

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

January 18, 2017

Ron Kepler called the meeting to order at 7:00 p.m. The following Authority Members were in attendance: Ron Kepler, Robert McMahon, Gary Tozzo, John Schaible, Frank Lobb, Sam Goodley and Geoffrey Williams. Also in attendance were Ed Lennex, OASA Executive Director, Peggy Ann Russell, Neil Pagano, Randy Teel, Joel Brown, John Thompson and Randy Grace.

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

Motion made, seconded and passed to approve the agenda as amended to add Fulton Bank Check Signing to #18, Resolutions and change #24 to Executive Session for Personnel and move Adjourn to #25. (R. Kepler, R. McMahon)

Election of Officers:

The meeting was turned over to the Executive Director for Election of Chairman. Nominations were opened for Chairman. Motion made, seconded and passed to nominate Ron Kepler for Chairman. The meeting was turned over to Ron Kepler, Chairman.

Nominations were opened for Vice Chairman. Motion made, seconded and passed to nominate Frank Lobb for Vice Chairman. (S. Goodley, G. Tozzo)

Nominations were opened for Treasurer. Motion made, seconded and passed to nominate Gary Tozzo for Treasurer. (J. Schaible, G. Williams)

Nominations were opened for Secretary. Motion made, seconded and passed to nominate Geoff Williams for Secretary. (R. McMahon, J. Schaible)

Nominations were opened for Assistant Secretary. Motion made, seconded and passed to nominate Sam Goodley for Assistant Secretary. (J. Schaible, G. Williams)

Public Comment Period:

A. Action Items:

1. Appointment of Solicitor – Barley Snyder Motion made, seconded and passed to table for 1 month. (G. Tozzo, G. Williams)
2. Appointment of Consulting Engineer – Rettew (Committee to negotiate fees – Budget Committee) Motion made, seconded and passed to table. (G. Tozzo, J. Schaible)

3. Board Meeting Date & Time – Motion made, seconded and passed to accept the dates for the 2017 meetings as presented. Meetings will be held on the 3rd Wednesday of each month and will start at 7:00 p.m. (J. Schaible, 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 \$112,273.03. (G. Williams, F. Lobb)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Fund Requisition #50 in the amount of \$40,000.00 to transfer to the Payroll Account. (G. Williams, J. Schaible)

Motion made, seconded and passed to approve Revenue Requisition #51 in the amount of \$100,000.00 to transfer to the Operating Account. (G. Williams, J. Schaible)

Motion made, seconded and passed to approve Revenue Requisition #52 in the amount of \$12, 000 to transfer to the Capital Account. (G. Williams, J. Schaible)

Capital Fund

Motion made, seconded and passed to approve Capital Fund Requisition #11 in the amount of \$11,863.40 (Invoice 6108993) to pay Lancaster Truck Bodies for purchase of new crane. (J. Schaible, G. Williams)

Total Capital Fund Requisitions: \$11,863.40

Escrow Accounts

None.

Total Escrow Checks: \$0.00

Motion made, seconded and passed to approve the Treasurer's Report of January 18, 2017. (G. Williams, F. Lobb)

FACILITY EXPANSION COMMITTEE REPORT: Has not met.

ON-LOT SEWAGE FACILITIES MANAGEMENT COMMITTEE: Has not met.

OPERATIONS MANAGEMENT COMMITTEE REPORT: Has not met.

FINANCE & BOND COMMITTEE REPORT: Has not met.

BUDGET COMMITTEE REPORT:

Budget Committee Report – A Septage report will be prepared – what will be spent if Septage is reduced. A Resolution will be added to increase rate possibly to .012.

PERSONNEL COMMITTEE REPORT: None. Has not met.

PENSION COMMITTEE REPORT: None. Has not met.

CONTRACT AWARDS: None.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**
 - A. **New Treatment Plant:** Nothing to report at this time.
 - B. **Pump Stations:** Nothing to report at this time.
 - 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** – Nothing to report at this time.
 - 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.

IV. Administration Report:

- **Customer Correspondence – None.**
- **Resolutions – None**
 - Personnel Issues – None.**
 - Consulting Engineer – None.**
 - Rules and Regulations – None.**

V. Financial

A. Year to date income expense report will be available at your seat

B. Septage:

Operations Management Report:

12/1/16 – LASA Septage receiving shut down and began an influx of additional Septage to our facility. We had to halt receiving due to reaching our permitted gallons per day.

12/1/16 – New Septage hauler Finn’s Environmental began dropping off loads.

12/2/16 – Shut down Septage receiving facility due to reaching our permitted gallons per day.

12/2/16 – OASA staff repaired utility water hydrant on new treatment plant - second hydrant that has failed.

12/5/16 – Shut down Septage receiving facility due to reaching our permitted gallons per day.

12/5/16 – OASA staff completed weeks long seasonal maintenance on all six Osborne Center Pivots.

12/6/16 – Shut down Septage receiving facility due to reaching our permitted gallons per day.

12/6/16 – OASA staff toured Kennett Square Borough pump station to see how they utilize a backup Godwin standby pump system instead of a backup generator. We are hoping we can do something similar for the 6th Street pump station rebuild.

12/6/16 – OASA staff attended preliminary meeting with Rettew to review proposed pump station upgrade. Design not yet completed, we should get preliminary design between Christmas and New Year’s.

12/7/16 – Shut down Septage receiving facility due to reaching our permitted gallons per day.

12/7/16 – OASA staff cleaned out rock traps in Lakeside Septage unit.

12/8/16 – Shut down Septage receiving facility due to reaching our permitted gallons per day.

12/9/16 – OASA staff serviced and flushed polymer system.

12/12/16 – LASA Septage receiving back up and running.

12/13/16 – OASA staff cleaned wet wells at Wiltshire, Twin Ponds, Locksley Glen and Tweed Pump Stations. Brandywine Septic hauled the grease and grit to DELCORA.

12/14/16 – OASA staff changed oil in the Lakeside Septage unit.

12/16/16 – 2006 GMC truck had new crane installed.

12/20/16 – OASA staff serviced and changed oil in snow blower.

12/20/16 – OASA staff began winter project of cleaning out and organizing old maintenance garage. Project is expected to take at least two months.

12/26/16 – OASA staff responded to a customer call from 424 Hodgson Street of a possible sewer main back up. Upon arrival, upstream and downstream manholes were opened and no problems were observed. Homeowner was shown manhole flow and was advised to call a plumber.

12/26/16 – Heavy incoming grease observed coming into the treatment plant headworks.

12/27/16 – OASA staff repaired Osborne pivot #6 electrical issue – new wires had to be run from transformer to control panel. A small electrical fire damaged wires and conduit.

12/27/16 – OASA staff troubleshot Septage receiving blower #2 – all three belts broke. Replaced belts only to find the blower itself was locking up. Unit was pulled from the station and cleaned up for pick up from Excelsior Blower (Gardner Denver Certified Repair). New blower will be approximately \$2,000 if repair is not cost effective. Unit had approximately 75,000 hours of 'hard' service on it.

12/28/16 – OASA staff pulled failed automatic valve actuator from Osborne Pivot #1 so it could be sent out for electrical repair and rebuild by AC Schultes.

12/29/16 – OASA staff performed annual tube cleaning service on the UV system.

12/29/16 – OASA staff repaired toilet up at the main office.

12/29/16 – Heavy incoming grease observed coming in to the treatment plant headworks.

12/30/16 – Upon arrival at the plant, treatment plant EQ tanks had a very strong ammonia odor.

Lagoon Levels:

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

Pump Station Hours of Operation were:

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

RESOLUTIONS:

Fulton Bank – Motion made, seconded and passed to make a Resolution Regarding authorizing check signers. (G. Williams, G. Tozzo)

LEGAL ITEMS: None.

OLD BUSINESS: None.

NEW BUSINESS:

Committee formed of Representatives of Townships on Sale of Authority – Motion made, seconded and passed to form a Committee for the Sale of the Authority. Committee will consist of F. Lobb, R. McMahon, G. Tozzo, S. Goodley. Joel Brown reports the Request for Qualifications. Received 5 interested parties.

PUBLIC COMMENT:

Randy Teel questioned if Sewer Authority was sold, who would pay for Sewer Lines? Note payers would pay.

Non-Agenda Items – None.

EXECUTIVE SESSION: Motion made, seconded and passed to move to Executive Session to discuss Personnel at 8:35 p.m. Reconvene to regular meeting at 9:35 p.m.

Motion made to terminate Ed Lennex employment immediately. Motion seconded and passed.

CORRESPONDENCE: None.

ADJOURN: Motion made, seconded and passed to adjourn.

Respectfully Submitted,

Donna M. Patrick
Recording Secretary