

OXFORD AREA SEWER AUTHORITY
Board Meeting Minutes of
September 21, 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, Joe Scheese, John Schaible and Geoffrey Williams. Also in attendance were Edward Lennex, Executive Director, Melvin McDowell, John Thompson, Winifred Sebastian, P.A. Russell, and Joel Brown.

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

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

Motion made, seconded and passed to approve the minutes of the August 17, 2016 meeting as amended. Mr. Teel requested that more information be included in the minutes with respect to Public Comments. Specifically who asked the question, what the question was and who responded to the question. (J. Scheese, R. Teel)

Public Comment Period:

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

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the monthly bills in the amount of \$106,942.63. (J. Scheese, G. Williams)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #39 in the amount of \$250,000.00 to the USDA. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve Revenue Requisition #40 in the amount of \$108,000.00 to transfer to the Operating Account. (J. Scheese, G. Williams)

Motion made, seconded and passed to approve Revenue Fund Requisition #41 in the amount of \$40,000.00 to transfer to the Payroll Account. (J. Scheese, G. Williams)

Capital Fund

Total Capital Fund Requisitions: \$00.00

Escrow Accounts

Motion made, seconded and passed to approve payment to Rettew Associates (Invoice 111891) in the amount of \$4,265.50 (Check 125) for work performed for Ware. (J. Scheese, G. Williams)

Total Escrow Checks: \$4,265.50

Motion made, seconded and passed to approve the Treasurer's Report of September 21, 2016. (J. Scheese, G. Williams)

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:

- Committee Appointments – Inter-Municipal Agreements – Sale of Sewer Capacity – Percy formed a Committee to work with the Municipalities on the current situation with USDA. The Committee will consist of Percy Reynolds, Randy Teel, Geoffrey Williams and Robert Mc Mahon.

CONTRACT AWARDS: None.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**
 - A. **New Treatment Plant:** Included in the Board Packet is a copy of PADEP's General Inspection Report for the treatment plant. There were no violations noted and Mr. McAdams was very pleased with everything he saw.

- 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 for 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** – Nothing.

III. **Operations Report:**

IV. **Administration Report:**

A. **Customer Correspondence** – None.

B. **Resolutions** –

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 August was \$8,073.12 representing a total of 74 loads for 168,100 gallons.

Operations Management Report:

The average daily influent were 558,833 with a maximum day of

732,000 for a total of 16,765,000.
The average daily effluent was 550,200 with a maximum day of 794,000 for a total of 16,506,000.

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:

8/1/16 – Met with Dave Castellano from Quality Controls, Inc. to determine why both treatment plant RAS/WAS valves and actuators are so difficult to operate.

8/1/16 – Strong storm with 1.52” of rain resulted in a lot of infiltration and inflow. 6th Street Pump Station took a lightning strike, damaging the drywell exhaust fan and the incoming telephone line.

8/3/16 – Verizon Tech on-site at 6th Street Pump Station to repair telephone line.

8/3/16 – Due to low water levels in storage lagoon #2 and #3, we opened the discharge valve to lagoon #3 from the treatment plant so we will have water available to spray.

8/4/16 – New door hinges installed on 2006 GMC work truck at Collision Zone.

8/8/16 – OASA staff serviced and changed oil in aeration blower #2 at plant.

8/9/16 – OASA staff removed failed check valve from 6th Street Pump Station pump #1 and replaced with a new check valve.

8/11/16 – OASA Staff serviced and flush dewatering polymer system.

8/11/16 – Responded to an after hour high level alarm at 6th Street Pump Station. Appears Sunny Dell Cannery sent a large slug of flow our way. Production crew and cleaning crew was dumping at the same time. Flow subsided after about one hour and station was back into normal operations.

8/12/16 – Reversed lagoon valving from 8/3/16. We will continue to go back and forth until winter to ensure we spray out as much water as possible, within our NPDES permit.

8/12/16 – OASA staff replaced motor/volute gasket on 6th Street pump station #2.

8/13/16 – Responded to an afterhours pump #1 fail alarm at 6th Street Pump Station. Tested pump, GPMS and amps both normal, put pump back into service.

8/13/16 – Responded to an afterhours main lift station alarm. Flygt control panel I/O controller overheated due to the extreme heat. Station was still operating normally and no further issues.

8/16/16 – All hay removed from Osborn center pivots and fields aerated.

8/16/16 – EMR on-site to start annual emergency backup generator services on all pump station generators.

8/16/16 – OASA staff serviced and flushed dewatering polymer system.

8/18/16 – OASA staff changed out wheel gearbox on Osborn center pivot #5.

8/18/16 – OASA staff serviced Lakeside septage receiving unit and clean rock traps.

8/21/16 – Received 1.15” rain during heavy downpour, infiltration and inflow observed.

8/22/16 – EMR on-site to start annual emergency backup generator service for main plant generator.

8/22/16 – OASA staff changed out level transducer at Lincoln Village pump station with one from stock. Bad transducer will be sent out for rebuild.

8/22/16 – While on pump station rounds, OASA staff noted that Twin Ponds Pump Station had a very strong chemical smell to it and most of the accumulated grease within the wet well has disappeared. Remaining grease has turned a dark brown color. OASA staff drove around the neighborhood looking for any work being done, painters, etc. Nothing found.

8/22/16 – OASA staff pulled and unclogged septage receiving pump #2. Tanks need to be pumped out as soon as funds are available.

8/23/16 – Due to low water levels in storage Lagoon #2 and #3, we opened the discharge valve to Lagoon #3 from the treatment plant so we will have water available to spray.

8/23/16 – PA DEP inspector Mike McAdams on-site for an unannounced plant inspection. Everything went well and no violations were noted.

8/23/16 – OASA staff troubleshot Osborne pivot #6 found electrical wiring issue with the actuator valve. Valve has been manually opened so we can spray with pivot until final repair can be made.

8/24/16 – EMR on-site at Brookside Pump Station to perform additional work on the emergency backup generator (new belts, hoses, coolant flush, coolant).

8/25/16 – OASA Staff set up for a confined space entry and entered the plant spray pump wet well to investigate spray pump #2 problem. We pulled out two handfuls of red rubber gasket that was clogging up the impeller opening. It was also observed that both pump shafts are deteriorating badly due to rust and general corrosion.

8/26/16 – Westover Companies (Management Company for Oxford Square Mall) on-site trying to jet and clean lines. At least (5) 5-gallon buckets of stone removed from the line leaving Dunkin Donuts, a large amount of trash and debris removed from the corresponding manhole and a break was observed in the terra cotta line running in front of Rita's. Westover to excavate and repair line on 8/29/16.

8/27/16 – Responded to an afterhours Digester Blower #2 failure. Arrived to find it in an external fault. Had to manually reset the VFD and then it was back up and running.

8/28/16 – Responded to a main lift station general alarm. Found Pump #1 in an insulation fault that cannot be reset. The pump was taken out of rotation and decommissioned so it would stop sending out alarms. We have also been getting erroneous fail to start alarms for pumps #2 and #3 due to faulty relays.

8/29/16 – 2013 Chevy truck serviced at Tillman's.

8/29/16 – Form 43 cake sludge sampling dropped off at BSC labs. Form 43 paperwork hand delivered to SECCRA for their approval and then off to PA DEP for their approval.

8/30/16 – More problems with main lift station Flygt pump controller. M&S Service's meggered pump #1 only to find there is no problem with it. Upon further investigation, our control module does not even have the insulation fault settings – so pump #1 is being locked out by an erroneous alarm. Additional erroneous pump #1 alarms began appearing also. There is concern from Flygt tech support that the controller may be corrupted or failing. SD card data from the controller has been sent to Flygt for analysis.

8/30/16 – McGovern cleaned main lift station wet well with Hi-Vac and removed large grease mat in case we get into a situation of extended operations with the back up float system due to pump controller failure.

8/30/16 – M&S Services on-site troubleshooting main lift station pump #1, spray effluent pump #2 VFD and to re-install some micro-switches at Ross fixed nozzle field.

8/30/16 – OASA staff changed oil and serviced digester blower #2 at main plant.

8/31/16 – Final day of cake sludge hauling contract with JP Mascaro. New hauler AmeriGreen dropped off new sludge can and conducted a brief kickoff meeting.

RESOLUTIONS: None.

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: Mr. McMahon questioned the cost of septage treatment and the price that was being charged and specifically was the Authority charging enough to cover the cost. Mr. Lennex responded that Kathy Orcutt and he were examining the cost and would report back to the Board.

PUBLIC COMMENT: Ms. Winifred Sebastian questioned if by November 1st, if there would be a notice to the member municipalities regarding the 2016-2017 Budget. Mr. Reynolds responded yes. He stated the Authority is trying to give the municipalities a plan to work at a solution. Ms. Sebastian stated that the municipalities need the numbers by November 1st. Mr. Schaible asked if the Board would have the numbers by the October Board Meeting? Mr. Reynolds replied that was the plan.

Ms. Peggy Russell asked what the solutions are. Mr. Reynolds provided a brief response explanation as to the various options the Authority was pursuing.

Mr. Adam Kendig owns a laundry in the Borough and asked why the rate increase based on previous quarters usage and not charged for that increase during the discharge period. Mr. John Schaible questioned the billing in arrears. Mr. Reynolds responded to implement the rate increase effective October 1st for the previous quarter. This has always been the manner in which the Authority implemented rate increases.

Ms. Russell of Oxford Borough Council stated that customers are putting water saving measures in place but will not benefit from them in the October billing because it billed in arrears.

Mr. Lennex proposed that the Authority refrain from charging late fees and penalties on the October bills until December 31st in order for customers to adjust to the rate increase.

Motion made, seconded and passed to forgo late fees and penalties for the October 1, 2016 billing for 90 days. (J. Scheese, G. Williams) Approved unanimously

Motion made, seconded and passed that for future rate increases, the rate increase would be effective October 1st but would not be implemented until the January 1st billing. (J. Scheese, G. Williams) Approved unanimously

Mr. Lennex stated that he would prepare a Resolution for the next Board Meeting to amend the Rules and Regulations to reflect this change to the implementation method for rate increases.

Non-Agenda Items – None.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary