

OXFORD AREA SEWER AUTHORITY

MARCH 21, 2007

The meeting was called to order at 7:30 p.m. by Bob Yeatman, Chairman. The following Authority members were in attendance: Frank Lobb, Neil Pagano, Percy Reynolds, Robert Cantarera, and Larry Bonam. Also in attendance were Ed Lennex, Executive Director; Marcella Peyre-Ferry, Daily Local News; Kathleen Gray, Barley Snyder, Authority Solicitor; Jane Smeltzer and Joel Brown.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of February 21, 2007 as amended. (P. Reynolds, N. Pagano)

AUDIENCE COMMENTS:

None.

SEWER OPERATIONS REPORT:

The average daily influent was (643,113) maximum day was (964,400); for a total of (19,936,510).
The average daily effluent was (729,318); maximum day was (1,001,000); for a total of (16,045,000).

Lagoon Levels:

Lagoon #1 - (4.34) deep

Lagoon #2 - (7.44) deep

Lagoon #3 - (4.85) deep

Pump Station Hours of Operations were:

6th Street - 234.8

Grant Street - 186.0

8th Street - 313.0

Q.1 - 3.7

Locust Street - 4.1

Locksley Glen - 85.7

Wiltshire - 144.2

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 - The Corrective Action Plan/Connection Management Plan (CAP/CMP) will be completed by March 23. A draft of the submission will be distributed to the Board for their review. Ed would like to meet on Tuesday evening with the Operations Committee to get their feedback on the report. Ed would ask the other Board Members to either direct their comments to him or a member of the Operations Committee. Based upon the outcome of this meeting, a final submission will be prepared and sent to DEP with the 2006 Chapter 94 Report.

Osborne Lagoon - The meeting to present the redesign to Dam Safety is scheduled for 8:30 a.m. in Harrisburg on March 21. Ed will update the Board on the meeting at their next meeting.

Act 537 Plan: As all of the Board Members are aware, the Authority received a follow-up letter from West Nottingham Township responding to the letter the Authority sent regarding the Townships original comment letter. Ed has copied the Board with the original comment letters from all of the municipalities and agencies; the Authority's responses and the latest West Nottingham Township Letter. Since there still appears to be items for discussion, Ed has requested that a representative from each municipality accompanied by a Board Member meet on March 22 to discuss all remaining outstanding issues. This meeting was at the request of Mr. David Ross, Supervisor for West Nottingham Township. Ed has given ARRO all of the changes for the final document based upon the comments received and have prepared the advertisement for the paper. Based upon the outcome of the meeting, a new schedule will be developed to set the public comment period.

Developers Agreement: The working group had to cancel their March 20 meeting, so there is nothing to report until the next meeting is held. ARRO and Ed are still reviewing the 30% submittal information and will be providing the Board with a report as soon as the preliminary cost estimates are discussed at the next work session.

Future Disposal Fields: A Citizen's Group represented by Mid-Atlantic Environmental Law Center has filed an appeal to the Conditional Use granted by Lower Oxford Township. Where the process goes from here, Ed is not sure yet. At this point, all parties will have to wait to see if the court determines that their case has merit. Ed also met on March 9 with Mary Ann Rossi and Dave Schlott to prepare for the Ross Farm conditional use request. We are only in the fact gathering stage at this point, and we are looking to file our request sometime in the month of April.

Pretreatment Regulations: Ed met with representatives from Rettew and they are starting the review and will have preliminary information by the Board Meeting in April.

PP&L Gas Line: Nothing to report at this time.

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

Emergency Action Plan: The Authority has received a letter regarding DEP's review of the Plan. ARRO has been instructed to comply with their request for changes and all is proceeding well.

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Acquisition of Property: This is still a work in progress and Ed hopes to be able to update the Board at the next meeting.

II. Developer Activity:

Nothing to report at this time.

III. Operations Report:

A. OASA Operations Report:

Included in the packets is the flow data for the month of February. As of March 19, 2007, there are 10 days of storage available. Operational items of note:

- The Board had requested information regarding the availability and cost of soft start controls for the 8th Street Pump Station. Included in the Board's packet is a quote in the amount of \$1,762 from M&S Service Company to install the equipment. Ed would recommend the Board proceed with the installation. The Board was in agreement.

2/3/07 - The Fire hydrant at the Osborne Farm on the Force Main was hit by a car and broken off. No leak occurred.

2/6/07 - Started painting the inside of the pump houses at Grant, 8th and 6th Streets.

2/7/07 - Had the heat pump at the office serviced.

2/16/07 - Replaced a bad motor starter switch and grinder motor at the lift station.

2/21/07 - Replaced a broken ball valve in Zone #1 spray field.

2/23/07 - M&S Services helped locate a short circuit in the telemetry line that controls the valves on the spray fields.

2/26/07 - Q.C. Labs started the 1st quarter monitoring well samples.

2/28/07 - Read the water meters at Tasty Baking Company.

Recently measured an infiltration of 100 gallons per minute coming into the Grant Street Pumping Station during a rain event. Used blue tracing dye to confirm it was coming from the two homes next door and that it is ground water.

Received 55 loads of septage for a total of 148,250 gallons with an average of 5,294 gallons per day. On March 8th, had 13 total days of storage remaining in the lagoons.

IV. Administration Report:

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

Resolutions: Nothing to report.

C. **Personnel Issues:** Nothing to report.

D. **Computer System:** Nothing to report.

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E. Executive Director's Activities:

- February 23, attended a utilities meeting with Chester County Planning Commission on their update to the Landscapes document
- February 26, picked up Authority van
- March 6, Treatment Plant work session
- March 8, Meeting with ARRO to discuss Act 537 Plan changes
- March 9, Meeting with Mary Ann Rossi - Ross Farm
- March 12, Meeting with Rettew
- March 14, Insurance Inspection

V. Financial Report

- A. Financial reports are in the Board Packets.
- B. Annual Authority Audit. In the Board's packets is the Authority 2006 Annual Audit. Ed would ask that the Board approve the Audit and give approval of all appropriate signatures for the transmittals that need to take place. Motion made, seconded and passed to approve the Annual Financial Report for September 2005 - September 2006. (R. Cantarera, P. Reynolds)
- C. Septage: Billing for February was \$4,207.00 representing 55 loads accepted for a total of 148,250 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 the monthly bills in the amount of \$95,390.17. (P. Reynolds, L. Bonam)

Revenue Requisitions

Motion made, seconded and passed for Revenue Requisition #103 in the amount of \$115,000 to replenish working capital for the Operating Account. (R. Cantarera, P. Reynolds)

Bond Redemption & Improvement Fund

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #91 to TCI in the amount of \$2,117.08 for professional services relating to the Osborne Lagoon, Monitor Well, Ross and Brick Street Field Investigation. (P. Reynolds, L. Bonam)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #92 to Harris in the amount of \$6,702.65 for the purchase of computer software. (P. Reynolds, L. Bonam)

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Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #93 to the OASA Operating Account in the amount of \$21,700.00 for the purchase of a Dodge Grand Caravan. (P. Reynolds, L. Bonam)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #84 to ARRO Consulting, Inc. in the amount of \$46,483.83 for professional services related to Act 537 Plan and Osborne Lagoon Project. (P. Reynolds, L. Bonam)

Total Bond Redemption & Improvement Fund Requisitions: \$77,003.56

2006 Project Fund

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #13 to ARRO Consulting, Inc. in the amount of \$1,475.00 for professional services related to the 8th Street Pump Station. (L. Bonam, R. Cantarera)

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #14 to TCI Consultants in the amount of \$4,486.10 for professional services related to the Ross Farm. (L. Bonam, R. Cantarera)

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #15 to Barley Snyder in the amount of \$1,767.30 for professional services related to the Administrative Building. (L. Bonam, R. Cantarera)

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #16 to Conestoga-Rovers & Associates Inc. in the amount of \$1,933.50 for professional services related to the Ross Farm. (L. Bonam, R. Cantarera)

Total 2006 Project Fund Requisitions: \$9,661.90

Escrow Accounts None.

Capital Accounts

No expenditures this month.

CORRESPONDENCE: None.

OLD BUSINESS: None.

EXECUTIVE SESSION: None.

NEW BUSINESS: None.

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ADJOURNMENT:

Motion made, seconded and passed to adjourn at 8:55 p.m. (N. Pagano, P. Reynolds)

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