

# OXFORD AREA SEWER AUTHORITY

## Special Board Meeting Minutes

December 2, 2009

Chairman, Bob Yeatman called the meeting to order at 7:30 p.m. The following Authority members were in attendance: Larry Bonam, Robert Cantarera, Neil Pagano, Percy Reynolds, and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Barley, Snyder, Solicitor; Michelle Braas, RETTEW; Blair Fleischmann, Tony der Kinderen, C. Randy Teal and Ralph Cheek.

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

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

### A. Action Items:

- Resolution No. 09-12-001 – Resolution of Oxford Area Sewer Authority Amending the Authority's Articles of Incorporation.
- Sewer Construction Guidelines.
- Selection of New Mechanical Treatment process.

### B. Appearances – None.

### Facilities Expansion Committee Report:

- The Facilities Expansion Committee met on November 25, 2009 to discuss Rettew's Feasibility Study for a New Mechanical Wastewater Treatment Plant. In attendance at the meeting was Rettew Engineering and Mr. John Williams the representative of USDA reviewing the construction projects proposed in our application. After a presentation by Michelle Braas of Rettew, the committee discussed the various types of treatment processes presented and decided to take a field trip to see a Dutchland treatment plant and a tour of Dutchland's manufacturing plant. On the afternoon of December 2, the committee along with Rettew toured the Turners Mill Treatment Plant in Chadds Ford and Dutchland's facility in Gap. Based upon the presentation and the tour the committee recommends to the Board that the Board authorize Rettew to begin work on designing a treatment facility based upon the Dutchland process. Joe Scheese made a motion to that effect, Neil Pagano seconded the motion and there being no further discussion the Board approved the motion.
- At that same meeting, the committee reviewed the Sewer Construction Guidelines that were prepared by the Executive Director modeled after a similar policy utilized by the Lancaster Area Sewer Authority. The Executive Director explained how these Guidelines came into being following the Authority's review

of the service area's needs and in preparation for their participation in a Regional Act 537 Plan. The Guidelines offer member municipalities the ability to approach the Authority to provide public sewer service to areas within their boundaries that are experiencing on-lot failures. The committee recommended that the Guidelines be presented to the whole Board for their consideration and discussion. There ensued a discussion by the Board of just exactly how this process would work. The Executive Director explained that a member municipality would submit a formal written request for the Board's consideration for the extension of the public sewer system to a designated area within their municipality. If the request met five (5) of the eight (8) essential criteria, the request would then proceed to consideration of the infrastructure requirements and the financial means to build the project. Based upon that review conducted in conjunction with the municipality a decision could be made as to the projects ability to be self-funding. Joe Scheese made a motion for the Board to adopt as policy, the Sewer Construction Guidelines, Robert Cantarera seconded the motion. The Chairman at this point opened the floor to questions presented by Mrs. Blair Fleischmann. Mrs. Fleischmann questioned how this policy would affect the availability of capacity being proposed within the revised Act 537 Plan. The Board responded to Mrs. Fleischmann's inquiries and there being no further questions, the Board approved the policy.

#### **Directors Items:**

- Funding Assistance: The Executive Director presented to the Board a letter from the USDA acknowledging that the Authority's application is eligible for further consideration for financing by Rural Development and can compete with similar applications. There was additional information requested in the letter and staff and Rettew are working to supply it. Related to the application, the Authority's Solicitor Kathy Gray presented to the Board a report on the need to amend the Authority's Articles of Incorporation at the November regular Board meeting. The reason for the amendment is to extend the term of the Authority's existence for a fifty (50) year period from the date the Secretary of the Commonwealth approves the amendment. Resolution No. 09-12-001 was presented to the Board by Kathy for the purpose of starting the amendment process. Each member municipality will also have to approve a similar Resolution. Joe Scheese presented a motion to approve Resolution 09-12-001 and Neil Pagano seconded the motion. There being no further discussion, the Board approved the Resolution.
- The Executive Director also related to the Board that he and Rettew met on November 24 with the representatives from USDA who will be reviewing the Environmental Report section of the application. We are working on a response to the additional information they requested.

**Old Business:** None

**New Business:** None

**Public Comment:**

— Mr. Ralph Cheek, Supervisor for Lower Oxford Township posed a number of questions to the Board regarding the affect the USDA loan would have on user rates and if the Township taxpayers would be obligated to pay any portion of the debt service on the loan. The Board responded to his questions along with the Solicitor and executive Director.

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