

OXFORD AREA SEWER AUTHORITY

June 20, 2007

The meeting was called to order at 7:30 p.m. by Bob Yeatman, Chairman. The following Authority Members were in attendance: Percy Reynolds, Robert Cantarera, Frank Lobb, Neil Pagano, Larry Bonam, Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Barley, Snyder; John Highby, ARRO Consulting; Terri Dignazio, Blair Fleischmann, Melanie Hesse, Jo Jo Campbell, Joel Brown, and John Stevenson.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of May 16, 2007 as amended. (J. Scheese, N. Pagano)

AUDIENCE COMMENTS:

Questions were submitted to the Board regarding various aspects of the Act 537 Plan. Terri Dignazio, Blair Fleischmann and Jo Jo Campbell asked the questions. Ms. Fleischmann also submitted a letter to the Board requesting a delay in the Board's adoption of the Resolution approving the Plan. The Board responded to the questions asked.

John Stevenson, Member Borough Planning Commission was in attendance and congratulated the Board on their efforts over the past 5 years.

SEWER OPERATIONS REPORT:

The average daily influent was 621,353 with a maximum day of 694,260 for a total of 19,261,950.

The average daily effluent was 556,778 with a maximum day of 1,052,000 for a total of 15,033,000.

Lagoon Levels: #1 = 17.8', #2 = 16.7', #3 = 15.1'

Pump Station Hours of Operation were:

6th Street = 230.5

Grant Street = 125.6

8th Street = 216.8

Q1 = 0.4

Locust Street = 4.0

Locksley Glen = 86.7

Wiltshire = 123.8

FACILITY EXPANSION COMMITTEE REPORT: None. Has not met.

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OPERATIONS MANAGEMENT COMMITTEE REPORT: None. Has not met.

FINANCE AND BOND COMMITTEE REPORT: None. Has not met.

PERSONNEL COMMITTEE REPORT: None. Has not met.

PENSION COMMITTEE REPORT: None. Has not met.

CHAIRMAN'S ITEMS: None.

DIRECTOR'S REPORT:

1. Ongoing project status reports
 - A. Consent Order: No further word on the CMP/CAP has been received as of the writing of this report.
 - B. Osborne Lagoon: On May 30, the Authority received written notification that the redesign had been determined to be administratively correct by PADEP. All outstanding information is now in the Department's hands. At the time of this report, no further word has been received from the Department, but two independent sources are attempting to obtain a review date so we have some idea of the Department's schedule. Ed will keep the Board informed if this is progress.
 - C. Act 537 Plan: The Public Comment Period has concluded, a total of 41 comments were received and responded to. Each Board member and the Municipalities received a compellation. Lower Oxford Township, on June 13, approved and adopted the Resolution Approving the Plan Revisions. East Nottingham Township and Oxford Borough approved and adopted their Resolutions on Monday, June 18. To date, Ed has not heard from West Nottingham Township. Based on comments received, Ed has a few minor changes to make to the document and by Friday, June 22, the final submission document will be ready.
 - D. Developers Agreement: No further work has transpired since the last meeting in early February.

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Future Disposal Fields: A citizens group represented by Mid-Atlantic Environmental Law Center has filed an appeal to the Conditional Use granted by Lower Oxford Township, nothing has transpired in the last month. Conestoga Rovers is currently doing the fieldwork for the Ross tract and the Bog Turtle.

- E. Pretreatment Regulations: Ed has completed his review of the revised rules and regulations and other than some minor corrections, he has found them to be well done. Ed, earlier this week, sent the Board a memo and two memorandums from Rettew, which highlighted the proposed changes. Ed had a copy of the documents sent to Barley, Snyder for their review. Ed would like a committee of three volunteers to read the actually edited documents and assist him with finalizing the changes for a Resolution adopting them at the Board's August meeting. Mr. Brenner, Mr. Cantarera and Mr. Yeatman will work with the Executive Director to finalize the regulations for submission to the Board.
- F. PP&L Gas Line: Nothing to report at this time.
- G. I/I Study: Nothing to report at this time.
- H. Emergency Action Plan: Just waiting for final agencies signoff and the Plan is complete.
- I. Acquisition of Property: The work on the new building is complete. Ed would like to recommend to the Board that they move the first payment date up to July 1, which would then allow the Authority to begin setting up the office. The first payment is \$319,861.50.
- J. Lincoln Village: Ed has sent Carroll Engineering and his comments to Lower Oxford Township's Engineer and heard no reply as of yet.

II. Developer Activity

- A. There is nothing to report at this time.

III. Operations Report

-OASA Operations Report:

5/2/07 - sent soil samples to Penn State Lab.

5/3/07 - picked up the repaired aerators from Reels Electric and put one back in lagoon #1.

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5/9/07 - put the other aerator back in lagoon #2.
5/10/07 - EMR Power put a new transfer switch in the Grant St. Pumping Station for the generator.
5/16/07 - put a new pulley on the tractor deck.
5/18/07 - first hay cutting was started at the Osborne Farm on the even numbered pivots.
5/21/07 - first cutting of hay was started on Zone #3, also had this zone spread with high calcium lime and aerated after the hay was removed. Zone #2 hay was taken off also then aerated, but not limed. These zones were out of service to allow for drying time for 14 days.
5/23/07 had Pipe Data View Services clean some of the gravity lines that have been areas of concern.
5/24/07 - raised a manhole that is in a low area close to the creek on the Moran Farm.
5/31/07 - Foxcroft Service Co. made repairs to the chlorine system.

As of 6/7/07 - all of the first hay cutting was complete. Had Lime spread on all of the pivots except for #3, hopefully we can get it later. Lime was also spread on Zone #3.

Received 146 loads of septage for a total of 415,250 gallons, for an average of 13,395 gallons per day.

Received 115 PA#1 calls, 11 were in conflict.

Currently have 23 days of storage.

IV. *Administration Report:*

A. Customer Correspondence: Nothing to report.

1. Resolutions: Motion made, seconded and passed to adopt Resolution 07-06-001 for Act 537 Plan Revision. (N. Pagano, R. Cantarera)

B. Personnel Issues:

Employee Handbook: Motion made, seconded and passed to engage in paycheck services for doing an Employee Handbook for a cost of \$3,725.00. (N. Pagano, J. Scheese)

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C. Computer System:

Proposals for Computer Server equipment and installation of Equipment and network have been received from Strattix & Wyatt Computer Services. Ed has met with both companies. Bob Yeatman asked Ed Lennex to obtain references on both companies. Ed will get together with Joe Scheese to review updates as they are obtained.

D. Executive Directors Activities:

June 5, 2007 - meeting with Carroll Engineering
June 13, 2007, Lower Oxford Township Supervisors meeting
June 15, 2007, meeting with ARRO
June 18, 2007, PMAA Seminar
June 18, Borough of Oxford Council Meeting
Meeting with Pat West, Tasty Baking

V. *Financial Report:*

- A. Financial reports are included in the Board packets.
- B. Septage Billing for May was \$11,627.00 representing 146 Loads accepted for a total of 415,250 gallons.

LEGAL ITEMS:

Legal Items are discussed within the rest of the meeting.

CORRESPONDENCE: None.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the monthly bills in the amount of \$59,630.10. (P. Brenner, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed for Revenue Requisition #108 in the amount of \$25,000 to replenish working capital for payroll account. (J. Scheese, N. Pagano)

Motion made, seconded and passed for Revenue Requisition #109 in the amount of \$65,000 to replenish working capital for the Operating Account. (J. Scheese, N. Pagano)

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Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #102 to Hach Company in the amount of \$3,941.50 for a flow meter. (N. Pagano, F. Lobb, P. Brenner abstained)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #103 to TCI in the amount of \$7,647.37 for the Osborne Lagoon, Ross & Brick Street Properties. (N. Pagano, F. Lobb, P. Brenner abstained.

Total Bond Redemption & Improvement Fund Requisitions: \$11,588.87.

2006 Project Fund:

Motion made, seconded and passed to pay 2006 Project Fund Requisition #22 to Conestoga-Rovers & Associates Inc. in the amount of \$98.68 for professional services related to Oxford-Ross Farm P1 BT Habitat. (J. Scheese, N. Pagano)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #23 to Barley Snyder in the amount of \$2,200.00 for professional services related to Administrative Building. (J. Scheese, N. Pagano)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #24 to Alfonso & Mary Lou Aleman in the amount of \$319.861.50 for acquisition of 14 S. Third Street with additional funds related to an amendment to the Agreement of Sale. (J. Scheese, N. Pagano)

OLD BUSINESS: None.

NEW BUSINESS: PMAA Annual Conference: Motion made, seconded and passed (J. Scheese, N. Pagano) to allow Ed to attend the PMAA Annual Conference in Penn State on September 23-26, 2007, with a two night stay. Also, allow Ed voting rights in place of the Board.

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ADJOURN: Motion made, seconded and passed to adjourn the meeting at 9:10 pm.

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

CC: Authority Members

Kathleen Gray, Solicitor

Ed Lennex, Executive Director

John Highby/Don Lavine, ARRO Engineer

Betsy Brantner, Borough Manager

Townships & Borough