

# OXFORD AREA SEWER AUTHORITY

## March 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, Larry Bonam, Neil Pagano, Percy Reynolds, Phil Brenner and Joe Scheese. Also in attendance were Ed Lennex, Executive Director; Kathy Gray, Solicitor; John Highby, ARRO; n, Sara Beth Reyburn, Chester County Press, Joel Brown and Shaun Gallagher, Hickory Hill.

Pledge Allegiance and Moment of Silence.

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

### AUDIENCE COMMENTS:

None.

### SEWER OPERATIONS REPORT:

The average daily influent was 590,993; maximum day was 878,800; for a total of 16,547,800.  
The average daily effluent was 406,857; maximum day was 539,000 for a total of 8,544,000.

### Lagoon Levels:

Lagoon #1 - 19.2' deep

Lagoon #2 - 16.9" deep

Lagoon #3 - 15.7" 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:

February 2, 2006, put a repaired aerator back in Lagoon #1.

February 6, 2006, made repairs to broken hoses on Pivot #1.

February 8, 2006, started up transfer pump due to high level in Lagoon #1, to pump into Lagoon #2.

February 9, 2006, had to shut down aerators in Lagoon #1 due to ice build-up so they would not over turn.

February 17, 2006, started the Emergency Stream Discharge due to only 8 storage days remaining. Called DEP to let them know and faxed them a copy of a Letter of Intent.

February 19, 2006, shut down emergency transfer from Lagoon #1 to Lagoon #2.

February 22, 2006, The contractor installing the storm sewer, had to relocate a lateral at 115 Fifth Street. Boro supplied the parts.

February 23, 2006, Three DEP inspectors checked the stream discharge and spray fields.

February 27, 2006, turned the aerators back on in Lagoon #1.

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February 28, 2006, The contractors installing storm sewer on Sixth Street exposed the force main. Boro took measures for future reference.

## Specific Comments:

The treatment plant received 65 loads of Septage in February for a total of 156,000 gallons or an average of 5,571 gallons per day. As of March 31, 2006, the plant had 10days of storage left in the lagoons.

Received 68 PA#1 calls, 10 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.

## CHAIRMAN'S ITEMS:

No report.

## DIRECTOR'S REPORT:

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

**Consent Order** -At this time, the lifting of the Consent Order is tied to various aspects being discussed later in this report and will be covered as part of those sections.

**Osborne Lagoon** - Since the February Board meeting, there have been substantial developments and work towards finalizing the permitting and construction of the lagoon. On March 9<sup>th</sup>, representatives of OASA (John Highby and David Schlott of ARRO, William Beers and Ed Lennex) met with the soils and permitting staff of DEP to discuss various aspects of the construction plan for the lagoon; staging of various phases of construction; and issues related to maintaining adequate spray disposal area due to the disruption and intrusion into spray areas on the Osborne site. Ed has included a meeting agenda as well as other relevant material discussed and presented at the meeting along with his report. Based on the discussions and agreement by the parties representing OASA to certain provisions being included and implemented as part of the Water Quality Part II permit, the permitting section of DEP is prepared to issue that Part II permit. As is currently the case, they too are waiting for Dam Safety to issue their permit but seemed confident that was forth coming.

**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.

**Developers Agreement:** As with the Facilities Agreement discussed above, this Agreement is nearing the final stages of completion. On March 15<sup>th</sup>, the final version of the agreement will be assembled and a meeting is scheduled between the Developer's attorney, Kathy Gray and Ed Lennex on March 16<sup>th</sup> to review the final version with all of the exhibits attached. Once Kathy and Ed have reviewed it, Ed will make copies and distribute to all Board members. Ed would like to point out that over the last three weeks, all of the representatives involved with the agreement have been meeting to hammer out the final details.

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In order for the Board to have sufficient time to review this agreement as well as the Facilities Agreement, Ed would propose that committee meetings be held the week of March 20<sup>th</sup> and any final changes that are needed as a result of these meetings, would be made the week of March 27<sup>th</sup>. A Special Board meeting can then be held the week of April 3<sup>rd</sup> to approve and sign the agreements. The attorney for the developers as well as Kathy and Ed have committed themselves to meeting this schedule and Ed is very confident this proposed time table will be met.

**Tasty Baking Pump Station Dedication:** This is still in the hands of the Tasty Baking's Kathleen Gray, but she will have all the necessary documents prepared for the Board to approve at the April Board meeting. Motion made, seconded and passed to approve Resolution #06-03-001.

**Brick Street Soils Study:** Work is still progressing.

**Chester County GIS Mapping Project:** Included with the Board packet is a copy of the County of Chester GIS Consortium Tier III Agreement Renewal that Ed would recommend for approval by the Board. The cost for the renewal is \$5,000. Ed recommended the Board approve the signing of the agreement since the work being done for the Authority by the County is invaluable in constructing and maintaining a concise inventory and flow map of the sewer system. The next phase of the work will actually provide the Authority the ability to access the data on line and print maps from the database. Having previously been involved with this type of project using a private firm, the price the County is charging is low in comparison to comparable work being done by a private firm. Motion made, seconded and passed to approve the \$5,000 to renew the Chester County GIS Mapping Project. (N. Pagano, J. Scheese)

The Authority needs to consider in the near future, tying this data to a flow modeling software program that will allow them to see the impact new connections made to the system will have and where bottlenecks could occur. Ed will make a more detailed presentation in the near future after some of the issues in front of them are resolved.

**Oxford Borough Storm Water Pipe Repair Project:** This project has been completed and the new manhole and relocation of the sewer line went very well. Borough Staff as well as Ed Lennex inspected the final work and it was done in compliance with the Authority's rules and regulations. Ed pointed out that the existing manhole was in poor condition along the base of the manhole and due to the level of ground water present during construction, it was apparent the sewer system was taking in ground water.

**Storm Drain Channel Repair:** Bids were received and opened on March 8<sup>th</sup>, and the apparent lower bidder was Pfeifer and Company, LLC. Ed has forwarded the bids to ARRO for review and Mr. Highby will have a recommendation for awarded at the Board Meeting. Tabulation for bids received is: Pfeifer & Company, LLC = \$57,000; AFP Contracting = \$60,437.43; Bulldog Construction = \$93,510; Guardian Construction = \$107,680; Pflumm Contractors = \$113,628. Motion made, seconded and passed to award the Storm Drain Channel Repair Project to Pfeifer & Company, LLC at a cost of \$57,000. (P. Brenner, P. Reynolds)

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

**Emergency Action Plan:** DEP has approved the Dam Break Analysis submitted by ARRO. They will now proceed with finishing the report.

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

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## 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. **Twin Ponds:** All of the documents that were approved in December 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.

Motion made, seconded and passed to accept proposal on 8<sup>th</sup> Street Waste Water Pump Station at a total cost of \$29,500. (P. Reynolds, L. Bonam)

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

## III. Future Projects:

## IV. Operations Report:

### Oxford Borough Operations Report

Refer to attached report for details.

### OASA Report

#### A. Customer Correspondence

There is nothing to report for this period.

#### B. Resolutions

There are no resolutions at this time.

#### C. Personnel Issues

Ed is currently working on a Personnel Policy Manual and a Pension Plan and should have those documents finalized for review by the end of April.

#### D. Executive Director's Activities

The following is a list of meetings Ed attended over the course of the last month:

2/20 Meeting at ARRO to develop the Schematic and Equipment Requirements for the Developer's Agreement

2/23 Meeting with Joe Riper and Spence Address to finalize the Developers Agreement

2/27 Meeting with ARRO to finalize the Schematic and Equipment Requirements for the Developers Agreement

3/06 Meeting with John Highby and David Schlott to discuss DEP meeting for Osborne Lagoon

3/08 Stream Channel Repair project bid opening

3/09 Meeting with DEP for Osborne Lagoon

3/10 Meeting with Kathy Gray

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## V. Financial Report:

Financial Reports will be available in the Board meeting packets.

Septage: Billing for February was \$4,368 represent 65 loads accepted for a total of 156,000 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:

Items were covered in other parts of the agenda.

## ENGINEER'S ITEMS:

Items were included in Director's Report.

## TREASURER'S REPORT/PRESENTATION OF BILLS:

### General Fund Bills

Motion made, seconded and passed to pay bills in the amount of \$41,887.94. (L. Bonam, J. Scheese)

### Revenue Requisitions

None.

### Bond Redemption & Improvement Fund

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #44 in the amount of \$4,622 to Lake Roeder Hillard & Associates for professional services relative survey work on the Ross Property. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Requisition Request #45 in the amount of \$5,000 to the County of Chester for Consortium fees. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #46 in the amount of \$770.00 to Conestoga-Rovers & Associates for professional services relative to the Bog Turtle survey. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #47 in the amount of \$5,51.82 to Daily Local News for Stream Channel Repair project bid advertisement. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #48 in the amount of \$485.00 to Barley Snyder for professional services relative to the Osborne Lagoon, Developers Agreement and Act 537 Plan. (N. Pagano, J. Scheese)

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Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #49 in the amount of \$5,959.80 to TCI for professional services relative to the Hickory Hill Project, Ross Property and Brick Street. (N. Pagano, J. Scheese)

## **Escrow Accounts**

Motion made, seconded and passed to pay Check #105 in the amount of \$160 to Barley Snyder for professional services relative to the Wiltshire Project; check #110 for \$110 to Barley Snyder for professional services relative to the Oxford Middle School Project; and check #145 for \$430.00 to Barley Snyder for professional services relative to the Twin Ponds Subdivision. (J. Scheese, F. Lobb)

Total Escrow Checks: \$700.00

## **Capital Accounts**

No expenditures this month.

## **OLD BUSINESS:**

Motion made, seconded and passed to forward the Review Memo from the Elkdale Green Development Facilities Planning Module to the East Nottingham Township Board of Supervisors and Planning Commission. (J. Scheese, F. Lobb)

## **NEW BUSINESS:**

Ed announced that he would be attending the PMAA Spring Management Workshops on April 12, 2006. Bob Yeatman announced that he would like to attend and asked that if anyone else would be interested to let Ed know so he could register them.

## **EXECUTIVE SESSION:**

The Board recessed to Executive Session at 8:57 p.m. to discuss real estate acquisition. Reconvene to Regular Meeting at 9:35 p.m.

## **ADJOURNMENT:**

Motion made, seconded and passed to adjourn at 9:37 p.m.

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