

OXFORD AREA SEWER AUTHORITY

JANUARY 19, 2005

The meeting was called to order at 7:30 p.m. by Bob Yeatman, Vice-Chairman. The following Authority members were in attendance: Vince Visoskas, Bob Yeatman, Frank Lobb, Don Bailey and Larry Bonam. Also in attendance were John Highby, Executive Director; Kathleen Gray, Solicitor; Don Lavine, ARRO - Consulting Engineers; Joel Brown; Blair Fleischmann; Christian Schappel, Oxford Tribune; Joe Riper, Brandolini.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of the December 15, 2004 meeting as amended. (D. Bailey, V. Visoskas)

Motion made, seconded and passed to Nominate Bob Yeatman as Chair; Frank Lobb, Vice Chair; Vince Visoskas, Treasurer; Percy Reynolds, Secretary; and Don Bailey Assistant Secretary/Assistant Treasurer. (D. Bailey, V. Visoskas)

Motion made, seconded and passed to Reappoint Barley Snyder as legal counsel for 2005 and ARRO Consulting, Inc. as the Consulting Engineer for 2005. (V. Visoskas, D. Bailey)

Mallie Falconiero, J. Powers, As the Auditor for 2005. (V. Visoskas, D. Bailey)

Motion made, seconded and passed to have committees remain as follows: Bond Finance Committee - V. Visoskas, B. Yeatman, J. McLeod. Operations Management Committee - V. Visoskas, D. Bailey, L. Bonam. Sewer Expansion - B. Yeatman, F. Lobb, P. Reynolds. (V. Visoskas, D. Bailey)

AUDIENCE COMMENTS:

Jo Riper, representing Hickory Hill was present to ask for approval of the final draft of the agreement between the Authority and the Developer, Brandolini. The agreement was modified based on comments from the Authority at the December meeting. The Board agreed to the changes and the Agreement was signed.

SEWER OPERATIONS REPORT:

The average daily influent was 633,510 for a total of 19,638,800, and the average daily effluent was 396,895 for a total of 7,541,000.

Lagoon Levels:

Lagoon #1 - 18.3' deep Lagoon #2 - 12.2" deep Lagoon #3 - 13.0" deep

Pump Station Hours of Operations were:

6th Street - 177.0; Grant Street - 186.8; 8th Street - 282.2; Q.1 - 19.0; Locust Street - 3.8;
Locksley Glen - 92.7 Wiltshire - 73.1

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

December 1, 2004, we entered the new spray rate, 0.5, in the Autocon and pivots.

December 3, 2004, we replaced a faulty electric switch on aerator #10 in lagoon #1.

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December 8, 2004, we determined that the pump we removed from the Wiltshire pumping station is not cost effective to repair. Cost being \$3,500 to repair and new replacement price is \$5,000. We called three suppliers and have ordered it from Mid-Lantic Pump.

December 9, 2004, Dolinger Electric repaired the security light at Wiltshire Pumping Station.

December 13, 2004, we found that two manhole frames were knocked off at the Twin Ponds Development, allowing storm water infiltration. The contractor was notified of the situation.

December 14, 2004, we had EMR Power Systems service the lift station generator.

December 17, 2004, we replaced a motor starter relay on pivot #4.

December 21, 2004, we made repairs to a cracked manhole on the Moran Farm.

December 27, 2004, we cleared a path in the Brick Street woods for test pits.

December 28, 2004, we dug test pits for soil sampling by DEP in the woods on Brick Street.

December 30, 2004, we replaced two broken ball valves in zone #2 spray fields.

December 30, 2004, we replaced a defective mother board in pivot #6 control panel.

We received 96 PA#1 calls, 17 of which were in conflict with sewer lines nearby, and required marking. We received 90 loads of septage for a total of 227,000 gallons, with an average GPD of 7,322.

Mr. Highby reported that the average daily flow to the plant for the twelve months of 2004 was 0.601 mgd, which is 1000 gpd above the permitted flow. This condition has never existed in the past. Given the high hydraulic loading on the plant, the low winter spray application rates and the need to preserve the remaining winter storage, Mr. Highby suggested that the Authority consider a moratorium on new or increased flows. After much discussion, a motion made seconded and passed to accept the Engineer's recommendation to impose a Sewer Moratorium and to reconsider the need for the moratorium in six months. (B. Yeatman,)

FACILITY EXPANSION COMMITTEE REPORT:

Mr. Highby reports that the Facility Expansion Committee needs to meet in the near future. Meeting set for January 26, 2005 at the Oxford Area Senior Center.

OPERATIONS MANAGEMENT COMMITTEE REPORT:

Mr. Visoskas reported that the Operations Management Committee met December 28, 2004. The draft of the Executive Director Job Description is finished. Motion made by Committee Chair V. Visoskas, and passed to approve the Job Description.

BOND COMMITTEE:

Kathy reported that financial information from the auditor is required to prepare for the Bond Issue. The auditors are still waiting for information from the Borough to complete the Authority's audit for FY ending September 30, 2004. The Committee is anticipating a bond issue in April 2005.

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CHAIRMAN'S ITEMS:

None.

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 - Dedication of the sewer extension has been recorded.

Brookside - Bids for the generator have been opened. The low bid was \$28,313.73. The bid was reviewed by Barley Snyder and was found to be acceptable. Two other bids received were \$38,000+ and \$39,000+. Motion made, seconded and passed to award the contract to Callaghan Electric. (V. Visoskas, L. Bonam)

Penn Oak - No report.

Acme Markets - No report.

Wiltshire - No lateral were inspected. Total connected is 154 of 163. The Pump and Haul Agreement is no longer needed. DEP has released the EDUs according to the approved CMP.

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 - The property is being purchased by the School District. The 20 EDUs reserved to the property will go with the land. The School District will begin to pay quarterly minimum rate on the reserved capacity because the reservation is beyond the 5 year limit for reservation.

Ware Presbyterian Village - There are 4 villas planned in the current expansion. The sewer connections for these units were subject to the connection ban, but have been released by DEP's action as of January 1, 2005. The Village no longer needs to prepare a pump and haul agreement to cover the villas. However, DEP has not approved the planning for the villas, therefore, construction can not proceed until the planning is complete. The Authority is inspecting the sewer construction that is part of the current expansion.

Oxford Area School District - No report.

Oxford Commons - No report.

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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 December 2004 is \$6,356.00.

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

Consent Order - The milestone for release of 14 reserved EDUs was approval of the Water Quality Part 2 Permit, which was scheduled for January 1, 2005. DEP has elected to release the EDUs even though the Permit was not issued. There were 9 EDUs for the Wiltshire development, 1 EDU for a lot on 4th Street and 4 EDUs for the Villas at Ware Presbyterian.

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 were discussed at the meeting on January 18, 2005. There has been substantial progress in identifying needs. The Engineers will finalize the Needs Analyses in January. A public presentation of the Needs Analyses is planned for February.

Farming Operations - No report.

Emergency Stream Discharge - No report.

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 message was added to the January sewer bill alerting residents to the Authority's intention to enforce the regulations regarding sump pumps. A letter is being drafted which will direct residents with damaged lateral vents to repair the damages. The smoke testing program resulted in information on 5% of the system manholes. A complete manhole survey should be completed as a

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preparation for a contract to repair manholes. Motion made, seconded and passed to proceed with the survey. (D. Bailey, V. Visoskas)

Tax Matters - No report.

Tasty Baking Pumping Station - Mr. Highby reported on his meeting with the Tasty Baking management. As a result of the meeting the Tasty Baking management agreed to give the Authority an easement around the pumping station as part of dedicating the station to the Authority. Motion made, seconded and passed to have ARRO & Barley Snyder proceed with preparing an easement document for Tasty Bake Pumping Station. (D. Bailey,)

Soils Study on Osborne/PECO easement and Brick Street parcel - The soils work is completed on the two sites. We need to proceed with the groundwater mounding study. A motion was made, seconded and passed to have Mr. Highby and Mr. Beers discuss the testing protocol with the DEP. (F. Lobb, L. Bonam)

LEGAL ITEMS:

Resolution of Appreciation for Jim McLeod was mailed to all members the first week of January 2005 and discussed at this meeting. A motion was made, seconded and passed to adopt the Resolution of Appreciation. (F. Lobb, D. Bailey) Kathy will forward the Resolution electronically to Mr. Visoskas, who will print it out on parchment, have it signed by the officers and laminated on a plaque for presentation to Mr. McLeod at a public meeting.

Document books for new Board Members were distributed by Kathy.

Kathy prepared and distributed a written outline of suggested meeting guidelines for the Board to review. Kathy suggested reviewing them between now and the next meeting and return to the next meeting to discuss and possibly adopt.

ENGINEER'S ITEMS:

ACT 537 Plan - June 2002 -

Attended meeting municipal engineers.

Submitted 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 - Reviewing plans.

Reedville Village - No report.

Meadowview - No report.

Hearthstone - Reviewing plans.

Connor Road - Reviewing plans.

Osborne Lagoon -

Responding to the request for a Dam Break Analysis.

Responding to comments on the E & S Control Plan.

I/I Study

Reviewing data on condition of manholes. Preparing proposal for a manhole survey.

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Pier Replacement - Scheduling work with the contractors.

Tasty Baking Pump Station - No report.

Pump Station Pumping Capacity Testing - No report.

CORRESPONDENCE:

Discussion of letters received regarding Oxford Commons Sewer Planning Module. John has copies of the letters for review by Board Members. Some of the letters were addressed to the Authority, however, the Authority is not the agency that must reply to the public comments.

TREASURER'S REPORT/PRESENTATION OF BILLS:

Treasurer, V. Visoskas stated for the record his disappointment in the Borough staff's inability to respond in a timely manner to the Authority's auditors request for information required to complete the audit.

Mr. Visoskas noted that there was a blank check among the checks to be approved. The blank check caused a problem in the check register, which the Borough staff will need to resolve.

Motion made, seconded and passed to pay the bills in the amount of \$60,223.43. (V. Visoskas, L. Bonam)

Motion made, seconded and passed to pay Revenue Requisition #74 in the amount of \$50,000 to replenish working capital. (V. Visoskas, L. Bonam)

Motion made, seconded and passed to pay from Capital Accounts, TCI \$3,676.31, Barley Snyder \$820, ARRO \$11,308.16. (V. Visoskas, F. Lobb)

Motion made, seconded and passed to pay from Escrow accounts Barley Snyder \$1,325.10, Barley Snyder \$105; ARRO \$622.50, ARRO \$250; Barley Snyder \$156; (V. Visoskas, D. Bailey)

Fulton Financial Reports were included in members' packets.

Motion made, seconded and passed to authorize the officers to sign signature cards at the Bank. (V. Visoskas, D. Bailey)

Mr. Visoskas requested that the funds held by the Borough for the Brookside Pumping Station be transferred to the Authority's account, that the Borough provide documentation of the bonding for staff that handles Authority funds, and that the Borough staff make response to the Auditors a top priority.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

EXECUTIVE SESSION:

Personnel matters were discussed.

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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
Betsy Brantner, Borough Manager
Townships & Borough