

## OXFORD AREA SEWER AUTHORITY

April 15, 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, Solicitor, Barley Snyder; Michele Braas, Rettew; Joel Brown, Teri Dignazio and Blair Fleischmann.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of March 18, 2009 as amended. (F. Lobb, J. Scheese)

***PUBLIC COMMENT PERIOD:*** None.

### ***TREASURER'S ITEMS:***

#### ***General Fund Bills:***

Motion made, seconded and passed to pay the prepaid bills in the amount of \$10,369.95 and the monthly bills in the amount of \$122,028.96. (N. Pagano, Scheese)

#### ***Revenue Requisitions:***

Motion made, seconded and passed to approve Revenue Requisition #148 in the amount of \$70,000 to replenish working capital for the Operating Account. (N. Pagano, F. Lobb)

Motion made, seconded and passed to approve Revenue Requisition #149 in the amount of \$15,000 to replenish working capital for the Operating Account. (N. Pagano, F. Lobb)

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

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #178 to Samuel L. Ross in the amount of \$6,190.43 for May rent. (N. Pagano, F. Lobb)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition request #179 to Barbara H. Ross in the amount of \$13,070.41 for May rent. (N. Pagano, P. Reynolds)

***Total Bond Redemption & Improvement Fund Requisitions: \$19,260.84.***

***Escrow Accounts–***

Motion made, seconded and passed to approve payment to Barley Snyder in the amount of \$125.00 (Check #122) for professional services related to Oxford Commons Shopping Center. (N. Pagano, P. Reynolds)

Motion made, seconded and passed to approve payment to RETTEW in the amount of \$378.70 (Check #123) for professional services related to Oxford Commons Shopping Center. (N. Pagano, P. Reynolds)

***Total Escrow Checks: \$503.70***

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

The average daily influent was 471,417 with a maximum day of 517,657 for a total of 14,613,928.

The average daily effluent was 549,000 with a maximum day of 916,000 for a total of 14,295,000.

***Lagoon Levels: #1 = 18.9" , #2 = 14.9 ' , #3 = 16.5 '***

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

6<sup>th</sup> Street = 278.2

Grant Street = 136.5

8<sup>th</sup> Street = 279.6

Q1 = 8.5

Locust Street = 3.7

Locksley Glen = 95.3

Wiltshire = 107.8

***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:***

Nothing.

## DIRECTOR'S REPORT:

### 1. *Ongoing project status reports*

Consent Order: There was a meeting on April 1, involving all of the parties participating in the Component 3 Application filing. We are looking to provide DEP with what we are proposing to do and file a postcard mailer so that DEP can respond with the proper forms and formats we will need to follow. We are looking towards the end of April to have the requirements finalized.

Osborne Lagoon: Refer to Act 537 Plan Section.

Act 537 Plan: Tim Staub of RETTEW is preparing to mail out to each municipality and municipal member of the Act 537 Plan workgroup a summary of what we still need in order to file the TAR. It was decided to mail the information to the respective governing body and allow them to decide how they will assemble the needed information.

Developers Agreement: No action has been undertaken.

Future Disposal Fields: Refer to the Consent Order.

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: On April 9, Robert Yeatman, Ron Kepler, Winnie Sebastian, Kathy Gray and Ed Lennex met to discuss the draft agreement Lincoln University had sent to the Township and Authority. It was agreed to by all parties present that the Authority could not as the agreement currently stands accept the terms and conditions stipulated in the agreement. It was decided that we would reply back with a different version of the agreement we originally proposed and see what their reaction is. In the mean time, Ron Kepler was to try and set up a meeting between himself, the President of the University and Ed to see if we couldn't come to a more mutual understanding.

Funding Assistance: On March 26, Robert Yeatman, Ives Pollard, Rebecca Denlinger and Ed met with Senator Pileggi's staff to discuss our H2O grant application. At this point the only thing Ed can report is that the original May 15 date for the announced of the grand fund allocations, has been slid to June or July.

Administration Building: Nothing to report at this time.

FOP Development Group: As per the instructions of the Board. Kathy Gray and Ed crafted a LOA Letter with the terms and

conditions both the Board and Ed expressed. We mailed the letter out on March 25. On March 26, Ed received a phone call from Hugh Archer to inform him that he had a meeting scheduled for March 30 with the representatives of DEP Southeast Regional Office. Based on the outcome of that meeting, he was instructed by the Department to send a letter requesting preliminary effluent discharge limits (a copy of which is in your folder). So we will all now sit and wait until DEP supplies that information and what it will mean as far as feasibility of constructing FOP's envisioned project.

## II. *Developer Activity*

*Elkdale Green*: No activity to report on.

## III. **Operations Report**

### *-OASA Operations Report:*

3/2/09 - Lakeside Unit froze and it took 2 days to thaw it and repair a bent comb assembly.

3/5/09 - UGI exposed our force main at the 6<sup>th</sup> Street Pumping Station while installing a new gas main to the cannery, so we got accurate measurements for future reference.

3/5/09 - McGoverns helped clean out the septage holding tanks, it took 4 hours.

3/5/09 - Had Oxford Plumbing and Heating replace a section of a broken waterline in the utility room at the plant.

3/11/09 - PECO shut down the power to the plant to redo our service with the proper sized fittings, it took about 2 hours, the plant generator provided power to the lift station pumps.

3/13/09 - Klienz Construction leveled some of the dirt at the Osborne Farm that they hauled in last month. They also scarified some of the areas and reseed soon.

3/13/09 - Walter Grubbe, Soils Scientist for the DEP, did an inspection of all of the spray fields. He pointed out some areas of concern in the woods at Brick Street where some erosion has taken place. Also some ruts in zone #2. We are currently addressing these issues.

3/17/09 - Had Klienz repair a broken riser and two clogged drains in the Brick Street (Zone #3) sprayfield. They also started working on the areas Pointed out by Mr. Grubbe.

3/19/09 - Had O.A. Newton replace the packing in Pivot #3 and track down a short circuit in Pivot #1.

3/23/09 - Klienz hauled about 20 loads of our topsoil that we had stock piled in Zone #3 into the woods there to help the erosion.

3/24/09 - John Buskirk from Pa. Rural Water Association stopped in for a

plant tour.

3/25/09 - Installed the rebuilt Pump #1 at the Grant Street Pumping Station.

3/27/09 - Cleaned spray heads and drops in all of the spray zones.

3/30/09 - Had the seat repaired in the 2002 Ford Truck.

Received 143 loads of septage in for a total of 391,000 gallons for an average of 12,613 gallons per day.

Received 97 PA #1 calls in March, 17 of which were in conflict and required marking.

Currently have 14 days of storage.

#### IV. *Administration Report:*

*Customer Correspondence:* Nothing to report.

*Personnel Issues:* Nothing to report.

*Resolution:* Nothing to report.

*Consulting Engineer:* Nothing.

*Rules & Regulations:* Ed has been working with Kathy Gray and RETTEW To review and amend portions of the current Rules & Regulations of the Authority. Some of the documents contained therein are outdated and need amending and/or restating. We have completed a review of all the paperwork and forms that are associated with an Application to connect to final dedication. We seemed to now be on good footing there. A related issue also drew some concern, and that was when and how much of a Tapping Fee must be paid. Currently our Regulations state, require that at the time a property owner submits an application to connect to the sewer system, he must pay the full Tapping Fee also. This is before it is even submitted for preliminary approval at the municipal level. Whether it is one (1) EDU or one hundred (100) EDU's the entire fee must be paid up front. Ed would like to propose that the Board give some consideration to a Reservation Fee. Enclosed in the Board Packet is something the Board was working on back in 2003. Ed has also included a copy of the language contained in the Municipalities Authority Act. At this point, Ed would like to open the matter up for discussion to be fully addressed at a future date. The Operations Committee will look in to Pros & Cons to sitting on the reservation or spending it.

#### *Executive Directors Activities:*

March 25 meeting with Tweed Crossing builder

March 26 H2O PA grant funding meeting in Harrisburg  
March 27 meeting with representatives of Ware Presbyterian  
April 1 Component 3 meeting  
April 9 Lincoln Village meeting

***V. Financial Report:***

- A. Financial reports are included in the Board packets.
- B. Septage Billing for February was \$7,742.00 representing 97 loads accepted for a total of 276,500 gallons.

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

***RESOLUTIONS:*** Nothing.

***LEGAL ITEMS:*** Kathy states that Ed covered all the legal stuff. There was nothing that requires action.

***CORRESPONDENCE:*** Ed states that to date, 13 people have RSVP'd for the April 25, 2009 Municipalities Meetings.

***OLD BUSINESS:*** None.

***NEW BUSINESS:*** As per West Nottingham, Larry Bonam will again join the Authority. Rob Miller will not be attending any longer.

***PUBLIC COMMENT:*** None.

***EXECUTIVE SESSION:*** None.

***ADJOURN:*** Motion made, seconded and passed to adjourn the meeting. (J. Scheese, N. Pagano)

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

CC: Authority Members  
Kathleen Gray, Solicitor  
Ed Lennex, Executive Director

Betsy Brantner, Borough Manager  
Townships & Borough