

OXFORD AREA SEWER AUTHORITY

March 17, 2004

The meeting was called to order at 7:30 p.m. by James McLeod, Chairman. The following Authority members were in attendance: Ron Fields, Don Bailey, Percy Reynolds, Vince Visoskas, Bob Yeatman, Jack Baughman, Frank Lobb. Also in attendance were John Highby, Engineer; Kathleen Gray, Solicitor; Don Lavine, ARRO; Tom Hindman; Brian Seleyo, Hickory Hill Sub-division; Jim Fritsch, Register Associates; Rick Johnson, Satterthwaite Associates.

Pledge Allegiance and Moment of Silence.

The minutes of February 18, 2004 meeting were approved as amended. (D. Bailey, R. Fields)

AUDIENCE COMMENTS:

Jim Fritsch of Register Associates and Rick Johnson of Satterthwaite Associates were in attendance representing Dambro Subdivision to discuss issues related to sewage disposal problems. Nitrates have been found in the soil. No sewer is available at this time, it is planned, but not available. The Developer is proposing a Community Waste Water Treatment Plant. These gentlemen presented more information on the engineering of the proposed system. The site is located in the South East corner of Union School and Jackson School Roads and has 98 ½ acres. After meeting with Lower Oxford Township, DEP, John Highby and ARRO, additional testing has been done on the site to confirm that Standard Sub-Surface Seepage Beds would be feasible for the site. Rick explained the testing and indicated individual systems as well as back-ups would be placed on each site. The estimated yearly cost to the homeowners would be \$1,200 per household. This presentation is more of an update and requires no action. The Authority expressed concern about the high rates that the users would pay in comparison to the users connected to the existing system. The Authority indicated a preference for having a sub-division connected directly to a sewer extended from the plant on Locust Street. Mr. Fritsch read a letter dated April 7, 2003 written by Mr. Highby at the Authority's direction, which confirmed discussions that had occurred between the Developer, Developer's representatives, ARRO Consulting and the Authority back in 2003. The letter said that the Authority would accept dedication of a Community Waste Water Treatment Plant if it were designed and constructed as required by the Authority. The Developer's representatives expressed frustration that the Authority's position seemed to change between 2003, when the letter was written, and the Authority's current policy of not wanting to accept small community systems, where the fees to users would be substantially in excess of the users fees for the public system.

SEWER OPERATIONS REPORT:

The average daily influent was 629,824 for a total of 18,264,900, and the average daily effluent was 499,207 for a total of 14,477,000.

Lagoon Levels:

Lagoon #1 - 18.7' deep Lagoon #2 - 16.9" deep Lagoon #3 - 15.9" deep

Pump Station Hours of Operations were:

6th Street - 162.3; Grant Street - 176.3; 8th Street - 228.6; Q.1 - 22.0; Locust Street - 4.5;
Locksley Glen - 80.9 Wiltshire - 63.2

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

February 3, 2004, we pulled pump #1 at Sixth Street pumping station and sent to Deltronics for repair.

February 4, 2004, Technicians from Lakeside, with our assistance, worked on septage receiving unit all day.

February 5, 2004, we worked on Lakeside Unit again, all day. We had it up and running by the end of the day.

February 12, 2004, We placed 30 bales of hay around the Lakeside Unit to keep it from freezing again.

February 17, 2004, we got price quotes from Kline's and McGovern's septic services to clean out septage receiving holding tanks. McGovern's was the successful bidder.

February 23, 2004, we had Pipe Data View Services clean and televise Mt. Vernon Street from Pine Street to North Third Street. They also cleaned the area of Fourth and Grant Streets.

February 26, 2004, McGovern's Septic Services cleaned out the holding tanks.

February 29, 2004, we disconnected the stream discharge.

January 30, 2004, we used Pipe Data View Services to unclog a backed up main on Wheeler Boulevard between North Third Street and Fourth Street.

We received 47 loads of septage for a total of 112,000 gallons. We also received 66 PA#1 calls, ten of which were in conflict and required marking.

FACILITY EXPANSION COMMITTEE REPORT:

The Committee has met a few times and held a Special Board Meeting on March 8, 2004 at the Lower Oxford Township Building. Compliance with the storage issue was discussed as well as the availability question of the OxView Property. Don Lavine presented an explanation of treatment alternatives for future plant expansion.

Motion made, seconded and passed to have Kathy, John and Don Lavine meet with the developers to pursue a possible agreement with respect to compliance and expansion issues for the system. (V. Visoskas, F. Lobb)

The next meeting of the Committee was set for March 30, 2004 at 4:30 p.m. ARRO was asked to prepare financial information on O&M costs versus flow for alternative treatment technology.

CHAIRMAN'S ITEMS:

No report.

DIRECTOR'S REPORT:

Sycamore Crossing - No report.

Twin Ponds - 1 lateral was inspected. Total connected is 82 of 85. 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.

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Copperfield - No report.

Sacred Heart School - The easement of right-of-way on the west side of Rt. 10 is under review by the Parish solicitor.

Brookside - The Developer is addressing the punchlist of items/issues affecting the pumping station. The paving was done, but the manhole at the station needs to have an insert to prevent surface water from entering the lid. A letter has been sent to the Developer stating our view of the status of the station.

Penn Oak - No report.

Acme Markets - The Authority has purchased a water meter for Acme's private water supply. Acme is making arrangements for installation of the meter.

Wiltshire - 3 laterals were inspected. Total connected is 148 of 163. Wiltshire has the EDUs for the remaining houses, but can't proceed until DEP allows additional connections to the system.

Locksley Glen - The Developer has completed the punchlist of corrections to the sewers in Locksley Glen. Resolution of legal and construction management charges is pending.

Cooper Farm - No laterals were inspected. Total connected is 13 of 24. Proposed alignment of lateral to serve Lot 23 is subject of discussion. Plans for Phase 2 have been submitted.

Cooper Farm - Phase 2 - Plans are under review.

Hearthstone - Plans have been submitted for review. An escrow account has been opened.

People's Bank of Oxford - No report.

Ware Presbyterian Village - Their Engineer has submitted information on the proposed swimming pool and cooling tower operation for review.

Oxford Area School District - Work is proceeding on the installation of the force main from the pumping station to the manhole in Wiltshire.

Happy Harry's - Testing of the sewer is partially complete. The Contractor is going to install a section of pipe to serve the property behind the Happy Harry's.

Oxford Commons - Payment of bill for services to-date is outstanding. Back-up expense records were requested and have been submitted. Planning Module submitted for review. Agreement has been signed by the Authority and will be given to the Developer when an escrow fund for Authority expenses is submitted.

Country Hills - No report.

Reedville Village (aka Campbell-Kepler) - No report.

Connor Road Subdivision - Plans have been submitted for review. An escrow account has been funded.

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Penn View/Dambro Subdivision - No report.

Tommy Tinker (Child Care) - No report.

Hickory Hills - The draft agreement for the construction and dedication to the Authority of a community WWTP has been reviewed.

Delaware Avenue Sewer Extension - The documentation for dedication of the sewer extension is being prepared.

Reserves at Dunlap - This project is located at Barnsley-Chrome Road on the old Zook Farm. The sub-division will require a pumping station. The Engineer has been exploring options for the design of the effluent forcemain.

Customer Activity -

Reviewed records of sewer capacity available at the old chocolate factory site. Respond to various customer questions regarding sewer capacity and billing issues.

Administration/Operations -

Septage Program - Billing for the month of February 2004 is \$3,220.00. The receiving unit was out of service due to being frozen and some mechanical problems, which have been repaired.

Corrective Action Plan - DEP has given verbal assurance that the application to re-rate Lagoon #1 for higher organic loading will be approved. This will be formally documented in a new Water Quality Management Permit issued in about 45 days. When the new permit is in hand, the Corrective Action Plan will be completed and the ban on connections will be lifted. Those holding reserved EDU's will be able to connect to the sewer in accordance with normal Authority regulations. The quarterly CAP report was submitted March 8, 2004.

Act 537 Plan - The Land Development Plan for subdividing the OxView parcel is in the review process. The Authority plans to approach DEP with a plan.

Farming Operations - Soil samples will be sent to the Penn State lab for analysis in the next 4 weeks.

Emergency Stream Discharge - The stream discharge was shut down on February 29, 2004. The total discharge was 15.46 million gallons. Ammonia and Phosphorus averaged 14.0 mg/l and 2.14 mg/l, respectively. The phosphorus concentration dropped during the month from 3.07 to 1.29 mg/l.

6th Street Pumping Station Generator - The new genset will be delivered in March.

Lagoon Dredging Bids - We are waiting for the work plan from the contractor. Work should begin in mid-June. The contract calls for completion in 45 days.

I/I Reduction Program - The source of inflow from the empty lot on 4th Street has been capped.

Tax Matters - The County Tax Assessor has scheduled the Authority to appear at a hearing to discuss the request for tax exemption on the Gray Property.

Insurance Matters - The H.A. Thomson representative inspected the plant and cited the grinder for safety violations. The violations are being addressed.

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John will send a letter to the Owner of the Gray Property releasing the Authority from liability for crop damages in the case someone would need to have access to the fields, and have Kathy review it before sending.

LEGAL ITEMS:

Last month, Joe Riper, representing the Hickory Hill Agreement, distributed an agreement to the Board Members for review. Jim had asked for review and comments. Vince Visoskas and John Highby gave comments. Mr. Riper compiled a letter in regards to addressing some of the concerns and ways to handle them. The consensus of the Board is that the proposed location of Hickory Hills is adjacent to the existing treatment facility and it makes no sense to allow a community treatment plant on that site. The Board feels Hickory Hills should be served by the Authority Plant with spray or other disposal on the Developer's property. Brian Seleyo, who was in attendance for Mr. Riper, as well as Kathy Gray, will take comments and suggestions to Mr. Riper.

ENGINEER'S ITEMS:

ACT 537 Plan - Continuing to prepare the subdivision plans for the OxView Farm. Preparing alternatives for gaining DEP approval of the 537 Plan. Attending meetings with the Expansion Committee.

Chapter 94 Corrective Action Plan - Prepared and submitted CAP Quarterly Report.

Connor Road Subdivision - Reviewed plans.

Cooper Farm Phase 2 - Reviewed plans.

Hearthstone - Reviewed plans.

OASD-Penns Grove - Completed Planning Module.

Plant Expansion - Design work is on-hold pending resolution of the Act 537 Plan approval issues and the problems with the OxView site.

Operations Assistance - Assisting operators with the stream discharge process.

6th Street Pumping Station Genset Purchase - Processing the paperwork for the purchase of the gen set.

Lagoon Dredging - Prepared Change Order #1 to adjust the start date for the work in mid-June.

Break and reconvene at 10:00 p.m.

CORRESPONDENCE:

None.

TREASURER'S REPORT/PRESENTATION OF BILLS:

Bonding for Board Members - Vince recommended that the Board Members who sign checks be bonded. John Highby had obtained a quote on a blanket bonding for the entire Authority. Through discussion the general consensus of the Board was that the value of the bond should be higher. John will obtain higher level quotes and report at the next meeting.

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Recurring Bills - Vince questioned whether the recurring bills, not to exceed an assigned amount, could be authorized before the meeting or be placed on direct debit. Will look into this.

Motion made, seconded and passed to pay the bills in the amount of \$83,819.47. (V. Visoskas, R. Fields)

Motion made, seconded and passed to authorize Revenue Requisition #63 in the amount of \$83,819.76 to replenish working capital. (V. Visoskas, P. Reynolds)

Motion made, seconded and passed to pay from Pligit/Escrow Account, 4 escrowed amounts totaling \$7,969.13; ARRO Consulting \$1,823.20; Barley, Snyder, Senft & Cohen \$2,107.00; TCI \$3,400.00 (V. Visoskas, J. Baughman)

Fulton Financial Report was available for review by Board Members.

OLD BUSINESS:

None.

NEW BUSINESS:

Jim states that more visitors have been attending the Authority meetings and wanted to discuss the parking problem as well as the space problem. Floor opened for discussion. Options will be explored with Lower Oxford Township and East Nottingham Township, by Percy Reynolds. It was discussed that the 3rd Wednesday of the month should remain as the day for the meeting.

Operations Management Committee - Vince will chair the new committee. Present members resigned. Vince will come up with an outline for the next meeting.

Don Bailey questioned what the operating costs would be for the new plant. Don Lavine will bring information to next months meeting.

Expansion Committee Meeting will be held March 30, 2004 at 4:30 p.m.

Adjourn to executive session and reconvene at 11:10 p.m.

Litigation strategy in connection with OxView was discussed in executive session. A letter to MaryAnne Rossi related to Mr. Pebble's legal fees was discussed. After the Board reconvened in to public meeting a motion was made, seconded and passed not to fund Mr. Pebble's legal fees if there is a remand. (D. Bailey, B. Yeatman)

ADJOURNMENT:

Motion made, seconded and passed to adjourn at 11:15 p.m. (B. Yeatman, R. Fields)

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

CC: Authority Members
Kathleen Gray, Solicitor
John Highby, Engineer
Betsy Brantner, Borough Manager

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Townships & Borough