

# OXFORD AREA SEWER AUTHORITY

## DECEMBER 15, 2004

The meeting was called to order at 7:30 p.m. by James McLeod, Chairman. The following Authority members were in attendance: James McLeod, Vince Visoskas, Bob Yeatman, Percy Reynolds, Jr., Frank Lobb, Don Bailey and Larry Bonam. Also in attendance were John Highby, Executive Director; Kathleen Gray, Solicitor; Steve Tomasko, ARRO - Consulting Engineers; Joe Riper, Riley, Riper & Collegreco; Tom Hindman, Oxford Boro; Joanne Campbell; William Beers, TCI.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of the November 17, 2004 meeting as amended. (D. Bailey, P. Reynolds)

### **AUDIENCE COMMENTS:**

Joe Riper of Hickory Hill Development was in attendance to answer any questions presented to him regarding the agreement distributed earlier. Mr. Riper states that the better way to go was to build a plant that met the needs of the Hickory Hill Subdivision and create opportunity for expansion and storage capacity in case the Authority decided later that they wanted to use the plant for a sub-regional treatment facility. If and when the Authority takes dedication of the treatment plant, \$500,000 would be given to the Authority as a separate payment and would not take place until the treatment plant was built and operating.

Motion made, seconded and passed to approve the agreement for construction and operation of community sewage facilities with Brandolini Property Management subject to having Authority Solicitor and the Solicitor for Brandolini work out and modify the few additional pieces that were discussed which are the cash contribution, the language about the rates and that the developers would be willing to consider contributing to the global solution, if they can do so in a timely manner that doesn't hold up their project. (P. Reynolds, B. Yeatman)

### **SEWER OPERATIONS REPORT:**

The average daily influent was 570,026 for a total of 17,670,800, and the average daily effluent was 547,962 for a total of 14,247,000.

### **Lagoon Levels:**

Lagoon #1 - 17.6' deep    Lagoon #2 - 5.4" deep    Lagoon #3 - 8.2" deep

### **Pump Station Hours of Operations were:**

6th Street - 172.2; Grant Street - 175.0; 8th Street - 156.3; Q.1 - 15.9; Locust Street - 4.3;  
Locksley Glen - 87.9 Wiltshire - 74.7

### **The Borough Manager's Operations Report and General Comments are as follows:**

November 1, 2004, we changed the spray rate to 1.75" per acre per week as per the permit. Previous rate was 2".

November 2, 2004, we had McGovern Septic Services in to remove the grit from the septage holding tanks.

November 3, 2004, Cummins Diesel Power serviced the generator at the 6<sup>th</sup> Street pumping station as per the contract.

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November 4, 2004, Arthur Astle baled off the hay from Zone 2 and also aerated zones 2 & 3.

November 4, 2004, We repaired a broken riser pipe in Zone 2.

November 5, 2004, we replaced a drainpipe and manhole in sprayfield Zone 2A.

November 5, 2004, we assisted the ARRO Engineer with another pump down test at the 8<sup>th</sup> Street pumping station.

November 5, 2004, we replaced a faulty totalizer readout meter in Zone 1.

November 10, 2004, we replaced a solenoid valve in the pivot #5 valve pit.

November 12, 2004, the generator at the plant lift station broke down. We ordered parts from a Komatsu dealership to repair it.

November 16, 2004, we repaired another broken riser pipe in Zone 2, also seeded and raked.

November 19, 2004, we replaced a broken pressure hose on the Lakeside Unit.

November 22, 2004, we repaired pump at Brookside pumping station and sent the other to be repaired.

November 22, 2004, we pulled a bad pump from the Wiltshire pumping station and sent for repair.

November 24, 2004, Kenny Morris repaired lift station generator.

November 30, 2004, We dug soil sample test holes for DEP at Osborne Farm and Brick Street.

We received 93 PA#1 calls, 11 of which were in conflict with sewer lines nearby and required marking.

We received 117 loads of septage for a total of 296,000 gallons.

## **FACILITY EXPANSION COMMITTEE REPORT:**

Met with Spence Andress who presented the plan that the developers had prepared which incorporates a plan that will satisfy 5 years of needs for the 4 municipalities. This plan uses facilities and resources provided by the Authority and the Developers.

## **OPERATIONS MANAGEMENT COMMITTEE REPORT:**

Anticipate meeting the week of December 26, 2004. Will be working on Executive Director Job Description and various compensation issues. Are anticipating having a re-organization in January 2005 to add additional members to the Committee and will hopefully have something to present to the Board in January/February 2005.

## **BOND COMMITTEE:**

A handout that summarizes the meeting with Mike Wolf was discussed.

Motion made, seconded and passed to appoint Boenning & Scattergood, Inc. & Mike Wolf as the Authority's Underwriter for Bond Issues for 2005. (V. Visoskas, F. Lobb)

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Motion made, seconded and passed to request that ARRO start working on getting the numbers behind the tapping fee calculations. (V. Visoskas, P. Reynolds)

## **CHAIRMAN'S ITEMS:**

As Jim's term expires at the end of this year, he announced that this will be his last meeting as Chairman. He has been with the Board for almost 14 years, plus several additional years as a member of the Oxford Area Sewer Commission and has worked with 17 members. He wished the Board all the best in the future with the expanding planning.

## **DIRECTOR'S REPORT:**

Sycamore Crossing - The Developer is exploring options to provide all or some of the components of a sewage treatment system for the remainder of his development.

Twin Ponds - No laterals were inspected. Total connected is 84 of 84. The Developer has completed the punchlist of items to be addressed prior to dedication of the pumping station. Outstanding requirements are as-built drawings, deeding the pump station lot to the Authority, and executing a maintenance agreement and resolving the question of excess flow to the pumping station during rain events. Damaged manholes in Misty Drive have been identified. Developer has been informed.

Copperfield/Manchester Mews - The Developer has requested that the project be put on the Connection Management Plan. The request has been submitted to DEP.

Sacred Heart School - Recordation of the dedication of the sewer extension is in progress. The paperwork is in the hands of the County.

Brookside - The bid package for the generator has been advertised with bid opening on December 20, 2004. Mr. Highby reported that the pumping station failed and the Authority was not notified in a timely fashion because there is no alarm telemetry at the station. A motion was made, seconded and passed to install alarm telemetry similar to the other pumping stations. (R. Yeatman, D. Bailey)

Penn Oak - No report.

Acme Markets - No report.

Wiltshire - No lateral were inspected. Total connected is 154 of 163. The Pump and Haul Agreement has been finalized and sent to the Developer for signature.

Cooper Farm - No laterals were inspected. Total connected is 13 of 24. Proposed alignment of lateral to serve Lot 23 is subject of discussion.

Cooper Farm - Phase 2 - Plans are under review.

Hearthstone - Plans are under review. A second submittal is expected in the near future.

People's Bank of Oxford - No report.

Ware Presbyterian Village - There are 4 villas planned in the current expansion. The sewer connections for these units are subject to the connection ban. The Village has prepared a pump and haul agreement to cover the villas and thereby

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allow the construction of the villas to begin. The Authority is inspecting the sewer construction that is part of the current expansion.

Oxford Area School District - No report.

Oxford Commons - No report.

Country Hills - No report.

Reedville Village (aka Campbell-Kepler) - Plans have been submitted for review.

Connor Road Subdivision - The first submittal of plans has been reviewed. A second submittal is expected in the near future.

Penn View/Dambro Subdivision - No report.

Hickory Hills - The developer is preparing a new agreement describing a community WWTP that will be offered for dedication to the Authority.

Reserves at Dunlap - No report.

Elkdale Green - Developer is resolving questions from the Township.

Meadowview (aka Moran/Frost development) - The Developer is working on a proposal to provide all or some of the component parts of a sewage treatment system on his site.

## **Customer Activity -**

No report.

## **Administration/Operations -**

Septage Program - Billing for the month of November 2004 is \$8,288.00.

Corrective Action Plan - There has not been any action by DEP. The CAP remains in effect.

Consent Order - The next milestone for release of 14 reserved EDUs is approval of the Water Quality Part 2 Permit.

Act 537 Plan - The Municipal Engineers and the Authority's Engineer continue to meet at two week intervals to discuss the redraft of the 537 Plan. The new needs assessments are due in January. The Chester County Health Department made a presentation on the new County database for septage management. A draft of the map of the five-year projection of needs was presented and reviewed. The WNT needs are shown on the map. The Engineers will discuss the map with their Supervisors. The collection and treatment system proposed by the developers was discussed. On December 15, 2004, representatives from the Authority, the member municipalities, several of the developers and DEP met to discuss the 537 Plan.

Farming Operations - No report.

Emergency Stream Discharge - No report.

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I/I Reduction Program - We are scheduling TV inspection of the 15 inch pipeline running from the DPW compound to the influent lift station of the treatment plant. A letter is being drafted which will direct residents with damaged lateral vents to repair the damages. Motion made, seconded and passed to prepare a bid spec to bidders for repairs, using time frame allowed by municipalities authorities acts. After receipt of bids, authority officers to execute any proposal that is recommended by ARRO with the lowest responsible bidder that can meet the timeline. (P. Reynolds, B. Yeatman) Amended - Not to exceed \$35,000 or it will have to return to the Board in January 2005 for discussion. (V. Visoskas, F. Lobb)

Tax Matters - No report.

TCI Proposal for services to investigate the soils on Osborne sprayfields under the PECO lines and soils/hydrogeology on the Brick Road sprayfield was approved. (D. Bailey, L. Bonam)

## **LEGAL ITEMS:**

Applebrook Pump and Haul Agreement - Motion made, seconded and passed to approve the Agreement. (D. Bailey, P. Reynolds)

Other legal matters were discussed as part of other agenda items.

## **ENGINEER'S ITEMS:**

ACT 537 Plan - June 2002 -

Attending meetings with the Expansion Committee.

Attended meeting municipal engineers.

Preparing compiled Task Activity Report and Plan of Study for DEP review.

Developing map of known needs in the 4 municipalities.

Developers Services -

Elkdale Green - No report.

Hickory Hill - No report.

Reedville Village - Reviewed plans.

Meadowview - Attended meeting with the developer. Reviewed Plans.

Osborne Lagoon - Waiting for the Dams Permit

I/I Study

Working with Executive Director to prepare letters to residents directing repairs.

Lagoon Dredging - Working on administrative closeout of the job.

Pier Replacement - Getting insurance certificates, performance bonds and payment bonds from contractors.

Tasty Baking Pump Station - Preparing opinion of mechanical condition and budget for repairs.

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Pump Station Pumping Capacity Testing - Completed drawdown testing at the 8<sup>th</sup> Street Pumping Station.

## CORRESPONDENCE:

None.

## TREASURER'S REPORT/PRESENTATION OF BILLS:

Motion made, seconded and passed to pay the bills in the amount of \$94,111.41. (V. Visoskas, D. Bailey)

Motion made, seconded and passed to pay Revenue Requisition #73 in the amount of \$73,000 to replenish working capital. (V. Visoskas, D. Bailey)

Motion made, seconded and passed to pay from Capital Accounts, TCI for Osborne Well Monitoring \$3,963.43, Barley Snyder \$3,030, ARRO \$7,089.81, Lower Oxford Project \$200. (V. Visoskas, B. Yeatman)

Motion made, seconded and passed to pay from Escrow accounts Barley Snyder for Wiltshire \$600, Barley Snyder for Ware, \$1,075, ARRO for Ware \$729, ARRO for Reedville \$1,096.36, Barley Snyder for Elkdale \$50, ARRO for General Escrow \$1,036.65, Barley Snyder for General Escrow \$700, ARRO for OASD \$120, Barley Snyder for Developers Project \$525, ARRO for Meadowview \$481.60, Barley Snyder for Hickory Hill \$160. (V. Visoskas, L. Bonam)

Fulton Financial Reports were included in members packets.

## OLD BUSINESS:

Frank Lobb gave sample specs for treatment plant design to ARRO for review.

## NEW BUSINESS:

Vince asked that Kathy, for 2005 make a statement regarding limiting public comment time for the meetings. Kathy states that the chairman can state limitation on public comment times.

Motion made, seconded and passed to hire an outside consultant to look at the issues involved in implementing a stream discharge for effluent disposal to meet the 5-10 yr needs of the Authority. (P. Reynolds, D. Bailey)  
Amended - to put together an RFP for review. (V. Visoskas, P. Reynolds)

## ADJOURNMENT:

Motion made, seconded and passed to adjourn. (D. Bailey, F. Lobb)

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

CC: Authority Members  
Kathleen Gray, Solicitor  
John Highby, Executive Director  
Don Lavine, Engineer

# **OXFORD AREA SEWER AUTHORITY**

Betsy Brantner, Borough Manager  
Townships & Borough