

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of October 21, 2009

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, Percy Reynolds and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Barley Snyder, Solicitor; Michelle Braas, RETTEW; Terri D'Ignazio, Joel Brown, Blair Fleischmann and Marcella Peyre-Ferry, Daily Local News.

Pledge of Allegiance was said and a Moment of Silence was observed.

Motion made, seconded and passed to approve the minutes of the September 16, 2009 meeting as amended. (F. Lobb, J. Scheese) Ed will review and add copy of Recommendation to the minutes and Motion regarding Finance & Bond Committee, needs to be added to approve and second.

**Public Comment Period:** No one asked to speak at this point.

### **A. Action Items:**

- Approve to Amend August 19, 2009 minutes to include letter from Ms. Blair Fleischmann. Motion made, seconded and passed to add Blair's letter to the minutes. (F. Lobb, J. Scheese) Mr. Yeatman asked if the questions were answered from the letter and Mr. Lennex stated that they were answered at the meeting. Mr. Yeatman also questioned if Blair was satisfied with this response. Ms. Fleischmann stated she was.
- Approval of Auditors engagement proposal. Motion made, seconded and passed to Authorize Ed to obtain Maille Falconero to do the Audit. (F. Lobb, N. Pagano)
- Approval of Deed of Dedication for Sewer Lines in Sycamore Crossing Phase 1. Motion made, seconded and passed to accept Deed of Dedication for Sewer Lines in Sycamore Crossing Phase 1. (J. Scheese, N. Pagano)
- Approve Addendum #1 to Rettew Project No. 09-07308-013 Wastewater Treatment Plant Design and Permitting for Phase 1 Archaeology Survey. Motion made, seconded and approved to approve the Archaeology Survey. (J. Scheese, N. Pagano) Mr. Reynolds pointed out that the document states that some of the property is in the Borough and it is not. Michele Braas will correct the document.

**B. Appearances** – Ed introduced Donna Patrick, Recording Secretary for the Oxford Area Sewer Authority Monthly Board Meeting. Donna transcribes the minutes and wants to match voices with names.

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$84,249.82 and the monthly bills in the amount of \$81,713.52. (N. Pagano, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #160 in the amount of \$110,000 to replenish working capital for Operating Account. (N. Pagano, L. Bonam)

Motion made, seconded and passed to approve Revenue Requisition #161 in the amount of \$30,000 to replenish working capital for Payroll Account. (N. Pagano, L. Bonam)

Motion made, seconded and passed to approve Revenue Requisition #162 in the amount of \$40,000 to transfer to the Bond Redemption and Improvement Fund. (N. Pagano, P. Reynolds)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #191 to Rettew in the amount of \$245.81 for professional services associated with Sprayfield Analysis. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #192 to Samuel L. Ross in the amount of \$6,190.43 for November Rent. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #193 to Barbara H. Ross in the amount of \$13,070.41 for November Rent. (N. Pagano, Scheese)

**Total Bond Redemption & Improvement Fund Requisitions: \$19,506.65**

**Escrow Accounts –**

Motion made, seconded and passed to pay Rettew Associates in the amount of \$4,140.60 (Check 128) for professional services related to the Oxford Commons. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay Barley Snyder in the amount of \$1,510.00 (Check 129) for professional services related to the Oxford Commons. (N. Pagano, J. Scheese)

**Total Escrow Checks: \$5,650.60**

Motion made, seconded and passed to approve the Treasurer's Report. (J. Scheese, N. Pagano)

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

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

**FINANCE & 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 ITEMS:**

1. **Ongoing Project status reports**

**Consent Order:** Nothing to report at this time.

**Osborne Lagoon:** The Bid Specifications have been finalized and they are ready. Bob Yeatman asked where the permit stands. Michele states it will not delay the approval but will delay the construction.

**Act 537 Plan:** On October 8, the Authority and representatives from our member municipalities met with DEP to discuss the Act 537 Plan and other issues. From Ed's perspective, DEP was in favor of the group working to address the issues raised in their December 27, 2007 review letter. They understand that the situation has changed and that revisions will need to be made to the current plan. OASA presented them with the schedule that has been prepared and as far as they are concerned, they can meet the schedule for their review so it is up to the Authority and the Municipalities to work together to meet our portion of the schedule. OASA also informed them of the H2O PA grant and our pending application with the USDA. DEP has requested and Ed agrees to provide them with monthly updates as to progress and to that end Ed has scheduled a meeting of the Facilities Expansion Committee and the designated municipal officials to the Act 537 Plan workgroup on October 22. At that meeting, we will set up regular follow-up meetings until we have completed our work.

**Developer's Agreement:** Nothing to report at this time.

**Future Disposal Fields:** Nothing to report at this time.

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

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

**Lincoln/Brick Street Spray Field Analysis:** Nothing to report at

this time.

**New Treatment Plant:** Rettew has provided Ed with a draft “Feasibility Study for a New Mechanical Wastewater Treatment Plant.” Ed has reviewed it and once it is finalized, Ed will share it with the Facilities Expansion Committee. As part of the USDA application, it was determined that Phase I Archaeology Survey will need to be conducted on the proposed plant site. Addendum #1 has been proved in the Board packet.

**Lincoln Village:** Nothing to report at this time.

**Funding Assistance:** The USDA loan application has been submitted and it is under review. They have already requested additional information which Ed has supplied them with. Should hear something definitive by mid to late November. Ed has also heard from Mr. John Murray at PA DCED and the grant paperwork is on its way, the bond to fund our grant will be issued in December and our funds should be available in January.

2. **Developer Activity**

**Elkdale Green:** No activity at this time.

**Sycamore Crossing:** Enclosed in your board packet is a Deed of Dedication for the gravity sewer lines in Phase I of the project. All is in order and Ed would recommend the Board approve the Deed of Dedication.

3. **Operations Report:**

**8/21/09 Lightning Strike:** Everything is back to normal operation at this point.

**Effluent Wet Well Valve Replacement Project:** The Lagoons have been sufficiently lowered to allow total isolation of the valves. Rettew has supplied Ed with bids for the valves and he is waiting for construction bids. This project should be completed in early November. Please refer to DEP’s letter permitting the Authority to increase our spray rates to facilitate this project.

**Osborne and Ross Farming Operations:** Ed is still working on this and should have everything prepared by the November Board Meeting.

**Operations Management Report:** The average daily influent was 543,607 with a maximum day of 985,234 for a total of 165,308,214.

The average daily effluent was 850,444 with a maximum day of 1,306,000 for a total of 22,962,000.

**Lagoon Levels:** #1 - 16.3” #2 - 5.2” #3 - 11.0”

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 259.2    Grant Street = 169.5    8<sup>th</sup> Street = 227.4  
Q1 = 2.5            Locust Street = 3.7            Locksley Glen = 94.3  
Wiltshire = 111.1

**OASA Operations Report:**

9/1/09 – Discovered a hydrant had been broken off of the Forcemain on the township right of way across from Burger King. Got Kleinz Construction to dig it up and cap off the line.  
9/4/09 – Martin started the second cutting of Zones 1-1A.  
9/10/09 – Attended a class on lab techniques in York, PA.  
9/15/09 – Zones 1-1A were finally baled off after being rained on several times.  
9/16/09 – EMR Power serviced the Brookside Generator and replaced a cable in the transfer switch at the plant.  
9/23/09 – Put the repaired 7.5 hp aerator back in Lagoon #3.  
9/25/09 – Had Martin use sub soiler on a couple areas in Zone 1A.  
9/29/09 – Attended a class on Inflow and Infiltration and point repairs in Kennett Square.

We received 179 loads of septage in September for a total of 518,500 gallons for an average of 17,283 gallons per day. We received 116 PA #1 calls in September, 10 of which were in conflict and required marking.

Currently have 44.35 storage days remaining.

4.    **Administration Report**  
      **Customer Correspondence**  
      **Personnel Issues**  
      **Resolution**  
      **Consulting Engineer**  
      **Rules & Regulations:** Kathy Gray, Michele Braas & Ed continue to work on updates.  
      **Executive Director's Activities:**  
      September 17 – Meeting with Rettew for USDA Application  
      September 29 – October 1 – Utility Management Institute  
      October 7 – Meeting with Financial Advisor Mike Wolf and Kathy Gray to discuss interim financing needs.  
      October 13 – Oxford Chamber of Commerce breakfast.  
      October 15 – Meeting with Auditors.
  
5.    **Financial Report:**  
      Financial Reports will be in your Board Packet.  
      Septage Billing for August was \$14,518.00 representing 179 loads accepted for a total of 518,500 gallons.

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

**RESOLUTIONS:** None.

**LEGAL ITEMS:** Nothing in addition to what has already been discussed.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Frank Lobb wanted to bring to the attention of the Authority Board Members that West Nottingham Township put out a notice regarding a 60 acre subdivision. The Developer wants to make it commercial. The Township asked if the Authority wanted to pick it up. Frank wants Ed to look at it. The 30 day clock started on October 16, 2009. Ed will discuss with Mr. Ross on October 22, 2009 and look at it.

**PUBLIC COMMENT:**

**Non-Agenda Items** – Terri D'Ignazio asked who was on the Facilities Expansion Committee. Mr. Yeatman stated that it was himself, Frank Lobb, Joe Scheese and Phil Brenner, as well as 1 elected official and their engineer from each municipality and the Authority's Engineer. Included in this is David Ross, Ron Kepler, Randy Teel, Mike Miller. Terri also asked what the grant amount requested was. Mr. Lennex stated it was not to exceed 27 million dollars. He clarified that just because the Authority asked for that amount, doesn't mean they will use all of it.

**ADJOURN:** Motion made, seconded and passed to adjourn at 8:11 p.m. (J. Scheese, F. Lobb)

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary