

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of September 21, 2011

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Cantarera, Robert Yeatman, Joe Scheese and John Schaible. Also in attendance were Edward Lennex, Executive Director, Kathy Gray, Solicitor; Michele Braas; Blair Fleischman, Terri D'Ignazio, Joel Brown and Joe Chamberlain.

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

Motion made, seconded and passed to approve the Agenda. (R. Yeatman,)

Motion made, seconded and passed to approve the minutes of the August 17, 2011 meeting as amended. ( J. Scheese, J. Schaible)

Motion made to approve the minutes of the Special Board Meeting of August 31, 2011. It was decided to table this motion until Ed can listen to the recording of the meeting to obtain proper information. Percy suggested that J. Schaible forward his notes to Ed for review.

**Public Comment Period:** None.

### **A. Action Items:**

- 1) Approval of 2011-2012 Operating and Income Budget
- 2) Approval of 2011 Five Year Capital Plan
- 3) Approval of Resolution #11-09-001 Tapping Fee Resolution
- 4) Approval of Resolution #11-09-002 - Resolution Creating and Establishing Rate Zones
- 5) Approval and Tentative Award of Osborne Lagoon General Contract to Allan A. Meyers with a bid of \$4,347,069.00.
- 6) Approval and Tentative Award of Osborne Lagoon Electrical Contract to AJM Electric, inc. with a bid of \$173,860.00.

**B. Appearances:** None.

### **TREASURER'S ITEMS:**

#### **General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$17,219.94 and the monthly bills in the amount of \$137,334.20. (R. Cantarera, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #231 in the amount of \$200,000.00 to transfer to the Operating Account. (R. Cantarera, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #232 in the amount of \$32,000 to transfer to the Payroll Account. (R. Cantarera, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #233 in the amount of \$19,200 to transfer to the BRI Account. (R. Cantarera, R. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #234 in the amount of \$120,639.05 to transfer to the 1998 BRI Account. (R. Cantarera, R. Yeatman.)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #239 to Samuel L. Ross in the amount of \$6,190.43 for October Rent. (R. Cantarera, J. Schaible)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #240 to Barbara H. Ross in the amount of \$13,070.41 for October Rent. (R. Cantarera, J. Schaible)

**Total Bond Redemption & Improvement Fund Requisitions: \$19,260.84**

**Escrow Accounts**

Motion made, seconded and passed to approve payment to Rettew for \$1,144.55 (check #148) for Invoice 2466 for work related to Oxford Commons Review. (R. Cantarera, J. Scheese)

**Total Escrow Checks: \$1,144.55**

**Draw Requests from Subordinated Sewer Revenue Note Series of 2011**

Motion made, seconded and passed to approve Draw Request #16 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$40,652.87 for work related to WWTO Design & Permitting. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #17 from the Subordinated Sewer Revenue Note Series of 2011 to the Daily Local News in the amount of \$112.88 for advertising for the Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #18 from the

Subordinated Sewer Revenue Note Series of 2011 to reimburse Oxford Area Sewer Authority in the amount of \$3,903.46 for engineering for the Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #19 from the Subordinated Sewer Revenue Note Series of 2011 to Rettew Associates in the amount of \$1,955.35 for work related to the Osborn Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Draw Request #20 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$551.61 for work related to the Osborne Lagoon. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to Approve the 2011-2012 Operating and Income Budget. (J. Schaible, J. Scheese)

Motion made, seconded and passed to approve the 2011 Five Year Capital Plan. (J. Schaible, R. Yeatman)

Motion made, seconded and passed to approve the 2011 Rate Study as amended with new tapping fees to be \$3,760.00. (J. Schable, J. Scheese)

Motion made seconded and passed to approve the Fulton Financial Summary. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve the Treasurer's Report. (J. Scheese, R. Yeatman)

**Resolutions:**

- Resolution #11-09-001 - Tapping Fee Resolution - Motion made, seconded and passed to approve the Resolution #11-09-002. (R. Yeatman, J. Scheese)
- Resolution #11-09-002 - Resolution Creating and Establishing Rate Zones. Motion made, seconded and passed to approve Resolution #11-09-002. (J. Schaible, J. Scheese)

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

**OPERATIONS MANAGEMENT COMMITTEE REPORT:** Percy asked the Board for approval to have meetings with The Oxford Commons Developer and the Operations Management Committee which includes, Percy Reynolds, Robert Yeatman, John Schaible and Eric Todd and to make decisions on issues that are lingering, instead of calling Special Board Meetings. The Board decided that they are in favor of Special Board Meetings. Although, it was stated that the

Committee can have meetings and report back to the Board for final decision making. Michelle Braas suggested the Engineer be in attendance at these meetings.

**FINANCE & BOND COMMITTEE REPORT:** A meetings was held on August 31, 2011 to discuss the Budget and Fire Year Plan.

**PERSONNEL COMMITTEE REPORT:** None. Has not met.

**PENSION COMMITTEE REPORT:** None. Has not met.

**BUDGET COMMITTEE:** Met on August 31, 2011.

**CHAIRMAN'S ITEMS:** None.

**CONTRACT AWARDS:**

Award of Osborne Lagoon General Contract and Award of Osborne Lagoon and Electrical contract - Motion made, seconded and passed to award the contracts to the 2 contractors, conditionally based upon the review and approval of the Solicitor and Consulting Engineer and final submission of USDA. And, Authorize Officers to sign contracts once everything has been approved and to issue the Notice to Proceed. (J. Scheese, J. Schaible)

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**

**Consent Order:** With the award of the Osborne Lagoon construction contracts, Ed will be submitting to PADEP, a revised 2011 Corrective Action Plan/Connection Management Plan. This CAP/CMP will request the release of available capacity during certain milestones of the lagoon Project.

**Osborne Lagoon:** Bids are open for the construction of the Osborne lagoon. Allan A. Meyers was the low bidder at \$4,347,069.00 for the general construction project and AJM Electric, Inc. was the low bidder at \$174,860.00 for the electrical contract. Ed would recommend to the Board that they approve both contractors and award the contracts to them pending final approval from the USDA-RUS. Ed would also recommend that the Board authorize the appropriate officers to sign the contracts once they are in order and issue the Notice to Proceed.

**Act 537 Plan:** The plan is still under review by PADEP. The Department contacted Ed for further clarification of information and data regarding the Ross Spray Fields. Bill Beers of Tetrahedron has been in contact with the Department and is responding to the request for information. The Department had until September 15 to respond to the Plan. Ed has been in contact with Kelly Sweeney and Michele and Ed answered some minor questions but at the time of

this report, Ed has yet to receive anything from PADEP. Will need to discuss how to proceed if Ed has no word from PADEP by the Board Meeting Time. Motion made, seconded and passed to wait until the next meeting to proceed with any formal, legal action on the response from the 537 Plan. (J. Schaible, R. Yeatman)

**Future Disposal Fields:** The Ross Tract Design is currently under way. Ed asked for permission to ask Rettew to do a feasibility study and cost estimate to replace the 12" force main. Permission was granted.

**Pretreatment Regulations:** Nothing to report at this time.

**Lincoln/Brick Street Spray Field Analysis:** Nothing to report at this time.

**New Treatment Plant:** Currently under design at Rettew.

**Funding Assistance:** On August 11, the Authority closed with Fulton Bank on the Interim Construction Loan.

**Sewer Line Extension Requests:** Ed has included in the Board Packets, information regarding state funding under the Penn Works Program that the Board might utilize to pay for this extension. Ed Has Rettew checking in to it.

2. **Developer Activity** – There is still issues with Oxford Commons project and Percy will be asking the Board to authorize the Operations and Maintenance Committee to meet with representatives from Oxford Commons to settle all outstanding issues.

3. **Operations Report:**

**DEP Comprehensive Groundwater Monitoring:** Carroll Engineering has submitted the Report to PADEP and we have received feedback that it was well done and that they would be sending the Authority a letter in response to it. Will await their response.

**Spray Field Re-Permitting:** Rettew has filed the required documents with DEP for the Re-Permitting and with receipt of Carroll Engineering's Groundwater Report, the department will be issuing us a renewed permit shortly.

**Influent/Effluent Sampling:** Nothing to report.

**Operations Management Report:** The average daily influent were 493,085 with a maximum day of 905,317 for a total of 15,285,634.

The average daily effluent was 675,846 with a maximum day of 1,027,000 for a total of 17,572,000.

**Lagoon Levels:** #1 - 17.6" #2 – 10.8" #3 – 12.0"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 273.6 Grant Street = 183.9 8<sup>th</sup> Street = 258.4

Q1 = 6.1                      Locust Street = 4.7      Locksley Glen = 101.7  
Wiltshire = 415.7336.8

**OASA Operations Report:**

8/1/11 - Serviced the tractor and sharpened blades.

8/5/11 - Ordered a replacement impeller for one of the pumps at the Wiltshire pumping station.

8/11/11 - had the 2006 GMC truck serviced.

8/15/11 - Had the techs from Khlorous service the chlorine system. They are recommending we also replace the ejector and meter panel as they are original equipment and unable to get parts for them.

8/18/11 - The contractors for Walmart started to run their force main towards Pine Street.

8/23/11 - Repaired a small leak in the effluent force main after the Contractors exposed it going across Route 10, towards Zones 1 & 1A.

8/23/11 - Had a tech for Pivots check out Pivot #6, he says it needs a new module and a new board. They come in a kit to upgrade the unit because the old ones are obsolete.

8/25/11 - a tech from EIM Valves replaced a board and relay in the actuator valve for Pivot #4.

8/29/11 - EMR Services started the annual servicing of our Emergency Generators at the Pumping Stations.

8/31/11 - Replaced the 8" Butterfly Valve in Pivot #1.

We received 6" of rain from Hurricane Irene on 8/27/11.

Received 148 PA #1 calls this month, 80 were in conflict and required marking.

Received 156 loads of septage, the total gallons was 466,000 for an average of 15,000 gallons per day.

Currently have 31 storage days remaining.

**DEP Comprehensive Groundwater Monitoring:** Carroll Engineering has

submitted the Report to PADEP and we have received feedback that it was well done and that they would be sending the Authority a letter in response to it. We will await their response.

**Spray Field Re-Permitting** - Rettew has filed the required documents with DEP for the Re-Permitting and with the receipt of Carroll Engineering's Groundwater Report, the department will be issuing us a renewed permit shortly.

**Influent/Effluent Sampling:** Nothing to report at this time.

**Cell Towers:** Since the July Board meeting, neither Kathy Gray nor Ed have had the opportunity to work on this project. Will work towards having an update for the Board at the October Meeting.

4. **Administration Report**  
**Customer Correspondence**  
**Personnel Issues**  
**Consulting Engineer:** Engineer's Report is in the Board Packet.  
**Rules & Regulations:** Nothing to report.  
**Executive Director's Activities:** None.  
**Collection of Past Due Sewer Charges**
5. **Financial Report:**  
Financial Reports will be in your Board Packet.  
Septage Billing for July was \$18,640.00 representing 156 loads accepted for a total of 466,000 gallons.

Motion made, seconded and passed to approve the Executive Director's Report. (J. Scheese)

**LEGAL ITEMS:** Discussed earlier in the meeting.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** On Monday evening, Borough Council approved for Betsy Brantner to send a letter to Chester County, to use the remainder of the Street Scape money to re-do the alley between the Authority and the Fulton Bank.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

**Non-Agenda Items** – None.

**ADJOURN:** Motion made, seconded and passed to adjourn. (J. Scheese, R. Yeatman)

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary