

# **OXFORD AREA SEWER AUTHORITY**

## **Board Meeting Minutes of December 16, 2009**

Chairman, Bob Yeatman called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Larry Bonam, Neil Pagano, Percy Reynolds and Phillip Brenner. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Michelle Braas, RETTEW; Randy Teel, Joel Brown, Terri Dignazio and Blair Fleischmann.

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

Motion made, seconded and passed to approve the minutes of the November 18, 2009 minutes as submitted. (P. Reynolds, P. Brenner)

Motion made, seconded and passed to approve the minutes of the December 2, 2009 Special Board Meeting as written. (P. Reynolds, L. Bonam) P. Brenner abstained.

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

#### A. Action Items:

- Sewer Construction Guidelines - Municipal transmittal letter.

#### B. Appearances:

- Keystone Custom Homes - Langston Project. Diane was sick, however an appearance was made. They asked for an update on the availability of EDU's. Ed states they are in a holding pattern right now til probably the end of January 2010.

#### TREASURER'S ITEMS:

##### General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$18,852.32 and the monthly bills in the amount of \$49,027.48. (N. Pagano, L. Bonam)

##### Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #165 in the amount of \$60,000 to replenish working capital for Operating Account. (N. Pagano, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #166 in the amount of \$20,000 to replenish working capital for Payroll Account. (N. Pagano, L. Bonam)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to approve Bond Redemption & Improvement Fund Requisition Request #196 to Samuel L. Ross in the amount of \$6,190.43 for January rent. (N. Pagano, P. Reynolds)

Motion made, seconded and passed to approve Bond Redemption & Improvement Fund Requisition Request #197 to Barbara H. Ross in the amount of \$13,070.41 for January rent. (N., Pagano, J. Scheese)

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

Escrow Accounts

Total Escrow Checks: \$0.00

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

FACILITY EXPANSION COMMITTEE REPORT:

-November 18, 2009, Act 537 Plan Workgroup Meeting - Agenda report added in to the Board Packets. The next meeting is December 17, 2009. Received information on how to update and submit the TAR. It will be submitted to DEP. The projection date is March/April 2010.

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: Noting to report at this time.  
Osborne Lagoon: Nothing to report at this time.  
Act 537 Plan: The Facilities Expansion Committee and member municipal representatives and their respective engineers along with RETTEW met on November 19 as a workgroup to facilitate completion of the revised Act 537 Plan. Included in your Board packet is the agenda and meeting summary. The Executive Director and RETTEW presented the municipalities with a list of information that needed to be updated or revised; a timetable for

responses back; and a schedule of meeting dates and deadlines for each month through April 2010. The workgroup will meet again on December 17.

Developers 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: With the Board's decision on December 2, RETTEW has begun work on the design of the new mechanical Treatment plant.

Lincoln Village: Nothing to report at this time.

Funding Assistance: After consultation with Pennvest, RETTEW and Kathy Gray, it was decided that the Authority would accept Pennvest's loan offer at this time. It does not obligate the Authority to accept the funding, but rather it holds those allocated funds in our name until we have a decision from USDA. If we had not done this, we would have forfeited the offer. Response to USDA request for more information is currently being prepared. Lower Oxford Township has approved the Resolution to amend the Articles of Incorporation on December 9; West Nottingham Township had it on their workshop meeting agenda and will vote on it at their regular November 15 meeting; East Nottingham Township will consider it at their November 14 meeting; as will the Borough of Oxford. As in Lower Oxford and West Nottingham, Ed will be attending all of these meetings to answer more questions. Ed has prepared a transmittal letter explaining the Board's action in adopting the Sewer Construction Guidelines and would request the Board approval to present it at the Act 537 Meeting and then transmit it to the municipalities. Motion made, seconded and passed to approve the letter and have Ed send it to the municipalities. (J. Scheese, L. Bonam)

Administration Building: Nothing to report at this time.

FOP Development Group: Nothing to report at this time.

### **Developer Activity**

**Elkdale Green:** No activity to report on.

### **Operations Report:**

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

**Effluent Wet Well Valve Replacement Project:** Wickersham Construction has been given notice to proceed with the project and they should have it completed shortly.

**Osborne and Ross Farming Operations:** Ed has met with Mr. John Blank twice to discuss the Osborne Farm Lease, the

Caretakers Agreement and a Caretakers Agreement for the Ross Tract. Ed gave Mr. Blank draft agreements to review but has not heard back from him at this time.

**Operations Management Report:** The average daily influent was 509,689 with a maximum day of 580,758 for a total of 15,800,374. The average daily effluent was 753,654 with a maximum day of 1,343,000 for a total of 19,595,000.

**Lagoon Levels:** #1= 18.5' #2= 7.4' #3= 7.9'

**Pump Station Hours of Operation:**

6<sup>th</sup> Street - 214.5 Grant Street - 169.9 8<sup>th</sup> Street - 354.3  
Q1 - 1.6 Locust Street - 3.8 Locksley Glen - 98.6 Wiltshire - 16.7

**OASA Operations Report:**

11/4/09 - had Martin prepare the field next to the plant for an archaeology study.  
11/6/09 - new valves for the replacement project arrived.  
11/6/09 - RETTEW people conducted the archaeology study.  
11/6/09 - England Plumbing installed a lateral at 561 Lincoln Street.  
11/9/09 - put the repaired chloromatic valve on Scale #1 and sent the other to be rebuilt.  
11/10/09 - had to replace the sump pump in Pivot #4 valve pit.  
11/12/09 - took the mower deck off the tractor for the season.  
11/17/09 - Philips Electric serviced the 8<sup>th</sup> Street generator.  
11/17/09 - Kleinz Construction repaired a lateral on Penn Avenue.  
11/20/09 - We found the Brookside Generator out of service due to wires being chewed by mice. EMR Services had to replace the wires that control the board.  
11/20/09 - had EMR Services service the generator at the plant.  
11/23/09 - had M&S Services work on the 8<sup>th</sup> Street Pump drives and checked pumps at 6<sup>th</sup> Street.  
11/24/09 - had Pipe Data clean some gravity lines.  
11/25/09 - met with Wickersham Construction about the valve replacement project. They said we should have ordered new valve extensions also. They have been ordered and the ETA is 4 weeks.

Received 95 PA#1 calls in November. 31 were in conflict and required marking. Received 143 loads of septage for a total of 420,750 gallons and an average of 14,025 gallons per day. Currently have 42 days of storage.

**Administration Report:**

**Customer Correspondence**

**Personnel Issues**

**Resolution**

**Consulting Engineer:** The Engineers Report is in the packets.

**Rules and Regulations:** Nothing to report at this time.

**Executive Directors Activities:**

November 19 - Act 537 Plan Workgroup meeting  
November 24 - Meeting with USDA on Environmental Report  
November 25 - Facilities Expansion Committee meeting with USDA  
December 2 - Special Board Meeting  
December 8 - West Nottingham Township Supervisors Meeting  
December 9 - Lower Oxford Township Supervisors Meeting  
December 14 - East Nottingham Township Supervisors Meeting  
December 15 - West Nottingham Township Supervisors Meeting

**FINANCIAL REPORT:**

Financial Reports are in the Board Packets.

Septage Billing for November is \$11,781.00 representing 143 loads accepted for a total of 420,750 gallons.

Motion made, seconded and passed to accept the Executive Director's report. (P. Brenner, J. Scheese)

**RESOLUTIONS:** None.

**LEGAL ITEMS:** Kathy states that since all municipalities have adopted the resolution to amend the articles of the Incorporation and when Ed gets the information to Kathy, they will take care of publicizing the necessary notices and the amendment will probably be filed in January 2010. The life of the Authority will then be extended by 50 years, once filed as an Inc. Kathy also stated that each municipality would like a final copy. Ed will see to this.

**CORRESPONDENCE:**

**OLD BUSINESS:** Joe Scheese would like a letter from Lower Oxford Township stating their intent on the Route 10 Lines. Lower Oxford Township did not request this and do not want it. The Authority does not run lines unless they are requested and Lower Oxford Township did not request them. Mr. Yeatman and Mr. Reynolds would like Lower Oxford Township to send a letter of intent and if no letter is received this would mean they don't want the lines. Randy Teel questioned who petitioned the lines. Mr. Pagano related to the Board that he and Randy Teel met with Lower Oxford Township and Mr. Kepler related to them that the Township never asked or petitioned for the line and doesn't want to see the Authority pay for the line. Mr. Pagano presented a letter from Lower Oxford stating that they did not petition the line or request it and would like it removed from the application. Mr. Pagano submitted the letter to Mr. Yeatman and he read it aloud. Mr. Teal raised a question about item number 6 of the Policy Points incorporated in the original Articles of Incorporation and specifically

who petitioned for the line along Route 10. Mr. Reynolds explained that this was discussed in a meeting by a committee of the Board, the Lower Oxford Township Supervisors and the developer. Mr. Pagano stated that the Board must understand that the Borough residents are the ones who pay the rates at this point and there is a concern that if the economy does not allow for growth, the current rate payers are going to have to cover the additional debt.

It was questioned if there would be a problem to wait another month to see if anything is received from the Township. Mr. Lennex states there would not be a problem. Nothing can move forward until a formal commitment letter would be received after January 19, 2010 anyway.

**NEW BUSINESS:**

**PUBLIC COMMENT:**

**Non-Agenda Items:** Blair Fleischmann questioned how many additional EDUs would be needed with the loan in the first 5 years so the existing rate payers would not get an increase in their fees. Mr. Lennex will research this.

**ADJOURN:** Motion made, seconded and passed to adjourn.  
(J. Scheese, P. Reynolds)

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary