

OXFORD AREA SEWER AUTHORITY

November 15, 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; Kathy Gray, Solicitor; Joel Brown, Marcella Peyre-Ferry, Daily Local News; Blair Fleischmann, Teri Dignazio, Mark Plaughter and Shaun Gallagher for Hickory Hill..

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of October 18, 2006 and the Special Board Meeting of November 1, 2006 as submitted. (P. Reynolds, N. Pagano)

AUDIENCE COMMENTS:

Ms. Dignazio asked when and if capacity would be available to allow for reservations to be accepted. Mr. Lennex responded that until DEP lifted the Consent Order no reservations could be accepted.

SEWER OPERATIONS REPORT:

The average daily influent was 565,497 maximum day was 875,100; for a total of 17,530,400. The average daily effluent was 556,269; maximum day was 1,200,00 for a total of 14,463,000.

Lagoon Levels:

Lagoon #1 - 16.2' deep

Lagoon #2 - 9.3' deep

Lagoon #3 - 1.8' deep

Pump Station Hours of Operations were:

6th Street - 190.9

Grant Street - 146.7

8th Street - 237.6

Q.1 - 5.1

Locust Street - 3.7

Locksley Glen - 98.4

Wiltshire - 116.4

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

General Comments:

October 2, 2006, Discovered that contractors had paved over a manhole on Grant Street. Talked to East Nottingham Township Road Master about it and he said the Contractor would take care of it.

October , 2006, M&S Services installed a dialer at the Tasty Bake pumping station. Still need a phone line to be installed before it will be operational.

October 3, 2006, Eckman Tire Service replaced a tire on Pivot #3.

October 5, 2006, Sent hay samples from all the Pivots and Zone #3 to Agra Analysis.

October 9, 2006, Had O.A. Newton replace the packing in Pivot #6.

October 11, 2006, replaced a bad solenoid valve on Pivot #5.

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October 12, 2006, the contractors replacing the pipe to a fire hydrant on North Third Street accidentally hit the sewer main. Provided the parts and they made the repair, without disrupting service.

October 16, 2006, a report of a blockage in the main on New Street turned out to be the homeowner's lateral blocked. Walsh Brothers Construction made the repair.

October 17, 2006, had Groff's, Inc. of Quarryville spray a bed liner in the new truck.

October 18, 2006, took the John Deere to Atlantic Tractor for repair.

October 19, 2006, dug more soil test pits for the DEP on the Ross Farm.

October 23, 2006, replaced a broken chain on the grinder at the Sixth Street pump station.

October 24, 2006, had McGovern's clean out the septage holding tanks.

October 26, 2006, changed the oil and filters in the generators at Locksley Glen and Twin Ponds pumping stations.

October 31, 2006, dug more soil test pits for the DEP on the Brick Street and Ross Farm.

Specific Comments:

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

Received 98 loads of septage in October for a total of 278,250 gallons. An average of about 8,976 gallons per day. There are 52 days of storage as of November 7, 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:

No report.

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DIRECTOR'S REPORT:

I. Ongoing Project Status Reports:

Consent Order - As had been reported at the November 1 Special Board Meeting, the task at hand is an update and revision to the Corrective Action Plan/Connection Management Plan (CAP/CMP). Ed is currently working on the document and should have it available for Board review by the end of the first week in December. With the Board's approval, the CAP/CMP would then be sent to DEP.

Osborne Lagoon - At the present time, the status of the project remains unchanged. A meeting has been set up for December 8, with DEP, OSAFIELD and their representatives, and ARRO to discuss the proposed changes to the lagoon. Until then, the Executive Director will continue to work with all parties involved to keep the project moving.

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 has had to wait for additional copies to be prepared to deliver to the County Planning Commission and the County Health Department. Ed intends to deliver those on Friday, November 17. Ed had put in each 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.

Developers Agreement: At the Special Board Meeting, Ed had discussed a request from the group to allow consideration for the substitution of treatment process and/or equipment as opposed to what was contained in the original agreement. In your packet is a copy of a letter from the group formally asking for this latitude. Ed is in total agreement with the concepts contained in the letter and would be able to provide the Authority with the best process available at an economic cost. The group has retained an engineer to work on a 30% conceptual design. Ed does not have a delivery date on that but will be involved in regular meetings to discuss the progress.

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 Tuesday, November 21. The Ross Property Conditional Use Hearing is still being prepared and as Ed stated before, TCI is finalizing the Brick Street Report and that should be ready for submittal to DEP in December.

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

Emergency Action Plan: Nothing to report at this time.

Acquisition of Property: The Wiley Tract is formally ended and the Sheets property will not be purchased. Motion was made and seconded to withdrawal both offers. (R. Cantarera. P. Brenner)

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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. **Oxford Crossing Shopping Center:** Kathy Gray and Ed continue to review the amendment that was provided to the Authority by the Developer. As soon as a draft is ready, that Kathy and Ed are satisfied with, the amended agreement will be sent out to the Board for their review.

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

III. Operations Report:

A. Oxford Borough Operations Report

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. Betsy and Ed need to work through some language to set up the new operation format. Ed will have the final contract available for the Board to sign at the December Meeting.

C. 2007 Dodge Grand Caravan:

In the packet is a Resolution that will allow the Authority to participate in the new contract. Although we had done this for the truck we had just purchased, we have to do it again because this is a new contract. Total cost for the vehicle will be \$23,650, which is below the budgeted amount. Ed would request that the Board approve the Resolution. Motion made, seconded and passed to accept the vehicle purchase at \$23,650. (N. Pagano, L. Bonam)

V. Administration Report:

- A. **Customer Correspondence:** Nothing to report.

- B. **Resolutions:** Nothing to report.

- C. **Personnel Issues:** Ed has conducted 3 interviews so far for the Bookkeeper position and has 2 left. Ed should have a recommendation by early next week.

- D. **Computer System:** A while back, Ed presented the Board with a proposal for installation of new computer equipment and software. Ed was asked to get other quotes but have not had the time to do so. Ed is very comfortable with the vendor who quoted the Board, he has worked with them for a number of years and knows that he is getting the service they will provide. Ed would like the Board's authorization to proceed as time is running short to get the financial software up and running by January 1, 2007. Motion made, seconded and passed to give Ed and Joe Scheese permission to get together to purchase hardware and related programs, not to exceed \$15,000. (P. Reynolds, F. Lobb) Motion made, seconded and passed for Ed and Joe Scheese to look at local suppliers of the consulting service and if not, to pick another that is suitable. (F. Lobb,)

- E. **Executive Director's Activities:**

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October 23 Meeting with ARRO on Osborne Lagoon
October 23 Lower Oxford Township Conditional Use Hearing
October 30 National Penn Bank - Breakfast and Economic Presentation
Meeting with Joel Brown and Brian Campbell - real estate
November 1 Meeting for Osborne Lagoon
November 1 Special Board Meeting
November 2 Water Reuse Seminar
November 8 Meeting with DEP regarding Wedgewood Drip Fields
November 9 Lower Oxford Township Conditional Use Hearing
November 7-14 Auditors
November 13 & 15

- A. Financial reports are in the Board Packets.
- B. Engagement Letter for Annual Audit.
- C. Septage: Billing for October was \$7,791.00 representing 99 loads accepted for a total of 278,250 gallons.

LEGAL ITEMS:

Will be covered in Executive Session.

CORRESPONDENCE:

Nothing.

TREASURER'S REPORT/PRESENTATION OF BILLS:

General Fund Bills

Motion made, seconded and passed to pay bills in the amount of \$94,505.48. (F. Lobb, L. Bonam)

Revenue Requisitions

Motion made, seconded and passed for Revenue Requisition #98 in the amount of \$150,000 to replenish working capital. (L. Bonam, N. Pagano)

Bond Redemption & Improvement Fund

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #80 in the amount of \$10,344.96 to TCI for professional services relative to the Brick Street and Ross Farm spray irrigation. (N. Pagano, L. Bonam)

2006 Project Fund

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #3 to Barley Snyder in the amount of \$10,560.00 for professional services relative to the Ross Property, Real Estate and Lindsey Property. (F. Lobb, P. Brenner)

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #4 to ARRO Consulting, Inc. in the amount of \$14,057.69 for professional services relative to the Ross Property, 8th Street Pump Station and Osborne Lagoon. (F. Lobb, P. Brenner)

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Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #5 to URS Corporation in the amount of \$4,397.41 for professional services relative to the Osborne Lagoon. (F. Lobb, P. Brenner)

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #6 to TCI in the amount of \$4,402.81 for professional services relative to the Ross Farm. (F. Lobb, P. Brenner)

Total 2006 Project Fund Requisitions: \$33,417.91

Escrow Accounts

None.

Capital Accounts

No expenditures this month.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion made, seconded and passed to adjourn at 8:25 pm. (J. Scheese, N. 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