

**OXFORD AREA SEWER AUTHORITY**

November 19, 2008

Chairman, Bob Yeatman, called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Miller, Robert Cantarera, Neil Pagano, Philip Brenner and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Kathleen Gray, Esquire, Barley, Snyder; Michele Braas, Blair Fleschmann, David Ross, Joel Brown and Jerry McCormick.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of September 17, 2008 as submitted. (P. Brenner, R. Cantarera)

Motion made, seconded and passed to approve the minutes of October 15, 2008 as amended. (P. Brenner, R. Miller)

***PUBLIC COMMENT PERIOD:*** Mr. Jerry McCormick, representing Anthony Dambro presented to the Board, the status of Mr. Dambro's proposed development project in Lower Oxford Township just north of the Wyncote Golf Course. Mr. McCormick presented to the Board the various options open to Mr. Dambro for sewer. Based on the time frame the Executive Director presented for possible public sewer, it appeared that building a community treatment facility would be Mr. Dambro's quickest option. The Board explained the process to Mr. Dambro and the Executive Director and their consulting Engineer advise Mr. McCormick and Mr. Dambro of the process they would need to follow and Mr. McCormick thanked the Board for the information and he stated they would get back to the Authority.

***TREASURER'S ITEMS:***

***General Fund Bills:***

Motion made, seconded and passed to pay the prepaid bills in the amount of \$91,122.51 and the monthly bills in the amount of \$43,519.31. (N. Pagano, J. Scheese)

***Revenue Requisitions:***

Motion made, seconded and passed to approve Revenue Requisition #137 in the amount of \$50,000 to replenish working capital. (N. Pagano, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #138 in the amount of \$50,000 to replenish working capital for the Operating Account. (N. Pagano, J. Scheese)

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Motion made, seconded and passed to approve Revenue Requisition #139 in the amount of \$175,000 to replenish working capital for Bond Redemption & Improvement Fund. (N. Pagano, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #140 in the amount of \$143.75 to replenish working capital for the Operating Account for legal fees incurred processing liens. (N. Pagano, J. Scheese)

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

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #158 to ARRO Consulting in the amount of \$9,475.88 (Invoice #0000112841 in the amount of \$2,521.27 and Invoice #0000113323 in the amount of \$6,954.61) for professional services related to the Plant Re-Rating. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #159 to Barley Snyder in the amount of \$560.00 for professional services related to the purchase of the Administrative Building. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition request #160 to RETTEW in the amount of \$1,725.80 to for engineering costs related to Headworks Analysis & Sprayfield Analysis.(N. Pagano, J. Scheese)

***Total Bond Redemption & Improvement Fund Requisitions: \$11,761.68.***

***Escrow Accounts –***

Motion made, seconded and passed to approve payment to RETTEW for Invoice #71412 in the amount of \$750.17 (Check #103) for professional sevices pertaining to Oxford Commons Shopping Center Review. (N. Pagano, J. Scheese)

Motion made, seconded and passed to approve payment to RETTEW for Invoice #71415 in the amount of \$146.25 (Check #113) for professional services pertaining to Copperfield Manchester Mews.

Motion made, seconded and passed to approve payment to RETTEW for Invoice #71413 in the amount of \$497.06 (Check #114) for professional services pertaintint to Elkdale Green Review.

***Total Escrow Checks: \$1,393.48***

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

**Action Items:**

- Approval of Memorandum of Lease Ross Farm
- Approval Amended Addendum "B" to Lease Purchase Agreement - Ross Farm
- Resolution 08-11-001 condemnation of Country Hills Pump Station Tract of Land - Motion made, seconded and passed to adopt Resolution 08-11-001. (J. Scheese, P. Brenner)
- Act 537 Plan - Request to withdraw current Act 537 Plan & Alternatives Recommended by DEP

**SEWER OPERATIONS REPORT:**

The average daily influent was 476,807 with a maximum day of 584,056 for a total of 17,781,032.

The average daily effluent was 442,786 with a maximum day of 1,047,000 for a total of 12,398,000.

**Lagoon Levels:** #1 = 16.6" , #2 = 3.6 ' , #3 = 6.2 '

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

6 <sup>th</sup> Street = 220.5	Grant Street = 136.3	8 <sup>th</sup> Street = 225.3
Q1 = 1.1	Locust Street = 3.1	Locksley Glen = 98.3
Wiltshire = 96.7		

**FACILITY EXPANSION COMMITTEE REPORT:** None. Has not met.

**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**

**Consent Order:** Refer to Act 537 Plan Section.

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Osborne Lagoon: Refer to Act 537 Plan Section.

Act 537 Plan: On October 31, 2008, Ed sent the Board and the Act 537 Plan workgroup a Memorandum highlighting the discussions Michele Braas and Ed had with DEP regarding the Act 537 Plan. The discussion involved a proposed submission of the Plan in a two (2) phased approach. The Department was agreeable to this approach but stipulated that the Authority and the member municipalities would need to formally withdraw the current plan under consideration. This withdraw can either be accomplished through a joint letter or by each entity issuing individual request. Since the Plan was approved by ordinance, Ed is not sure what legal procedure the Municipalities must take to withdraw the Plan. (Ed has included a copy of the original Memorandum in the Board Packet). Subsequent to that meeting, Ed attended a meeting with the same DEP representatives who he met with the week before at the request of Brian Campbell and Spence Andress on November 6. At this meeting Brian and Spence asked the Department if there is not an alternative method by way of planning modules to obtain the treatment lagoon rerating and the permitting of the Ross Farm. After a rather lengthy discussion, exploring all of the possibilities, Kelly Sweeney issued the e-mail Ed has enclosed in the packets. The Authority and our member municipalities now have two (2) options for how we can proceed. Pursue the course of a two phased Act 537 Plan or submit Planning Modules in lieu of Phase One of the Plan. The projects to be included in the Planning Module submissions are as follows:

Project Name & EDU's

All of the projects listed above fall within the Five (5) year Zone as shown on Rettew's map that will be the bases for the new Act 537 Plan. Therefore, a filing with DEP would consist of multiple project modules including the Part II Application for the Treatment lagoon rerating and the Planning Module for the Ross Farm. Included with this package would be all of the Septage Management and Holding Tank Ordinances the member municipalities have in place at the time of submission. The Authority would be able to provide a schedule for compliance with the Consent Order and provided approximately 180,000 to 200,000 GPD of usable capacity. Based on known growth

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patterns for the projects included in the Planning Modules, the usable capacity will adequately cover the service areas needs for five (5) to seven (7) years. Construction of the Osborne Lagoon would commence 30 days upon approval of the Planning Module.

Working closely with the Multi-Regional Comprehensive Planning group and the Chester County Planning Commission, the Act 537 Plan workgroup can prepare an Act 537 Plan Phase Two long range submission. This would be accomplished within two years based on the Comprehensive Plan current schedule. This schedule would also become a part of the Planning Module submissions and demonstrate to DEP the commitment to finalize, approve and adopt a Regional Act 537 Plan.

After the Board had discussed the various options that could be undertaken, the following motions were presented to the Board by the Executive Director:

1. Which option do we choose, Option 1 which would encompass a two-part Act 537 Plan resubmission, the first part a short term Act 537 Plan looking at the next 1 - 10 year period and the second part being a long range plan done in conjunction with the Multi-Regional Comprehensive Planning Group. Option 2 would consist of filing Planning Modules for certain new projects currently on the 0-5 year growth projections contained in the Act 537 Plan, along with an amendment to the current NPDES Part II Permit to rerate the treatment lagoon to 770,000 GPD and a planning module for the Ross spray Fields. In Addition, the long range Act 537 Plan would be completed as described above.

A motion was made by Joe Scheese and seconded by Neil Pagano and the Board approved pursuing Option 2.

2. Upon completion, filing and approval of a revised Task Activity Report (TAR) for the current Act 537 Plan, the current Act 537 Plan submitted to DEP would be removed from their review. (N. Pagano, J. Scheese)

3. The Executive Director would, upon removal of the Act 537 Plan from DEP, would notify the Developer's group formed to build the new treatment facilities contained in the Plan, that the Authority would desire to terminate our current agreement and proceed to craft a new agreement that would be contained in the new long range Act 537 Plan. (J. Scheese, N. Pagano)

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**Developers Agreement:** It is now apparent that the current Agreement for the new treatment plant facilities is in need of amending, therefore the Board should consider requesting that this agreement be terminated and that the Developer's group prepare a new agreement which will reflect the new infrastructure they will be dedicating to the Authority. By beginning the process now, an agreement can be incorporated into the Phase Two act 537 Plan.

**Future Disposal Fields:** Included with your packet are two (2) documents regarding the Ross Farm. The first is Addendum "B" to lease Purchase Agreement. This Addendum would allow the Authority to begin the monthly lease payments on the property without the initial rent payment that was previously required. The second document titles MEMORANDUM OF LEASE PURCHASE AGREEMENT, would just confirm the understanding of all parties with the changes in terms that have taken place. Ed would recommend the Board approve and authorize the chairman to execute the documents. Motion made, seconded and passed authorizing the Chairman to sign the documents. (N. Pagano, J. Scheese)

**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:** Work is still proceeding with preparation of a draft agreement with Lincoln University.

**Funding Assistance:** As you are aware, the meeting with the Commonwealth Financing Authority has been postponed. Brian Eckert, Director, Site Development, Department of Community & Economic Development could not make the meeting due to the fact that his Department has been instructed to working with the Commonwealth Financing Authority to promulgate the guidelines that will be used to award funding and that has been given a top priority. As Mr. Eckert stated, with these guidelines finalized, it would then make our planned meeting more meaningful and instructive. Ed will keep the Board informed as to possible reschedule dates. Rebecca Denlinger is also trying to arrange a meeting with PENNVEST as they will be responsible for allocating a portion of the funds the state is making available.

**Administration Building:** After review by Robert Miller & Robert Yeatman, a decision was reached to enter into a contract with All American Roofing & Waterproofing to replace the existing roof with

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a new roof. A second contract was also entered into to remove the old air conditioning units and to replace the support anchors for the front façade. The total project will cost approximately \$35,000.00.

### **II. *Developer Activity***

**Elkdale Green:** On November 16, Michele and I met with representatives of the developer and reviewed a new submission for the planned Community System. The developer has submitted a viable alternative plan that addresses a number of the issues raised in the Authority's review letter. There had been planned a field trip to see a working treatment system similar to what is being proposed, but weather cancelled the trip. The trip will be rescheduled and after that Rettew and the Executive Director will prepare a report for the Board's consideration.

### **III. *Operations Report***

#### ***-OASA Operations Report:***

10/2/08 - attended a start up of a new pumping station @ Linc. Village.

10/8/08 - put a new motor on the aerator in lagoon #3.

10/9/08 - had McGoverns clean out the septage receiving tanks.

10/13/08 - had Kleinz Construction dig out stumps and seed an area at the Osborne Farm.

10/15/08 - replaced a bad solenoid valve in the pit for pivot #5.

10/20/08 - replaced a bad low pressure alarm switch in the pump room.

10/28/08 - replaced a pressure reducer valve in the chlorine room.

10/31/08 - sent hay samples of the last cutting to Agri Analysis.

Received 142 loads of septage in October for a total of 435,000 gallons for an average of 14,032 gallons per day.

Received 110 PA #1 calls, 10 of which were in conflict and needed to be marked.

Currently have 53.5 days of storage.

### **IV. *Administration Report:***

**Customer Correspondence:** Nothing to report.

**Personnel Issues:** Nothing to report.

**Resolution:** In your packet is Resolution 08-11-001 a Resolution of the Board of Oxford Area Sewer Authority Condemning a Tract of land Situated in East Nottingham Township. This will condemn the land the Country Hills Phase 2 pump station is located on in anticipation of accepting the pump

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station for dedication.

**Consulting Engineer:** Nothing.

**Executive Directors Activities:**

October 16 - meeting for Elkdale Green Update.

October 30 - meeting with DEP

November 3 - meeting with CC Planning Commission

November 6 - meeting with DEP and meeting with Lower Oxford Township  
Regarding Lincoln Village

November 7 - PWEA Nutrient Reduction Seminar

November 12 - meeting with Terra-Aqua and meeting with Lower Oxford  
Township and Wolfson

November 14 - meeting with Rettew

November 18 - meeting with Spence Address, Brian Campbell and Mike Pia  
And meeting with Meadowview Estates

***V. Financial Report:***

- A. Financial reports are included in the Board packets.
- B. Septage Billing for September was \$12,180.00 representing 142 loads accepted for a total of 435,000 gallons.

Motion made, seconded and passed to approve the Executive Director's Report as submitted. (N. Pagano, J. Scheese)

***LEGAL ITEMS:*** None.

***CORRESPONDENCE:*** None.

***OLD BUSINESS:*** None.

***NEW BUSINESS:*** None.

***PUBLIC COMMENT:*** None.

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

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

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