

# OXFORD AREA SEWER AUTHORITY

May 17, 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, Percy Reynolds, Joe Scheese and Philip Brenner. Also in attendance were Ed Lennex, Executive Director; John Highby, ARRO; Joel Brown; Ken Hershey; and Blair Fleischmann.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the April 19, 2006 minutes as amended. (J. Scheese, P. Reynolds)

## AUDIENCE COMMENTS:

None.

## SEWER OPERATIONS REPORT:

The average daily influent was 527,870; maximum day was 713,800; for a total of 15,836,100.

The average daily effluent was 481,846; maximum day was 944,000 for a total of 12,528,000.

## Lagoon Levels:

Lagoon #1 - 18' deep    Lagoon #2 - 15.8" deep    Lagoon #3 - 13.5" deep

## Pump Station Hours of Operations were:

6th Street - 78.3	Grant Street - 144.8	8th Street - 246.1
Q.1 - ???	Locust Street - 4.3	Locksley Glen - 82.1
Wiltshire - 100.5		

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

### General Comments:

April 3, 2006, the Boro was called to the Daycare on Waterway Road for a blockage in the lines. It was the main at Waterway Road. Advised the owners of this main about the problem. They had Pipe Data View clear the blockage.

April 4, 2006, supplied paving risers and manhole lids to the contractors paving Oak Alley, Garfield Street and Hodgson Street.

April 6, 2006, M&S Services took the control board from effluent pump #1 to be rebuilt. They also repaired a check valve on pump #2.

April 15, 2006, the flow meter at Twin Ponds is not working since the thunderstorm overnight.

April 17, 2006, met with the contractor installing the new lateral at the old High School.

April 24, 2006, repaired three broken risers in Zone #3.

April 27, 2006, filled in ruts in the spray field buffer at Zone #3.

### Specific Comments:

The treatment plant received 113 loads of Septage in April for a total of 316,000 gallons or an average of 10,533 gallons per day. As of May 10, 2006, the plant had 20 days of storage left in the lagoons.

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Received 137 PA#1 calls, 29 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.

## 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** - There has been no communication from DEP regarding the consent order. The Authority will propose a schedule for completion of the Osborne Lagoon similar in length to the previous submitted schedule. This is a discussion item for Ed's May 24 meeting with DEP.

**Osborne Lagoon** - With approval of the Special Facilities Agreement, preparations are now underway for submission of the proposed construction firm and a schedule for startup and completion. May 15, ARRO, OSAFIELD and Ed met to discuss the project and a schedule is being developed for the project and ARRO has been requested to prepare a proposal for inspection and construction engineering services.

**Act 537 Plan:** Over the course of the last month, Ed has had several meetings and communications with various stakeholders involved with the development of the plan, and have determined that there is additional information and issues, which need to be addressed and added to the plan before it can be finalized and presented to the municipalities and the public.

Three particular elements associated with the Get Well Plan still need to be finalized and added to the plan.

1. The testing and submittal of the data for the Ross Property must be completed. Bill Beers estimates we are still 30 to 40 days from completion and submittal to DEP.
2. The information for the Martin Tract is still not finalized; and
3. The information for the Wedgewood Tract is still not finalized.

It is important that each of these elements be included in the plan so as to prevent them from having to be added to the plan in the future as an amendment to the plan.

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On May 15, John Highby, Bill Bohner and Ed met with the Engineers working on the plan for the municipalities and we discussed the Get Well Plan and other outstanding issues. There still seems to be some unresolved issues regarding OLDS and how failing systems will be handled and also discussion about small package plants.

Additionally, Ed has a meeting scheduled with DEP for May 24, where he plans to introduce the Get Well Plan, discuss the previously submitted Act 537 Plan with the Ross Property being substituted for the previous land submitted; the Consent Order, the re-rating of the treatment lagoon; and the response time for the three previous mentioned components that still need to be added. Based upon the discussions we have and their recommendations, we can then prepare a more concise and accurate timetable for completion and submission of the document.

Based on this meeting, Ed would propose to the Board, the elected municipal officials and their engineers meet in an informal informational session to discuss these issues and to try and reach a consensus as to the direction each of these issues should take based upon the guidance DEP provides. Ed will be sending a letter to see if all parties would be available for a 7:00 p.m. meeting on May 31.

**Developers Agreement:** A meeting will be held on May 25, to discuss this project.

**Tasty Baking Pump Station Dedication:** The final agreements are prepared and Ed will have them at the Board meeting for signature.

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

**Chester County GIS Mapping Project:** There is nothing to report at this time.

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

**Emergency Action Plan:** DEP has approved the Dam Break Analysis submitted by ARRO. ARRO has submitted a draft report to DEP and we are waiting for their response.

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

## 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:** Enclosed with your packet is a Declaration of Responsibility for Stormwater Management - Basin #7, which is being presented to the Authority by Hickory Hill due to the location of this basin to the Brick Street disposal fields. In order to protect the fields from storm water runoff, Hickory Hill is agreeing to operate and maintain the basin in proper working condition. The Board tabled action on the matter until additional information could be obtained.
- C. **Century Oak - Phase 1:** A Sewer Extension Agreement is being presented for approval for this phase of the subdivision. Phase 1 consists of nine (9) single family residential units that will initially be built with on-lot septic systems and as a condition of approval, the developer is installing a low pressure system that all nine units will have to connect to when their on-lot system fails. ARRO and

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Ed have reviewed the project and Ed recommends it for approval. After a discussion, the Board tabled approval until the next Board meeting.

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 at this time.

#### 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 June.

#### D. Executive Director's Activities

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

4/20 Meeting with ARRO

4/21 Meeting with Developers Group

4/26 PMAA Conference

4/28 Meeting with OSAFIELD

5/3 Meeting with Joel Brown to discuss additional land purchases

5/4 Meeting to discuss Ross & Martin properties with Lower Oxford & their attorney

5/9 Meeting with Developers Group

5/10 Interview operator candidate with Borough

5/12 OSAFIELD meeting

5/15 Meeting with ARRO and OSAFIELD

5/15 Meeting with Act 537 Plan Group

## V. Financial Report:

Financial Reports will be available in the Board meeting packets.

Septage: Billing for April was \$8,828 represent 113 loads accepted for a total of 316,000 gallons.

### Capital Purchase

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

## VII. Engineer's Report

Included as part of this report.

## LEGAL ITEMS:

Nothing..

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## ENGINEER'S ITEMS:

Items were included in Director's Report.

## CORRESPONDENCE:

None.

## TREASURER'S REPORT/PRESENTATION OF BILLS:

### **General Fund Bills**

Motion made, seconded and passed to pay bills in the amount of \$77,643.42. (J. Scheese, F. Lobb)

### **Revenue Requisitions**

Motion made, seconded and passed for Revenue Requisition #91 in the amount of \$100,000 to replenish working capital. (J. Scheese, P. Reynolds)

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

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #54 in the amount of \$11,218.69 to ARRO for professional services relative to the WPCF Up-grade design, Tasty Baking Pump Station and Stream Channel repair project. (F. Lobb, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Requisition Request #55 in the amount of \$2,315.00 to Barley Snyder relative to the Osborne Lagoon and Act 537 Plan. (F. Lobb, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #56 in the amount of \$6,780.88 to TCI for professional services relative to the Osborne Lagoon, Ross Property and Brick Street Site. (F. Lobb, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #57 in the amount of \$21,966.00 to Day Centennial for the purchase of a new GMC Truck. (F. Lobb, J. Scheese)

### **Escrow Accounts**

Motion made, seconded and passed to pay Check #152 in the amount of \$250 to ARRO Consulting for professional services relative to the Sycamore Crossing Project; Check #153 for \$375 to ARRO Consulting for professional services relative to the Century Oak Project; and check #150 for \$2,026.00 to ARRO Consulting for professional services relative to the Hearthstone Project; check #151 in the amount of \$95.00 to TCI for professional services relative to the Hickory Hill Project; check #154 in the amount of \$3,334.05 to ARRO Consulting for professional services relative to the Hickory Hill Project. (P. Reynolds, J. Scheese)

**Total Escrow Checks:** \$6,080.05

### **Capital Accounts**

No expenditures this month.

## OLD BUSINESS:

None.

## NEW BUSINESS:

None.

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## **EXECUTIVE SESSION:**

The Board recessed to Executive Session at 8:40 p.m. to discuss Real Estate acquisitions. Reconvene to Regular Meeting at 8:55 p.m.

## **ADJOURNMENT:**

Motion made, seconded and passed to adjourn at 8:56 p.m. (J. Scheese, Neil Pagano)

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