at the October 18, 2016 meeting.

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 6th 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:** Nothing to report at this time.

H. **P3 Tower, LLC** – P3 is currently waiting on their Stormwater Management Permit and when it is received will be ready to begin construction.

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:** 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 September was \$8,244.00 representing a total of 76 loads for 171,750 gallons.

C. Tapping Fee Calculation:

Operations Management Report:

The average daily influent were 557,733 with a maximum day of 721,000 for a total of 16,732,000.

The average daily effluent was 543,533 with a maximum day of 711,000 for a total of 16,306,000.

Lagoon Levels:

1. ' " 2. ' " 3. ' " 4. Osborne ' "
Storage Days =

Pump Station Hours of Operation were:

6 th Street =	Grant Street =	8 th Street =
Q1 =	Locust Street =	Locksley Glen =
Wiltshire =		

OASA Operations Report:

9/1/16 – Westover Companies (Oxford Mall Management Company) on-site to reassess slow moving and backed up sewer main running through the mall. Turns out there was more stone in the lines. Pipe Data called to jet and clean lines. (7) more buckets of stone pulled out. System now appears to be working properly. This system is not dedicated to OASA. We provided guidance since this flow does continue on to our system. Downstream manholes checked for any stone buildup or backups.

9/1/16 – Serviced OASA mini-van.

9/5/16 – Plant pH's dropping due to low pH and low alkalinity INF. We have been having to increase the magnesium hydroxide feed to the plant to compensate. Feed rate has been increased from 60 gallons per day to around 65 gallons per day.

9/6/16 – M&S Services on-site to further troubleshoot INF pump station controller. Controller had to have new firmware and programming installed to clear out 'known glitch' in the software. Flygt MultiSmart controller now operating properly and pump #1 is back in service. While on-site, M&S Services also continued to troubleshoot Ross fixed nozzle field flow metering and PRV valve issues.

9/6//16 – OASA staff changed out motor/gearbox on Osborne center pivot #1.

9/6/16 – Zones 2/3 hay cut.

9/7/16 – OASA staff serviced and flushed polymer system.

9/8/16 – Plant PH's continue to drop due to low pH and low alkalinity INF. We have been having to increase the magnesium hydroxide feed to the plant to compensate. Feed rate has been increased to around 68 gallons per day.

9/9/16 – OASA staff responded to odor complaint at 37 Pine Street. Upon arrival, no foul odors were detected. Upstream and downstream manholes were inspected, no abnormal issue found. Homeowner was not home at time of inspection.

9/10/16 – Responded to an afterhours alarm at 6th Street Pump Station for a high level. Upon arrival the Healy Ruff pump control panel was locked up. System

powered off and turned back on, pumps kicked on. In conjunction, the level transducer anchor and wet well ventilator pipe in the wet well had ripped out of the old, soft deteriorating concrete wall.

9/12/16 – Began operating plant in an on/off aeration mode in order to slow down nitrification and help us with our pH issues. pH's all around have rebounded and magnesium hydroxide feed has been cut almost in half.

9/13/16 – OASA staff pulled Walmart pump station pump #2 due to a seal fail. We took the pump up to Flygt for repair.

9/14/16 – OASA staff took apart and troubleshot WAS/RAS 3-way bail valve. No rags or debris found to be binding up the operation of it, all signs point back to an undersized actuator.

9/14/16 – OASA staff dewatered clarifier #2 to retrieve a broken scrub brush. No damage to clarifier and side #2 was put back online within 24 hours.

9/14/16 – Zone 1/1A hay cut.

9/15/16 – AmeriGreen changed out cake sludge can and staged/tarped the full can while we await DEP approval for SECCRA landfill.

9/16/16 – OASA staff responded to a customer complaint of a possible sewer manhole back up on Chase Street. After opening upstream and downstream manholes, it was determined it was the customer's lateral that was back up, not our main.

9/17/16 – Received an afterhours alarm at Walmart pump station. This time pump #1 indicated seal fail. We had to bypass the pump protection features in order to keep the station up and running since pump #2 is out for repair.

9/18/16 – Received an afterhours alarm at the treatment plant for digester #2 blower failure. Upon arrival, unit was in an external fault. VFD had to be manually reset and system was backed up and running.

9/19/16 – OASA serviced plant blowers. Oil changed in digester blower #1 and greased all blowers.

9/20/16 - Received (2) afterhours alarms for 6th Street pump station. Received Pump #1 fail/over-temp alarms. System put into Pump #2 lead until morning.

9/21/16 – OASA staff tested and confirmed Pump #1 problems. Changed out Pump #1 with spare onsite. System back up and running normally.

9/21/16 – Crane on 2006 GMC broke while pulling out 6th Street pump station pump. Internal gearbox for clockwise/counterclockwise direction appears to be stripped and worn out. Crane will not move clockwise/counterclockwise direction with any significant weight on it. Unit is almost 12 years old. Quoted \$7,000 for repair or \$11,000 for new replacement.

9/22/16 – Excavated and repaired broken pipe in Zone #3 off Brick Street. Looks like damage was just an unfortunate break, not damage from hay harvest. Thanks to Public Works for letting us use the backhoe.

9/23/16 – Lawn & Golf on-site working on Ventrac mower. Unit is leaking oil badly, tech replaced gasket between motor and hydraulic unit.

9/23/16 – OASA staff changed out - motor/gearbox on Ross center pivot #1.

9/23/16 – OASA staff changed out motor/gearbox and wheel gearbox universals on Osborne center pivot #3.

9/28/16 – OASA staff flushed and cleaned polymer unit.

9/28/16 – Received DEP approval for sludge cake disposal at SECCRA, AmeriGreen hauled out building can and [1] staged can.

9/28/16 – OASA staff investigated a possible sewer main blockage on 3rd Street by Robinson's Furniture. After inspecting upstream and downstream manholes, it was determined that the rental property had its lateral backed up, not our main.

9/28/16 – OASA staff marked EFF force main on Mt. Vernon Street ahead of UGI gas main replacement.

9/29/16 – Rain event over 1.0". Infiltration and inflow observed at plant and some pump stations.

9/29/16 – OASA staff with assistance of Brandywine Septic cleaned both septage holding tanks. Load of sludge and grit taken to DELCORA for disposal. OASA staff also serviced Lakeside unit and cleaned out both rock traps.

9/30/16 – Rain event, almost 2.0" into the facility, heavy infiltration and inflow observed at the plant and some pump stations.

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

RESOLUTIONS: None.

LEGAL ITEMS: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: None.

Non-Agenda Items – Ms. Rosen a Borough rate payer expressed her concern regarding the recent rate increase. The Chairman responded to her concerns and comments.

EXECUTIVE SESSION: Motion made, seconded and passed to enter into Executive Session. (G. Williams, R. Kepler) Motion made, seconded and passed to reconvene to the regular meeting at 8:47 p.m. (G. Williams, R. Kepler) The Executive Session was held to discuss personnel issues.

CORRESPONDENCE: Oxford Borough Letter – Mr. Reynolds acknowledged receipt of the letter and no action will be taken.

ADJOURN: Motion made, seconded and passed to adjourn. (G. Williams, R. Kepler)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary