

OXFORD AREA SEWER AUTHORITY

August 16, 2006

The meeting was called to order at 7:30 p.m. by Bob Yeatman, Chairman. The following Authority members were in attendance: Larry Bonam, Neil Pagano, Frank Lobb, Percy Reynolds, Joe Scheese, Phil Brenner. Also in attendance were Ed Lennex, Executive Director; Kathy Gray, Solicitor; Joel Brown; Blair Fleischmann, Frances Jackson, Lee Towner and Teri Dignazio.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of June 21, 2006 as submitted. (J. Scheese, N. Pagano)

Motion made, seconded and passed to approve the minutes of July 19, 2006 as submitted. (P. Reynolds, N. Pagano)

Motion made, seconded and passed to approve the minutes of the August 9, 2006 Special Board Meeting as submitted. (N. Pagano, P. Reynolds) J. Scheese abstained from the motion because he was not present at the meeting.

AUDIENCE COMMENTS:

Lee Towner was in attendance from the OARA to thank the Authority for letting the Oxford Fair Committee use their lot to park for the Fair.

SEWER OPERATIONS REPORT:

The average daily influent was 514,519; maximum day was 613,500; for a total of 15,950,100.

The average daily effluent was 669,857; maximum day was 1,313,000 for a total of 18,756,000.

Lagoon Levels:

Lagoon #1 - 16' deep Lagoon #2 - 9.5" deep Lagoon #3 - 7" deep

Pump Station Hours of Operations were:

6th Street - 173.9

Grant Street - 124.8

8th Street - 226.1

Q.1 - 1.2

Locust Street - 5.3

Locksley Glen - 91.8

Wiltshire - 111.7

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

General Comments:

July 3, 2006, replaced a bad float in #2 septage tank.

July 5, 2006, second cutting of hay was started and has since been completed.

July 10, 2006, installed the repaired flow meter on Pivot #4.

July 11 through July 19, 2006, changed the oil in all of the gear boxes and motors on all of the pivots.

July 19, 2006, replaced a broken pressure valve on Pivot #4.

July 24, 2006, replaced a broken riser pipe on Zone #4.

July 25, 2006, had Zones 2 & 3 aerated and also spread with lime.

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July 25, 2006, Andrews Excavating started digging test holes at the Osborne Farm.

July 31, 2006, removed aerator #9 from Lagoon #1 and took the motor to be repaired.

Specific Comments:

The treatment plant received 107 loads of Septage in July for a total of 298,500 gallons or an average of 9,950 gallons per day. As of August 10, 2006, the plant had 45.37 days of storage left in the lagoons.

Received 102 PA#1 calls, 10 were in conflict and required marking, and 92 were no conflict.

FACILITY EXPANSION COMMITTEE REPORT:

The Committee has not met since the Authority's last meeting.

OPERATIONS MANAGEMENT COMMITTEE REPORT:

The Committee has not met since the Authority's last meeting.

FINANCE AND BOND COMMITTEE REPORT:

The Finance and Bond Committee has not met since the Authority's last meeting. Ed would like to schedule a meeting for the end of August and will contact the following members to do so, B. Yeatman, R. Cantarera and N. Pagano.

PERSONNEL COMMITTEE REPORT:

The Personnel Committee has not met since the Authority's last meeting.

PENSION COMMITTEE REPORT:

The Personnel Committee has not met since the Authority's last meeting.

CHAIRMAN'S ITEMS:

No report.

DIRECTOR'S REPORT:

I. Ongoing Project Status Reports:

Consent Order -Nothing new to report at this time. Ed continues to prepare a updated Corrective Action Plan/Connection Management Plan for submittal to DEP. The one item Ed still needs is the construction schedule for the Osborne Lagoon. So every one understands, the Consent Order will not be lifted until the lagoon is finished, but Ed hopes to develop a schedule for release of EDU's based on milestones being reached during the construction of the lagoon and submit that as part of the new plan.

Osborne Lagoon - The Authority is still waiting for ARRO to deliver its response to the URS Letter. Ed has spoken to Matt Brown and Don Lavine and they have both assured him that it is being worked on. Ed has no set delivery date yet. OSAFIELD is waiting on a final report from URS with their findings on the soil analysis of the lagoon site. A preliminary report shows that a fair portion of the soil will be usable for construction of the lagoon berm. Until both the Authority and OSAFIELD receive their respective reports, a meeting cannot be scheduled to discuss construction.

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Act 537 Plan: The Plan is progressing smoothly. Most of the missing pieces are falling into place. Ed is still working towards having a finalized draft into the Board's hands by the end of the month.

Developers Agreement: The Oxford Sewer Development Group continues to work diligently towards beginning the treatment plant construction. The Group is examining very closely the design build concept where one firm would handle design, and construction of the facilities. Once either design-build or design, bid, construct method is selected, a meeting will be held to begin conceptualization of the project. Earlier in the month, Ed reported on the Wedgewood Road Drip Irrigation Project and the Martin Tract Spray Fields, which are also components of the Agreement and the various stages of progress each project is making. Ed continues to recommend the full support of each project by the Authority and will continue to work with the Group as they go through the municipal review process.

Future Disposal Fields: TCI continues to finalize the Soil and Hydrogeologic Evaluation for the Ross Property. Once Ed has received the report, he will be hand delivering it to DEP. Shortly after that, the Authority can apply for a Conditional Use Hearing in Lower Oxford Township.

Tasty Baking Pump Station Dedication: The Authority has, as of Friday, August 11, 2006, taken over responsibility for the station. Ed has instructed the operators to have an alarm dialer installed and for ARRO to finalize the upgrades for the station so work can begin.

Brick Street Soils Testing: TCI has completed its work and a final submission is being readied for transmittal to DEP.

Storm Drain Channel Repair: Final payment is being approved with tonight's invoices. Pfeifer's work is complete and Ed is waiting on an update form ARRO as to when they will do their repair work.

I/I Study: Nothing to report at this time.

Acquisition of Property: Joel Brown has reported that the property the Authority was looking to acquire from David and Theresa Sheets has reached agreement. There is a deposit check of \$2,000 for the down payment in the invoices to be paid. The settled upon purchase price is \$162,000.

II. Developer Activity:

This section will only deal with those projects that are active, since many of the projects are currently on hold due to the consent order. As capacity becomes available, this list will expand to address activated projects.

A. Hickory Hills: Ed reported earlier in the month to the Board that the developer has submitted their Part II WQM Permit Application to the Authority for review. Ed is satisfied with the submittal and would recommend issuance of a letter to the developer stating the Authority's support for application. Ed is still awaiting ARRO's comment letter, but based upon conversations with David Schlott and John Highby, their comments were not significant enough to delay the application submittal and were all items Ed felt could be dealt with while the application was under review. Motion made, seconded and passed to allow Ed to write a letter to DEP for Part II Water Quality Permit Application for the Hickory Hill Development. (P. Reynolds, J. Scheese)

B. Meadowview Estates: Ed has received the appropriately edited pages from the module's narrative with the agreed upon language now included. Ed had previously related to the Board (through e-mail), that he would like to issue a letter to the developer giving the Authority support to his submittal and has included a draft with the Board Packet. Motion made,

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seconded and passed to move forward with the Meadowview Estates supporting letter.
(J. Scheese, N. Pagano)

- C. **Elkdale Green:** Ed had previously told the Board that he is still in conversation with the developer regarding options.
- D. **Small Flow Treatment Plants:** Unless the Board wishes to discuss this, Ed is still conducting the research for the information the Board requested at the July meeting. Ed intends to have an in depth report for the September Board Meeting.

The remaining projects currently being worked on are covered in the Engineer's Report.

III. Future Projects:

Hardware Acquisition: Ed previously handed out to the Board, a proposal for hardware and services for the Authority's new computer system. Ed continues to work on a request for proposal to obtain quotes from other vendors.

IV. Operations Report:

- A. **Oxford Borough Operations Report**
Refer to attached report for details.
- B. **OASA Report**
 - 1. **Treatment Plant Operations Problems:** Ed is happy to report that the outlet pipe valve on Lagoon #1 has been opened. Rick Eshelman and Bill Goodley were able to loosen the valve with a hydraulic wrench. The flow from Lagoon #1 is now operating smoothly. We are still investing the sinkhole and are in the process of lowering Lagoon #1 to visually inspect the outlet pipe to determine its condition and if there may be indications of seepage around the pipe.
 - 2. **Operations Building Roof:** The roof and ceiling in the building are completely repaired. Duncan Remodeling and Restoration did an excellent job. The building itself could use a good re-staining and Duncan has given the Authority a quote of \$3,250.00, which Ed believes is a good price for the amount of work involved. Ed would ask for approval to authorize this work to be done. Motion made, seconded and passed to award the contract to Duncan Remodeling and Restoration to stain the building at the Treatment Plant for a price of \$3,3250.00. (J. Scheese, P. Brenner)
 - 3. **1994 Chevy Truck:** We have had two offers so far and Ed would like to wait a while longer because at least four others have stopped to look and inquired about the truck.
 - 4. **8th Street Pump Station:** Have experienced another pump shaft break on the same pump as the shaft that broke last year at this time. It is currently out for repair. Ed spoke with ARRO and we are at least 3 months from having the rehabilitant specs ready for bid.

V. Administration Report:

- A. **Customer Correspondence:** Nothing to report.
- B. **Resolutions:** Nothing to report.
- C. **Personnel Issues:** Nothing to report.
- D. **Executive Director's Activities:**
 - Meeting at Kathy Gray's office
 - Meeting regarding development of the Coates Farm
 - Meeting with homeowner's association officers from Locksley Glen regarding Wedgewood Road Tract
 - Attended East Nottingham Township Supervisors meeting

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Ed has been offered to attend two seminars. September 20 & 21, 2006 in Edwardsville, Kansas to learn about SBR's. Ed has included information in the Board packets regarding this. Ed will also be attending PMAA's annual convention in Hershey, September 11, 12 & 13, 2006.

VI. Financial Report

- A. Financial reports are in the Board Packets.
- B. Septage: Billing for July was \$9,834 representing 107 loads accepted for a total of 3,298,500 gallons.
- C. Peoples Bank has extended the note date to September 1, 2006.

LEGAL ITEMS:

Nothing.

CORRESPONDENCE:

Nothing.

TREASURER'S REPORT/PRESENTATION OF BILLS:

General Fund Bills

Motion made, seconded and passed to pay bills in the amount of \$60,478.33. (N. Pagano, J. Scheese)

Revenue Requisitions

Motion made, seconded and passed for Revenue Requisition #95 in the amount of \$150,000 to replenish working capital. (F. Lobb, L. Bonam)

Bond Redemption & Improvement Fund

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #67 in the amount of 51,023.76 to Andrews Excavating, Inc. for professional services relative to the Ross Property. (L. Bonam, F. Lobb)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Requisition Request #68 in the amount of \$2,000 to Beiler Campbell Realtors for the down payment on the Sheets Property. (L. Bonam, F. Lobb)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #69 in the amount of \$4,162.50 to Harris for Financial Software and Installation. (L. Bonam, F. Lobb)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #70 in the amount of \$13,734.14 to TCI for professional services relative to Osborne Lagoon, Ross Farm and Brick Street Sites. (L. Bonam, F. Lobb)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Requisition Request #71 in the amount of \$609.98 to MacElree Harvey LTD for professional services relative to the Ross Farm conditional use. (L. Bonam, F. Lobb)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #72 in the amount of \$8,960.72 to First Surety Financial LLC for the stream channel repair project. (L. Bonam, F. Lobb)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #73 in the amount of \$8,308.27 to ARRO Consulting for professional services relative to 8th Street Pump Station, Tasty Baking Pump Station, Ross Property and the Act 573 Plan. (L. Bonam, F. Lobb)

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Escrow Accounts

Motion made, seconded and passed to pay Check #159 in the amount of \$215 to Barley Snyder for professional services relative to the Hickory Hill Project. (L. Bonam, F. Lobb)

Motion made, seconded and passed to pay Check #161 in the amount of \$150 to Barley Snyder for professional services relative to the Sycamore Crossing Project. (L. Bonam, F. Lobb)

Motion made, seconded and passed to pay Check #122 in the amount of \$60 to ARRO Consulting, Inc. for professional services relative to the Hickory Hill Project. (L. Bonam, F. Lobb)

Motion made, seconded and passed to pay Check #160 in the amount of \$4,923.69 to ARRO Consulting, Inc. for professional services relative to the Century Oak Project. (L. Bonam, F. Lobb)

Total Escrow Checks: \$5,348.69

Capital Accounts

No expenditures this month.

OLD BUSINESS:

Motion made, seconded and passed to purchase a 2007 Dodge Grand Caravan for a dollar value of \$22,400 for the use of the Executive Director. (J. Scheese, N. Pagano)

NEW BUSINESS:

None.

EXECUTIVE SESSION:

The Board recessed to Executive Session at 9:10 p.m. to discuss Real Estate acquisitions. Reconvene to Regular Meeting at 9:40 p.m.

ADJOURNMENT:

Motion made, seconded and passed to adjourn at 9:45 p.m.

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

CC: Authority Members
Kathleen Gray, Solicitor
Ed Lennex, Executive Director
John Highby/Don Lavine, Engineer
Betsy Brantner, Borough Manager
Townships & Borough