

OXFORD AREA SEWER AUTHORITY  
August 20, 2008

Chairman, Bob Yeatman, called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Cantarera, Frank Lobb, Neil Pagano and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Kathleen Gray, Esquire, Barley, Snyder; T. Dignazio, Michele Braas and Joel Brown.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the July 16, 2008 minutes as submitted. (F. Lobb, N. Pagano)

***TREASURER'S ITEMS:***

***General Fund Bills:***

Motion made, seconded and passed to pay the prepaid bills in the amount of \$23,272.48 and the monthly bills in the amount of \$71,675.56. (N. Pagano, R. Cantarera)

***Revenue Requisitions:***

Motion made, seconded and passed to pay Revenue Requisition Request #133 in the amount of \$55,000 to replenish working capital for the Payroll Account. (N. Pagano, F. Lobb)

Motion made, seconded and passed to pay Revenue Requisition Request #134 in the amount of \$100,000 to replenish working capital for the Operating Account. (N. Pagano, J. Scheese)

***Bond Redemption & Improvement Fund:***

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #146 in the amount of \$1,647.51, Invoice #0000111727 for professional services related to Plant Re-Rating Permit and Invoice #0000111726 for \$155.44 is for professional services related to the Act 537 Plan. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #147 to TCI (Invoice #0808-1075) in the amount of \$1,163.31 for professional services related to Ross Spray Site - Discussions with PADEP, Collecting Additional Groundwater Level Measurements for Background Monitoring, Calculate Spray Area of Ross Farm available if the Center Pivot #4 on the Osborne Farm is extended onto the Ross Farm.

Motion made seconded and passed to pay bond Redemption & Improvement Fund Requisition request #148 to Barley Snyder in the amount of \$135.00 for DEP 2008 Consent Order. (N. Pagano, J. Scheese)

***Total Bond Redemption & Improvement Fund Requisitions: \$3,101.26.***

***Escrow Accounts*** – Motion made, seconded and passed to approve the Reimbursement to OASA for two Rettew invoices (#65769 for \$1,513.23 and #66583 for \$1,252.93 totalling \$2,766.16) which were paid in May and June of this year for Oxford Commons Review. The escrow account for Oxford Commons was not set up when we received these invoices.

***Total Escrow Checks: \$2,766.16***

***Public Comment Period*** – No one asked to make any comments.

***Action Items:*** None.

**SEWER OPERATIONS REPORT:**

The average daily influent was 433,581 with a maximum day of 504,100 for a total of 13,441,000.

The average daily effluent was 722,815 with a maximum day of 1,527,000 for a total of 19,516,000.

***Lagoon Levels:*** #1 = 17.2", #2 = 8.0', #3 = 10.7'

***Pump Station Hours of Operation were:***

6<sup>th</sup> Street = 227.8

Grant Street = 143.7

8<sup>th</sup> Street = 198.1

Q1 = 1.8

Locust Street = 3.6

Locksley Glen = 93.7

Wiltshire = 88.7

**FACILITY EXPANSION COMMITTEE REPORT:** July 24 – Act 527 Plan Workgroup Meeting.

**OPERATIONS MANAGEMENT COMMITTEE REPORT:** None. Has not met.

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

**PERSONNEL COMMITTEE REPORT:** August 12 Committee Meeting.

**PENSION COMMITTEE REPORT:** None. Has not met.

**CHAIRMAN'S ITEMS:** None.

**DIRECTOR'S REPORT:**

***1. Ongoing project status reports***

**Consent Order:** Status remains unchanged. Still have not received written comments from DEP on the 2007 Chapter 94 Report or the CAP/CMP.

**Osborne Lagoon:** Nothing to report at this time.

**Act 537 Plan:** The Facility Expansion Committee and the Municipal Workgroup met on July 24. The meeting consisted of discussing the need to update the Task Activity Report and the status of the responses being worked on by the municipalities. At this point, Ed has received the adopted ordinances for Septage Management and Holding Tanks from the Lower Oxford Township and it is his understanding that East Nottingham will be acting on theirs in early September as well as updating their Needs Analysis. Each municipality is also working on their responses to DEP's comments and tentatively their replies should be back to the Authority sometime in September. Ed continues to work on the Authority's response but must wait to receive the updated Needs Analysis before he can finalize his work.

**Developers Agreement:** Nothing to report at this time, although Ed has met with Spence Address and Brian Campbell representing the group and there could be some changes requested. Ed will keep the Board informed as more definitive information is received.

**Future Disposal Fields:** As per Ed's response to DEP, ARRO and Ed will continue to prepare the necessary paperwork to file for the permit and hopefully submit it as requested during DEP's review of our response to their comments.

**Pretreatment Regulations:** Nothing to report at this time.

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

**Emergency Action Plan:** Nothing to report at this time.

**Acquisition of Property:** Nothing to report at this time.

**Lincoln Village:** Lower Oxford Township has begun construction of the force main and pump station portion of this project.

**Funding Assistance:** Rettew continues to prepare draft information sheet.

II. ***Developer Activity***

**Elkdale Green:** Noting to report at this time.

III. ***Operations Report***

***-OASA Operations Report:***

7/1/08 - Pulled the pump in the back room and repaired a broken wire and reinstalled it.

7/7/08 - Replaced the comb assembly on the septage receiving machine.

7/8/08 - Mailed the first and second quarter monitoring well results to DEP.

7/10/08 - Had Pipe Data View clean and televise the 3<sup>rd</sup> Street Gravity lines from Hodgson Street to Market Street. They also cleaned the lateral for PepperCorns Restaurant and the Grant Street Line to 4<sup>th</sup> Street and located A missing manhole at Wiltshire and confirmed there is not a manhole on Delaware Avenue between Summit and Valley.

7/14/08 - Installed and repaired pump and new volute at the 8<sup>th</sup> Street Pumping Station.

7/16/08 - Replaced a bad motor and gear box on Pivot #3.

7/16/08 - Walter Grube (Soil Scientist) from DEP stopped in to check on status of new lagoon and asked for the 1<sup>st</sup> cutting hay sample results.

7/18/08 - Replaced a bad motor starter on Pivot #1.

7/18/08 - Philips Electric serviced the generator at the 8<sup>th</sup> Street Pump House. They also determined the size generator we would need to run the entire plant.

7/20/08 - a severe thunderstorm caused serious damage at the plant. The influent flow meter is out for repair and seven aerators were affected, also five of them are out for repair or replacement. A couple of aerator switches were burned up also. The transfer switch for the lift station generator was knocked out also.

7/27/08 - Another storm caused damage to the controls for the septage tank pumps at the plant, and the controls for the Wiltshire Pumping Station.

7/28/08 - EMR Power replaced the transfer switch at the plant lift station.

Received 123 loads of septage in July for a total of 354,750 gallons for an average of 11,444 gallons per day.

Received 71 PA #1 calls, 10 of which were in conflict and needed to be marked.

Currently have 39 days of storage.

**IV. Administration Report:**

**Customer Correspondence:** Nothing to report.

**Personnel Issues:** Nothing to report.

**Resolution:** Enclosed in the Board packets is Resolution 08-08-001, a Resolution Amending Resolutions to the Rules and Regulations. After reviewing our current regulations regarding the filing of liens for unpaid sewer charges, it was apparent that they needed amending.

**Consulting Engineer:** Lincoln/Brick Street Spray Operations - Included in the Board packet is a proposal from Rettew to review the current operation at these fields and to provide the Authority with a report and recommendations.

Motion made, seconded and passed to approve Rettew Proposal for Environmental Engineering Services for Oxford Area Sewer Authority Spray Field Analysis Project No. 08-07308-008 totaling \$7,000.00. (J. Scheese, N. Pagano)

**Executive Directors Activities:**

July 18<sup>th</sup> - meeting with OSAFIELD representatives

July 24<sup>th</sup> - Act 537 Plan workgroup meeting

August 12<sup>th</sup> - meeting with OSAFIELD representatives

August 13<sup>th</sup> - meeting with Rettew

**V. Financial Report:**

- A. Financial reports are included in the Board packets.
- B. Septage Billing for July was \$9,933.00 representing 123 loads accepted for a total of 354,750 gallons.

**RESOLUTIONS:** 08-08-001

Motion made, seconded and passed to approve Resolution 08-08-001 for changes made to the Oxford Area Sewer Authority Rules and Regulations as listed. (J. Scheese, N. Pagano)

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**PUBLIC COMMENT:** No comments.

***NEW BUSINESS:*** None.

***EXECUTIVE SESSION:*** Adjourn to Executive Session at 8:10 p.m. and reconvene to Regular Meeting at 8:30 p.m.

Motion made, seconded and passed to extend the Cost of Living Raise to the Executive Director and enter it into the budget for salaries of employees to incorporate the Cost of Living raise, effective September 1, 2008, at the discretion of the Executive Director, based on performance.

***ADJOURN:*** Motion made, seconded and passed to adjourn the meeting.

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

CC: Authority Members  
Kathleen Gray, Solicitor  
Ed Lennex, Executive Director  
Betsy Brantner, Borough Manager  
Townships & Borough