

# OXFORD AREA SEWER AUTHORITY

## February 15, 2006

The meeting was called to order at 7:30 p.m. by Bob Yeatman, Chairman. The following Authority members were in attendance: Robert Cantarera, Frank Lobb, Bob Yeatman, Frank Lobb and Joe Scheese. Also in attendance were Ed Lennex, Executive Director; Kathy Gray, Solicitor; John Highby, ARRO; Marcella Peyre-Ferry, Daily Local News; Shaun Gallagher, Blair Fleischmann, Sara Beth Reyburn, Chester County Press, Joel Brown, Ken Hershey.

Pledge Allegiance and Moment of Silence.

The Chairman announced that an Executive Session was held February 9, 2006. It convened at 7:05 p.m. and adjourned at 8:15 p.m. The purpose of the meeting was to discuss the acquisition of real estate.

Motion made, seconded and passed to approve the January 18, 2006 minutes as amended. (F. Lobb, J. Scheese)

### **AUDIENCE COMMENTS:**

None.

### **APPOINTMENT OF COMMITTEES:**

Bob Yeatman, Chairman, appointed the Committees as follows:

*Facility Expansion Committee:* Frank Lobb, Joe Scheese, Bob Yeatman. Robert Cantarera volunteered to complete the Committee membership.

*Operations Management Committee:* Percy Reynolds, Phil Brenner, Bob Yeatman

*Finance & Bond Committee:* Robert Cantarera, Neil Pagano, Bob Yeatman

*Personnel Committee:* Joe Scheese, Larry Bonam, Bob Yeatman

*Pension Committee:* Bob Cantarera, Bob Yeatman

The Board agreed, by consensus on the appointments. If any Board Member would like to volunteer to be on a Committee that does not already have 4 members, they should let Bob Yeatman know.

### **SEWER OPERATIONS REPORT:**

The average daily influent was 591,500; maximum day for a total of 936,800; for a total of 18,335,500. The average daily effluent was 366,125; maximum day was 759,000 for a total of 8,787,000.

### **Lagoon Levels:**

Lagoon #1 - 18.2' deep

Lagoon #2 - 16" deep

Lagoon #3 - 15.9" deep

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

6th Street - 176.9

Grant Street - 168.7

8th Street - 270.0

Q.1 - 1.7

Locust Street - 4.5

Locksley Glen - 91.7

Wiltshire - 109.3

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

#### **General Comments:**

January 3, 2006 we replaced the sump pump in Zone #1 valve pit.

January 4, 2006 we had O.A. Newton replace the control board in Pivot #3 and the booster pump on Pivot #1.

January 5, 2006 we pulled an aerator from Lagoon #1.

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January 10, 2006 we pulled an aerator from Lagoon #1.

January 13, 2006 we assisted Geographical Information Services of Chester County in locating about 40 manholes for mapping.

January 17, 2006 we had Dolinger Electric repair a circuit going to the lagoon aerators.

January 20, 2006 we had Dolinger Electric run a line from the control building to the shed at the septage receiving facility.

January 23, 2006 we rented a compressor to blow out the pipes in Lagoon #1 to clear a blockage.

January 26, 2006 we had Pipe Data View Services clean the transfer line from Lagoon #1 to Lagoon #2.

January 27, 2006 we rented a transfer pump to speed up the flow from Lagoon #1 to Lagoon #1.

## Specific Comments:

The treatment plant received 81 loads of Septage in January for a total of 229,000 gallons or an average of 7,387 gallons per day. As of January 31, 2006, the plant had 19 days of storage.

Received 65 PA#1 calls, 7 were in conflict and required marking.

## 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 but plan to meet within the next couple of weeks.

## CHAIRMAN'S ITEMS:

No report.

## DIRECTOR'S REPORT:

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

**Consent Order** - Negotiations have been finalized with the developer who intends to build the Osborne Lagoon. Awaiting final agreement from the Developer's Attorney.

**Osborne Lagoon:** Dam Safety has reviewed the recommendations made by the U.S. Fish and Wild Life Service. They have requested three sets of amended drawings, which incorporate the changes required. The amended plans were submitted by ARRO on February 3, 2006.

**Act 537 Plan:** The status has remained unchanged since last report. The remaining portion of the Plan is the Developer's Agreement, the Osborne Lagoon Agreement, the new property acquisition, the Board approval of the 4 Phased capacity plan and the financial funding to implement the plan.

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**Developers Agreement:** As of January 13, 2006, all members of the Developer's Group have signed on with their intent to participate. Kathleen Gray and Ed Lennex are reviewing the final draft and as soon as all of the Exhibits are ready, the final document will be made available to the Board for their review and approval. Our Consulting Engineer is finalizing the two exhibits they are preparing and should be done by January 20, 2006. ARRO will have available for the Executive Director's review on February 16, the exhibits that the Authority is responsible for incorporating into the agreement. The Executive Director anticipates a Special Board meeting would need to be held the week of February 27<sup>th</sup> to approve all of the agreements and to present to the public what the "Get Well Plan" entails.

**Tasty Baking Pump Station Dedication:** This is still in the hands of the Kathleen Gray but no definitive date has been given as to when the final paperwork will be completed.

**Brick Street Soils Study:** Refer to the Engineers Report for an update on the status of this project.

**Chester County GIS Mapping Project:** Chester County staff has been in the field to locate the remaining manholes the Executive Director has received their updated map with all of the identified manholes showing. The next step after the Executive Director review will be to show the flow direction of the system.

**Oxford Borough Storm Water Pipe Repair Project:** This project will commence sometime during the later part of January. As part of the project, the Borough's contractor will need to lower the Authority's existing sewer line and install a new manhole.

**Storm Drain Channel Repair:** This project has been advertised for bids and the Executive Director should have a recommendation for award of the construction contract at the March meeting.

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

**Acquisition of Property:** This will be discussed in Executive Session.

## II. Developer Activity:

- A. **Twin Ponds:** All of the documents that were approved last month to begin the transfer of the pump station to the Authority have been sent to our Solicitor and we will await the developer's response to their requirements that must be finalized for the dedication to take place.
  - B. **Hickory Hills:** The Executive Director continues to work with the developer to finalize the treatment plant and disposal process.
- The remaining projects currently being worked on are covered in the Engineer's Report.

## III. Future Projects:

**Emergency Action Plan:** Currently being worked on by ARRO.

## IV. Operations Report:

Refer to attached report for details.

**Eighth Street Pump Station:**

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Since the Executive Director has not been able to meet with representatives of Hickory Hill, the proposal from ARRO will remain tabled for the time being.

## V. Administrative Report:

### A. Customer Correspondence

There is nothing to report for this period.

### B. Resolutions

There are no Resolutions at this time.

### C. Personnel Issues

The Executive Director is currently working on a Personnel Policy Manual and a Pension Plan and should have those documents finalized for review by the end of February.

### D. Executive Director's Activities

The following is a list of meetings the Executive Director has attended over the course of the last month:

- January 19<sup>th</sup>, meeting with representatives of Hickory Hill
- January 20<sup>th</sup>, meeting at Lincoln University
- January 23<sup>rd</sup>, meeting with Mr. Kepler
- January 24<sup>th</sup>, meeting at Ware Presbyterian
- January 24<sup>th</sup>, meeting with Mr. Lupien
- January 30<sup>th</sup>, meeting at Mike Wolf's office (Bond Issue)
- February 6<sup>th</sup>, meeting with representatives of Sycamore Crossing
- February 13<sup>th</sup>, meeting with Hickory Hill
- February 15<sup>th</sup>, meeting with Engineer from Hearthstone Development

## VI. Financial Report

Financial Reports will be available in the Board meeting packets.

Septage: Billing for January was \$8,015 represent 81 loads accepted for a total of 2279000 gallons.

### Capital Purchase

None to report at this time, but a recommendation for computer purchases is being prepared for the March meeting.

## VII. Engineer's Report

Included as part of this report.

## LEGAL ITEMS:

Title Searches on the Ross Property have been ordered.

## ENGINEER'S ITEMS:

Items were included in Director's Report.

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## TREASURER'S REPORT/PRESENTATION OF BILLS:

### **General Fund Bills**

Motion made, seconded and passed to pay bills in the amount of \$64,225.92. (F. Lobb, J. Scheese)

### **Revenue Requisitions**

Motion made, seconded and passed for Revenue Requisition #88 in the amount of \$100,000 to replenish working capital. (N. Pagano, F. Lobb)

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

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #40 in the amount of \$1,135 to Conestoga Rovers & Associates for Bog Turtle work. (J. Scheese, N. Pagano)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Requisition Request #41 in the amount of \$6,800 to Barley Snyder for professional services. (J. Scheese, N. Pagano)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #42 in the amount of \$25,635.58 to ARRO for professional services. (J. Scheese, N. Pagano)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #43 in the amount of \$5,550.17 to TCI for services for Brick Street, Osborne site and the Ross Property. (J. Scheese, N. Pagano)

### **Escrow Accounts**

Motion made, seconded and passed to pay Check #119 in the amount of \$175 to TCI for professional services; check #120 for \$165 to Barley Snyder for professional services; and check #144 for \$1,044.50 to ARRO Consulting for professional services. (B. Cantarera, J. Scheese)

Total Escrow Checks: \$1,384.50

### **Capital Accounts**

No expenditures this month.

## OLD BUSINESS:

None.

## NEW BUSINESS:

Mr. Scheese asked Elkdale Green to allow a copy of their Planning Module to be distributed to the OASA Board Members for review and comments. This item was tabled until the next meeting to allow time for the Executive Director to review the documents and report back to the Board.

## EXECUTIVE SESSION:

The Board recessed to Executive Session at 9:10 p.m. to discuss real estate acquisition. Reconvene to Regular Meeting at 9:50 p.m.

## ADJOURNMENT:

Motion made, seconded and passed to adjourn. (F. Lobb, J. Scheese)

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Respectfully Submitted,

Donna M. Patrick, Recording Secretary

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