

OXFORD AREA SEWER AUTHORITY

JANUARY 17, 2007

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, Neil Pagano, Percy Reynolds, Joe Scheese, Phil Brenner. Also in attendance were Ed Lennex, Executive Director; Kathy Gray, Solicitor; Joel Brown; Blair Fleischmann; and Teri Dignazio.

Pledge Allegiance and Moment of Silence.

Election of Officers - Motion made, seconded and passed to elect Robert Yeatman as Chairman for 2007. (J. Scheese, N. Pagano).

Motion made, seconded and passed to elect Percy Reynolds as Vice-Chairman for 2007. (J. Scheese, N. Pagano).

Motion made, seconded and passed to elect Joe Scheese as Secretary for 2007. (N. Pagano, P. Reynolds)

Motion made, seconded and passed to elect Neil Pagano as Treasurer for 2007. (J. Scheese, F. Lobb)

Motion made, seconded and passed to elect Edward Lennex as both Assistant Treasurer and Assistant Secretary for 2007. (N. Pagano, J. Scheese)

Motion made, seconded and passed to have the Board Meetings be held on the 3rd Wednesday of every month at 7:30 p.m., at the East Nottingham Township Building, for 2007. (J. Scheese, N. Pagano)

Motion made, seconded and passed to retain Kathleen Gray of Barley Snyder as Solicitor for 2007. (J. Scheese, N. Pagano)

Motion made, seconded and passed to retain ARRO as the Consulting Engineer for 2007. (J. Scheese, F. Lobb)

Committees are as follows:

Operations Management - Phil Brenner, Percy Reynolds & Bob Yeatman. Neil Pagano was added for 2007.

Personnel - Larry Bonam, Joe Scheese & Bob Yeatman. Neil Pagano was added for 2007.

Facilities Expansion - Robert Cantarera, Frank Lobb, Joe Scheese & Bob Yeatman.

Finance and Bond - Robert Cantarera, Neil Pagano & Bob Yeatman.

Pension - Percy Reynolds, Robert Cantarera & Bob Yeatman. Neil Pagano was added for 2007.

Motion made, seconded and passed to approve the minutes of December 20, 2006 as corrected. (F. Lobb, P. Reynolds)

AUDIENCE COMMENTS:

None.

SEWER OPERATIONS REPORT:

The average daily influent was 541,890 maximum day was 629,500; for a total of 16,798,600.

The average daily effluent was 611,391; maximum day was 1,315,000; for a total of 14,062,000.

Lagoon Levels:

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Lagoon #1 - 17' deep Lagoon #2 - 9' deep Lagoon #3 - 8.6' deep

Pump Station Hours of Operations were:

6th Street - 181.7

Grant Street - 142.1

8th Street - 260.8

Q.1 - 1.9

Locust Street - 3.8

Locksley Glen - 95.2

Wiltshire - 113.4

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.

DIRECTOR'S REPORT:

I. Ongoing Project Status Reports:

Consent Order - The Corrective Action Plan/Connection Management Plan (CAP/CMP) is still progressing. The only outstanding issue is a definitive construction schedule for the Osborne Lagoon and the equipping of the Ross Farm for spray irrigation. Ed now has all of the information needed to complete the Connection Management Plan.

Osborne Lagoon - ARRO is finalizing the redesign of the lagoon and it should be available for the Authority's review by January 19. Once a review has been conducted to verify the accuracy of the redesign, a meeting will be scheduled to present the resubmission package to Dam Safety. Hopefully this meeting can be scheduled before the end of January.

Act 537 Plan: As of January 8, the Authority has received comments back from all of the municipalities. Prior to receiving the comments, Ed met with a joint Planning Commission/Supervisors group from West Nottingham Township and also appeared before the East Nottingham Township Planning Commission/Supervisors. Both East and West Nottingham have submitted comments. The Borough of Oxford and Lower Oxford Township each sent a letter stating they have no comments. I have addressed East Nottingham's comments both in person and in writing. Ed will have West Nottingham Township's comments answered no later than January 19. Ed still awaits comments from the Chester County Planning

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Commission and Health Department. Ed has spoken with a representative of the County Planning Commission to clarify some questions they had, and their representative did not see a problem in responding by January 29. Depending on the length and detail of each agencies reviews and comments, Ed would estimate he would need atleast a week to respond if they are extensive and atleast five (5) working days to address all of the changes that may need to be made to the document. Based on that schedule, the Authority should have a final document ready for public comment by February 12. Based on this schedule, the final document could be ready for the Public Comment period prior to the regular Board Meeting on February 21. Ed would ask the Board to made a final decision on how it wishes to proceed in making the document available to the public. Ed will place an ad in the papers to open the comment period.

Developers Agreement: The working group has now completed four (4) work sessions on the design of the new treatment facility. Ed has also made a field trip to examine additional flow through oxidation ditch type process. Ed has asked the design engineering group to prepare a cost analysis for construction and operating cost for two oxidation ditch process (Orbal and Kruger) and a sequential batch reactor process (Aqua Aerobics) by the February Board meeting so that the Board could review the information and make a decision on the exact type of process that will be utilized and so that design group can finalize that segment of the design.

Future Disposal Fields: The Lower Oxford Township Conditional Use hearing for the Martin-Beiler Tracts continues. The Supervisors will render their final decision on February 5. Based on that decision, the Authority's work group will then proceed to finalize the necessary information for submittal of the Ross Farm for a Conditional Use hearing. Ed would anticipate an early March submittal.

Osborne Spray Field Force Main: As discussed at the last Board meeting, the 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. The work is proceeding and should be completed shortly.

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

Emergency Action Plan: Nothing to report at this time.

Acquisition of Property: This is still a work in progress and Ed hopes to be able to update the Board during an Executive Session. Ed has included in the packets, two memos from Kathy Gray so members can understand what needs to be done in order to move ahead.

II. Developer Activity:

Nothing to report at this time.

III. Operations Report:

A. Borough Service Agreement

The Borough has signed the agreement and is now only providing billing and customer service.

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- B. OASA Operations Report:** Included in packets is a flow data for the month of December. As of December 15, there are 41 days of storage available. Operational items of note are:
- Temporally needed to borrow a portable generator for use at the Grant Street Pump Station while the one there was being repaired.
 - The transfer switch at Eighth Street Pump Station needed to be repaired. That work has been completed.
 - The pump shaft at Eighth Street broke again and is currently being replaced.
- C. 2007 Dodge Grant Caravan:** The vehicle is scheduled for delivery on January 23rd.

V. Administration Report:

- A. Customer Correspondence:** Nothing to report.
- B. Resolutions:** There are two (2) resolutions on the agenda for the Board's Approval.
- 1) Resolution No. 07-01-001: Resolution Approving a Five-Year Capital Plan. Ed submitted a Five Year plan at the December Board Meeting. It remains unchanged from the information given to the Board. In order for certain capital cost to be included in the Tapping Fee calculations, the Board must adopt the Plan first. A majority of the cost and projects contained in the plan implement the previously approved "Get Well Plan". Ed would recommend the Plan for adoption. Please let Ed know if you need another copy of the plan prior to the Board meeting and he will be sure to get one. Motion made, seconded and passed to adopt Resolution No. 07-01-001 Approving a Five-Year Capital Plan. (J. Scheese, N. Pagano)
 - 2) Resolution No. 07-01-002: Tapping Fee Resolution. This resolution would put into effect a \$2,600 Tapping Fee based upon the changes to the tapping fee law put into effect by Pennsylvania Act 57. Tabled until next meeting.
- C. Personnel Issues:** As of January 1, 2007, the four former Borough employees who operated and maintained the plan and collection system are now full time employees of the Authority. Ed has placed Rick Eshelman in the position of Lead Plant Operator. Rick is responsible for supervising the other employees and maintaining the operation of the facilities.
- D. Computer System:** Kathy Orcutt has completed the implementation of the financial system. The checks the Board is approving and signing are generated from the new accounting system. Ed and Kathy both have work that still needs to be completed to bring the financial reports up to date with the inclusion of expense and income that was processed by the Borough, and should have that work completed by the end of the month. Still waiting for delivery of the server and once received, Wyatt Computer Services will be in to implement the network. One outstanding item that will need to be implemented is Internet access for the Authority. At the present time, Ed is still utilizing his own personal account with AOL. Ed asked if anyone could recommend Internet Services Providers as he is unaware of the providers in this area.
- E. Executive Director's Activities:**
- December 20, met with Michael Wolf, Authority Financial Advisor
 - January 3, Plant Design Workshop
 - January 3, Lower Oxford Township Conditional Use Hearing
 - January 8, meeting with East Nottingham Township Planning Commission and Supervisors
 - January 9-12, Financial Software Implementation
 - January 11, Field Trip to see alternative treatment plant processes
 - January 17, Plant Design Workshop

V. Financial Report

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- A. Financial reports are in the Board Packets.
- B. Septage: Billing for October was \$7,581.00 representing 96 loads accepted for a total of 270,750 gallons.

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 \$48,316.60. (J. Scheese, F. Lobb)

Revenue Requisitions

Motion made, seconded and passed for Revenue Requisition #100 in the amount of \$155,000 to replenish working capital. (N. Pagano, J. Scheese)

Bond Redemption & Improvement Fund

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #84 in the amount of \$7,263.68 to TCI for professional services related to Osborne Lagoon, OSB-2 Monitor Well and Ross and Brick Spray Field Investigations. (F. Lobb, P. Brenner)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #85 in the amount of \$4,645.41 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. (F. Lobb, N. Pagano)

Total Bond Redemption & Improvement Fund Requisitions: \$11,909.09

2006 Project Fund

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request 11 to Barley Snyder in the amount of \$255.00 for professional services related to Real Estate transactions. (F. Lobb, N. Pagano)

Total 2006 Project Fund Requisitions: \$255.00

Escrow Accounts None.

Capital Accounts

No expenditures this month.

OLD BUSINESS: None.

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EXECUTIVE SESSION: None.

NEW BUSINESS: None.

ADJOURNMENT:

Motion made, seconded and passed to adjourn at 9:04 p.m. (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