

OXFORD AREA SEWER AUTHORITY

February 18, 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, Philip Brenner and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Marcella Peyre-Ferry, Daily Local News and Blair Fleischmann.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to table the minutes of January 21, 2009 so a few amendments can be made. (P. Reynolds, R. Cantarera)

PUBLIC COMMENT PERIOD: None.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$3,088.99 and the monthly bills in the amount of \$36,401.30. (N. Pagano, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #145 in the amount of \$40,000 to replenish working capital for the Operating Account. (N. Pagano, P. Reynolds)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #170 to ARRO in the amount of \$13,954.48 for Engineering Costs related to the Plant Re-Rating Permit. (N. Pagano, P. Reynolds) This includes:

- Communications with Executive Direct
- Continue with the facility re-rate calculations and engineering report
- Continue the design and CADD of the Ross Tract spray field system
- Continue preparation of E & SPC Plan and Narrative
- Prepare preliminary cost opinions
- Electrical evaluation of influent pump station and generator

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #171 to Barbara H. Ross in the amount of \$13,070.41 for March rent. (N. Pagano, R. Cantarera)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition request #172 to Samuel L. Ross in the amount of \$6,190.43 for March rent. (N. Pagano, P. Reynolds)

Total Bond Redemption & Improvement Fund Requisitions: \$33,215.32.

Escrow Accounts–

Motion made, seconded and passed to approve payment to Barley Snyder for in the amount of \$60.00 (Check #118) for professional services related to Oxford Commons Shopping Center. (N. Pagano, R. Cantarera)

Motion made, seconded and passed to approve payment to RETTEW in the amount of \$462.00 (Check #119) for professional services related to Oxford Commons Shopping Center. (N. Pagano, R. Cantarera)

Total Escrow Checks: \$522.00

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

Action Items:

SEWER OPERATIONS REPORT:

The average daily influent was 483,473 with a maximum day of 732,328 for a total of 14,987,651.

The average daily effluent was 360,182 with a maximum day of 685,000 for a total of 3,962,000.

Lagoon Levels: #1 = 17.5", #2 = 14.8', #3 = 15.7'

Pump Station Hours of Operation were:

6 th Street = 234.7	Grant Street = 148.2	8 th Street = 259.5
Q1 = 3.2	Locust Street = 3.8	Locksley Glen = 96.1
Wiltshire = 109.9		

FACILITY EXPANSION COMMITTEE REPORT: Motion made, seconded and passed authorizing Ed Lennex and Kathy Gray to go forward with the discussions as needed with FOP Development Group Proposal. (J. Scheese, N. Pagano)

OPERATIONS MANAGEMENT COMMITTEE REPORT: None. Has not met.

FINANCE AND BOND COMMITTEE REPORT: 2008 Financial Statement - Motion made, seconded and passed to authorize Ed Lennex to send the 2008 Annual Financial Statement to the necessary agencies. (J. Scheese, N. Pagano)

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: At the present time the staff at RETTEW and Ed are working on a scope of services for a planning module submission which would include a Part II Permit Amendment Application to Re-rate the Treatment Lagoon to 770,000 GPD; a Part II Permit Application for Spray Disposal on the Ross Tract; a PADEP Component 3 Sewage Collection and Treatment Facilities Module. Included with the submission will be a timetable for probable construction completion and resubmission of a new Act 537 Plan. The staff at RETTEW and Ed are meeting on February 23 to put the scope of services together and a schedule for completion of the submission. We will then present it to the Facilities Expansion Committee for their review and comment with a final scope presented to the full Board at the March Board Meeting.

Osborne Lagoon: Refer to Act 537 Plan Section.

Act 537 Plan: Ed is waiting for an update from Tim Staub of RETTEW as to the status of the updated Task Activity Report. Ed should have information for the Board Meeting. Since the next step for the Authority is to prepare a new Task Activity Report for a new Act 537 Plan submission, Ed plans to sit down with RETTEW and develop a scope of services for their services to prepare a new Act 537 Plan and TAR.

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: Met to discuss the agreements. No report.

Funding Assistance: The staff from RETTEW and Ed have been busy preparing an application for grant funding under the H2O PA Program. The application was successfully submitted to the Commonwealth Financing Authority through the PA DCED. RETTEW and Ed met with Representative Houghton who committed his support for our application through the review process and gave the Authority a letter of recommendation to include with our filing. We also received a letter of support from Representative Pitt's office. We also received letters of support from the municipalities and from Ron Bailey on behalf of the Chester County Planning Commission. The final decision on the CFA application is May 15, 2009. We also submitted on February 17, 2009, an application to PennVEST Funding. At this point, RETTEW and Ed will continue to make contact.

Administration Building: Nothing to report at this time.

II. *Developer Activity*

Elkdale Green: No activity to report on.

III. *Operations Report*

-OASA Operations Report:

1/6/09 mailed a CD of the 3rd and 4th quarter monitoring well results to Mike Grog at DEP.

1/8/09 found the generator at the Lincoln Pumping Station had been running when it was not being called on to run. We called the installer "Winters Generators", they said there was a problem with one of the boards on that model. They came out and made the repair the next week.

1/9/09 - replaced a bad float in the plants lift station.

1/21/09 - Mike McAdams from the DEP did the annual inspection, no violations were reported.

1/22/09 - had Klein's Septic Service attempt to pump out control manhole #3 so we could check the valves, however, we discovered that one of the valves that feeds that manhole was not closing, so we will have to reschedule for a time when the lagoon levels are below the intake pipe to prevent flow from coming into that control manhole.

Received 85 loads of septage in for a total of 244,000 gallons for an average of 7,870 gallons per day.

Received 54 PA #1 calls in January, 6 of which were in conflict and needed to be marked.

Currently have 18.68 days of storage. We were only able to spray 11 days in January due to weather conditions.

Effluent Pump Station wet well valves -

The operations staff was unable to actuate one of the submerged valves in the effluent pump station wet well which controlled the flow from one of the storage lagoons. Ed authorized RETTEW to send one of their staff to examine the problem. The preliminary report shows that all three valves have deteriorated in the wet well and will need to be replaced. RETTEW will be filing a complete report and recommendation as to how to proceed. At the present time this does not present an operation problem.

PADEP General Inspection Report - a pop inspection was performed. No problems were found. The Board approved a motion to recognize the operators performance by having the Executive Director take them to lunch.

IV. *Administration Report:*

Customer Correspondence: Nothing to report.

Personnel Issues: Nothing to report.

Resolution: Nothing to report.

Consulting Engineer: Nothing.

Executive Directors Activities:

January 22 Meadowview Estates Project Meeting

January 27 Meeting with Officials and Representatives of Lower Oxford Township to discuss agreement with Lincoln University

January 30 Meeting with PADEP

February 20 Meeting with Representative Houghton

V. *Financial Report:*

A. Financial reports are included in the Board packets.

B. Septage Billing for January was \$6,832.00 representing 85 loads accepted for a total of 244,000 gallons.

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

RESOLUTIONS: Motion made seconded and passed to approve Resolution #09-01-003 Right to Know Rules and Regulations. (J. Scheese, N. Pagano)

LEGAL ITEMS: Nothing.

CORRESPONDENCE: None.

OLD BUSINESS: A time will be set at the March meeting for the Saturday, April 25, 2009 Municipal Breakfast. Also, Board members e-mail information has been distributed.

NEW BUSINESS: None.

PUBLIC COMMENT: Mr. Lobb addressed the Board with his concern regarding the possibility of a stream discharge as proposed in the FOP Development proposal. He desired to go on record as stating he opposed the concept.

EXECUTIVE SESSION: None.

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

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

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