

# OXFORD AREA SEWER AUTHORITY

**December 20, 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, Robert Cantarera, Frank Lobb, Neil Pagano, Percy Reynolds, Joe Scheese, Phil Brenner. Also in attendance were Ed Lennex, Executive Director; Joel Brown, Marcella Peyre-Ferry, Daily Local News; Blair Fleischmann, Kathleen Orcutt, Bookkeeper, Oxford Area Sewer Authority.

Pledge Allegiance and Moment of Silence.

Ed introduced Kathleen Orcutt, who has been hired as the Bookkeeper for the Authority.

Motion made, seconded and passed to approve the minutes of November 15, 2006 as submitted. (J. Scheese, N. Pagano)

## **AUDIENCE COMMENTS:**

None.

## **SEWER OPERATIONS REPORT:**

The average daily influent was 609,353 maximum day was 881,100; for a total of 18,280,600.  
The average daily effluent was 674,600; maximum day was 1,355,00 for a total of 16,865,000.

## **Lagoon Levels:**

Lagoon #1 - 16.2' deep

Lagoon #2 - 8.3' deep

Lagoon #3 - 6.5' deep

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

6th Street - 195.4

Grant Street - 159.7

8th Street - 245.4

Q.1 - 3.9

Locust Street - 3.9

Locksley Glen - 96.5

Wiltshire - 108.7

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

### **General Comments:**

November 1, 2006, replaced a bad underground wire that operates the butterfly valve on pivot #1.

November 1, 2006, had to pull the pump in septic tank #2 to clear a blockage.

November, 2, 2006, determined that high level alarms at the 6<sup>th</sup> Street pumping station at night are due to the mushroom cannery on 5<sup>th</sup> Street dumping high volumes of water from their cookers. Contacted the owner and the manager about this problem.

November 3, 2006, M&S Services replaced two bad floats at the 6<sup>th</sup> Street pumping station.

November 6, 2006, put bales of hay around the Lakeside Unit to prevent freezing.

November 8, 2006, changed the oil and greased the effluent spray pumps.

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November 8, 2006, during a rain event, found the lateral coming from 140 & 142 Grant Street had an infiltration rate of 60 gallons per minute.

November 9, 2006, cleaned out the air lines in septic tank #2.

November 14, 2006, helped M&S Services put the flow meter back in at Twin Ponds.

November 16, 2006, trimmed the bushes and trees at the plant entrance and painted the gate and sign.

November 20, 2006, delivered 10 day shut off notes in Locksley, Wiltshire and Twin Ponds Developments.

November 21, 2006, Used Pipe Data View and McGovern's to help clean wet wells at Brookside, Tasty Baking and 6<sup>th</sup> Street Pumping Stations.

November 27, 2006, replaced a bad switch on aerator #10 and #1 lagoon.

November 27, 2006, replaced a broken cable at the 8<sup>th</sup> Street Pumping Station. It controls the pump.

November 28, 2006, had a tech from E.M.R. Power check the transfer switch for the generator at 8<sup>th</sup> Street. He has to order parts for the repair. He also serviced the generator at Grant Street and the plant lift station. It was determined, during his visit, that the Grant Street Generator will run but is not making power.

## Specific Comments:

Received 68 PA#1 calls. 15 were in conflict and required marking.

Received 108 loads of septage in November for a total of 300,750 gallons. An average of about 10,025 gallons per day. There are 47.5 days of storage as of December 12, 2006.

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

## **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:**

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No report.

## DIRECTOR'S REPORT:

### **I. Ongoing Project Status Reports:**

**Consent Order** - The Corrective Action Plan/Connection Management Plan (CAP/CMP) is still being developed. There are still two outstanding issues that need to be addressed before it can be finalized. The first issue is a definitive construction schedule for the Osborne Lagoon and the equipping of the Ross Farm for spray irrigation. These items will be discussed later in the report. The second item deals with the Connection Management Plan. For those Board members who are unfamiliar with a Connection Management Plan, this is a comprehensive list of all potential projects, which could connect to the sewer system once capacity is available. As part of the Developers Agreement there is a portion of all new capacity created allocated to the Developers Group. Since Ed cannot speak for the Group as to which members should be allocated what capacity, Ed has addressed a letter to the Group asking for their consensus as to the proper allocation. The Group has informed Ed he will have the information before the end of the month.

**Osborne Lagoon** - On December 8, representatives from OSAFIELD, David Schlott of ARRO and Ed met with the Southeast Regional Office of DEP to discuss the design changes that have been proposed for the lagoon. It was a very productive meeting with the consensus of the Department being that while they are fine with the changes and are pleased to see that the changes not only create additional storage capacity (39.4 million gallons versus 38.0) they are not empowered to approve the change. They have agreed to forward the design changes along to Dam Safety along with their recommendation to approve the changes but could not guarantee how they would be received and how long it would take to get them approved. They will emphasize the importance of the lagoon construction to the lifting of the Consent Order and will provide as much support as they can. As of yet, we have not finalized a date for the meeting with Dam Safety but in all likelihood it will not occur until late January.

**Act 537 Plan:** On November 8, all of the copies of the plan were delivered to the municipalities for their review. This has started the 60-day review period for them. Ed had to wait for additional copies to be prepared to deliver to the County Planning Commission and the County Health Department. Their copies were delivered November 29. Ed had put in each transmittal letter that he would be available upon request to attend any municipal meeting where he may be able to answer questions related to the plan. To date, Ed has met with Lower Oxford Township Planning Commission and a combined Supervisor/Planning Commission meeting in West Nottingham Township. Ed has also heard from both agencies at the County and they have both given the review of the Plan their top priority. Ed still stands committed to responding to any request to meet with all parties involved and still anticipate being able to proceed with the public comment period at the beginning of February. Ed will again state his position that he does not feel there is a need for a public meeting to open the public comment period as he would have nothing new to present at that meeting that has not been openly discussed at Board meetings or at the public hearing that was held to approve the Get Well Plan. Ultimate that decision is the Board's and Ed will abide by the Board's desires. Ed has not been asked yet to attend any of East Nottingham Townships meetings.

**Developers Agreement:** On November 30<sup>th</sup> & December 13<sup>th</sup>, preliminary design meeting were held for the New Treatment Plant. David Schlott was in attendance with Ed at those meetings. Due to the complexity of the issues discussed, David and Ed made a presentation to the Board at the meeting to update the Board on the progress and to obtain feedback and direction of pursuit. The next group meeting is January 3<sup>rd</sup>.

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Motion made, seconded and passed to approve the concept as presented by the Executive Director for the new Treatment Plant. (J. Scheese, N Pagano)

**Future Disposal Fields:** The Lower Oxford Township Conditional Use hearing for the Martin-Beiler Tracts continues. The Authority has presented all of its witnesses and is now up to the parties that ask for status to present their evidence. The next meeting is January 3<sup>rd</sup> at 6:00 p.m. The Ross Property Conditional Use Hearing is still being prepared and as Ed stated before, TCI has finalized the Brick Street Report and the follow-up data that was requested for the Ross Tract. As part of our meeting to discuss the Osborne Lagoon with DEP, they understand the importance of the review of the Ross data. TCI has provided them the additional data they requested and they have agreed to give the preliminary review a high priority.

**Osborne Spray Field Force Main:** Lower Oxford Township Supervisors plan to abandon an old road where the Osborne Spray Field Force Main is located. Since, at the time of construction, there was no right-of-way need because of the Township Road, no right-of-way was granted. Upon review of available information, there is no as-built to be found that shows the exact location of the force main. Ed has undertaken the services of Lake Roeder Hillard to do the necessary survey work and plot plan so that a right-of-way can be prepared and granted.

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

**Emergency Action Plan:** Nothing to report at this time.

**Acquisition of Property:** Ed has enclosed a preliminary construction cost projection for the property at 14 S. Third Street that the Authority is looking at and by the Architect's cost projections, this would not be an economical project for the Authority to pursue. Ed will continue to explore options for an Administrative office location and will try to have other alternatives available at the January Board Meeting for the Board to consider.

## 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.

**Oxford Crossing Shopping Center:** Enclosed in the packets is a revised version of the amendment to the previous agreement between the Authority and the Developer. Kathy Gray has provided Ed with her changes and he made the changes that the Board suggested. The Developer has agreed to the changes and Ed would recommend that the Board approve and sign the amendment.

Motion to approve the amendment to the Sewer Treatment Allocation Agreement with Wolfson-Verrichia Group, Inc. with changes from March 2007 to March 2008. (P. Reynolds, J. Scheese)

## III. Operations Report:

### A. Oxford Borough Operations Report

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Refer to attached report for details. With the change in operation coming about on January 1, 2007, this portion of the report will probably take on a new look. If there is information that Board Members currently receive or would like to receive, let Ed know as he redesigns this section of his report.

- B. Borough Service Agreement:** Ed informed Betsy Brantner of the Board's decision to accept the Board's decision to accept the one-year contract offer. In the packets is a revised contract agreement (approved by Kathy Gray). At this time the Borough has not responded back to Ed. Ed would ask for the Board's authorization for the appropriate officers to sign the contract once a final agreed upon version has been received.

Motion made, seconded and passed to accept the Service Agreement for the Borough to do the Customer Service and Billing for the coming year 2007. (P. Reynolds, N. Pagano)

- C. 2007 Dodge Grand Caravan:**

The vehicle is scheduled for delivery on January 23<sup>rd</sup>, 2007.

## V. Administration Report:

- A. Customer Correspondence:** Nothing to report.
- B. Resolutions:** Nothing to report.
- C. Personnel Issues:** Ed has hired Kathleen Orcutt for the position of Bookkeeper. Her first day of employment was November 28<sup>th</sup>, 2006 and she will be attending the Board Meeting for introductions.
- D. Computer System:** Ed has met with Joe Scheese on December 18<sup>th</sup> to discuss the services contract and Ed will be acquiring the computer equipment off of the PA State procurement contract and the final cost will be well below the \$15,000 allocated for it. Ed acquired a computer for the Bookkeeper's use and it will be \$500 below the price quoted by the other vendor.
- E. Copier:** Enclosed for approval is a lease proposal for a new copier. The one we have has seen its better days. This quote is from the PA State Procurement Program. Ed obtained two other quotes to compare and the one he recommends is half the monthly cost of the lowest proposal.

Motion made, seconded and passed to approve the Lease of the new copier from G.E. Richards, Inc. (F. Lobb, P. Brenner)

- D. Executive Director's Activities:**

November 20, Lower Oxford Township Planning Commission meeting for the Act 537 Plan

November 21, Lower Oxford Township Conditional Use Hearing

November 30, New Treatment Plant Design Meeting

December, 1, Meeting with Peoples Bank of Oxford to facilitate transfer of banking from Borough to Authority

December 7, meeting with Architect at 14 S. 3<sup>rd</sup> Street

December 8, Osborne Lagoon Meeting with DEP

December 11, meeting with West Nottingham Township Supervisors/Planning Commission on Act 537 Plan

December 12, Meeting with Ware Presbyterian

December 13, New Treatment Plant Design Meeting

December 14, Lower Oxford Township Conditional Use Hearing

December 15, Meeting with Lake, Roeder, Hillard to discuss various developer projects

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## V. Financial Report

- A. Financial reports are in the Board Packets.
- B. Tapping Fee Calculation: Ed has enclosed in the packets for your review is the Tapping Fee update calculation. Ed is not asking the Board for approval at this meeting, but rather he would like to present the concepts involved, the proposed 5 year Capital Plan and to answer any question prior to adoption of the Plan and the new Tapping Fee at the January Board Meeting.
- C. Septage: Billing for October was \$8,421.00 representing 108 loads accepted for a total of 300,750 gallons.

Motion made, seconded and passed to approve the Executive Director's Report as presented. (N. Pagano, L. Bonam)

## LEGAL ITEMS:

Covered in the rest of the meeting.

## CORRESPONDENCE:

Nothing.

## TREASURER'S REPORT/PRESENTATION OF BILLS:

### **General Fund Bills**

Motion made, seconded and passed to pay bills in the amount of \$65,381.10. (F. Lobb, N. Pagano)

### **Revenue Requisitions**

Motion made, seconded and passed for Revenue Requisition #99 in the amount of \$50,000 to replenish working capital. (L. Bonam, J. Scheese)

### **Bond Redemption & Improvement Fund**

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #81 in the amount of \$220 to Barley Snyder for professional services for the Revision of the Act 537 Plan. (N. Pagano, L. Bonam)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #82 in the amount of \$8,864.22 to ARRO Consulting, Inc. for professional services related to the Act 537 Plan and the Osborne Lagoon Project. (N. Pagano, L. Bonam)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #83 in the amount of \$5,794.69 to TCI for professional services related to the Osborne Lagoon, URS Letters and Brick Spray Field investigations. (N. Pagano, L. Bonam)

### **2006 Project Fund**

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #7 to Barley Snyder in the amount of \$555.00 for professional services related to Real Estate transactions. (F. Lobb, N. Pagano)

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #8 to ARRO Consulting, Inc. in the amount of \$11,361.10 for professional services related to 8<sup>th</sup> Street Pump Station, Ross Property, Osborne Lagoon and Spray Fields. (F. Lobb, N. Pagano)

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Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #9 to TCI in the amount of \$2,443.36 for professional services related to Ross Farm Spray Investigation. (F. Lobb, N. Pagano)

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #10 to Barbara H. Ross and Samuel L. Ross in the amount of \$5,000 for the Right of Entry. (F. Lobb, N. Pagano)

**Total 2006 Project Fund Requisitions: \$19,359.46**

## **Escrow Accounts**

None.

## **Capital Accounts**

No expenditures this month.

## **OLD BUSINESS:**

None.

**EXECUTIVE SESSION:** Reconvene to regular meeting at 9:16 p.m. Motion made, seconded and passed to increase the monthly salary of the Executive Director to \$7,500 per month in recognition of both performance and level of compensation necessary to retain a professional in this type of position. (F. Lobb, J. Scheese)

## **NEW BUSINESS:**

None.

## **ADJOURNMENT:**

Motion made, seconded and passed to adjourn.

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