

## OXFORD AREA SEWER AUTHORITY

June 17, 2009

Chairman, Bob Yeatman, called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Larry Bonam, Frank Lobb, Neil Pagano, Percy Reynolds, Joe Scheese and Phil Brenner. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Joel Brown; Teri Dignazio; Michele Braas and Blair Fleischmann.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of May 20, 2009 as amended. (J. Scheese, P. Reynolds), (N. Pagano and P. Brenner abstained)

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

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

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

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,902.00 and the monthly bills in the amount of \$62,170.77. (N. Pagano, P. Reynolds)

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

Motion made, seconded and passed to approve Revenue Requisition #152 in the amount of \$75,000 to replenish working capital for the Operating Account. (N. Pagano, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #153 in the amount of \$30,000 to replenish working capital for the Operating Account. (N. Pagano, P. Brenner)

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

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #180 to Rettew in the amount of \$684.71 for Spray field Analysis and Headwork Analysis. (J. Scheese, N. Pagano)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition request #181 to Barbara H. Ross in the amount of \$13,070.41 for July rent. (N. Pagano, L. Bonam)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition request #182 to Samuel L. Ross in the amount of \$6,190.43 for June rent. (N. Pagano, P. Brenner)

***Total Bond Redemption & Improvement Fund Requisitions: \$19,945.55.***

***Escrow Accounts –***

Motion made, seconded and passed to approve payment to Barley Snyder in the amount of \$60.00 (Check #126) for professional services related to Elkdale Green. (N. Pagano, L. Bonam)

Motion made, seconded and passed to approve payment to Barley Snyder in the amount of \$60.00 (Check #127) for professional services related to Oxford Commons. (N. Pagano, P. Reynolds)

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

***Total Escrow Checks: \$120.00***

***Public Comment Period –***

Action Items: Approval of Lincoln Village Service Agreement with Lower Oxford Township and Lincoln University; Lease Agreement Osborne Farm; Caretakers Agreement Osborne Farm; Farming Lease Ross Tract; Policy for release of Available Capacity - all covered in another part of the meeting.

Appearances: No one asked to make any comments.

***Operations Management Report -***

The average daily influent was 543,086 with a maximum day of 889,928 for a total of 16,556,672.

The average daily effluent was 577,417 with a maximum day of 981,000 for a total of 13,858,000.

***Lagoon Levels: #1 = 18.5", #2 = 14.3', #3 = 17.3'***

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

6<sup>th</sup> Street = 267.8

Grant Street = 155.9

8<sup>th</sup> Street = 309.4

Q1 = 3.2

Locust Street = 3.3

Locksley Glen = 93.5

Wiltshire = 118.6

***FACILITY EXPANSION COMMITTEE REPORT:***

Met June 1, 2009 to discuss Lincoln Village Agreement. Motion made, seconded and passed to approve the Agreement and give Bob Yeatman final the okay to sign the draft when finished. (N. Pagano, P. Brenner)

**OPERATIONS MANAGEMENT COMMITTEE REPORT:**

Met June 11, 2009 to discuss Leases and Caretaker's Agreements. Draft of agreement in packets. Tabled until next meeting.

Policy for Release of Capacity. Motion made seconded and passed to keep the Capacity and send any requests to the Board for Approval. (N. Pagano, P. Brenner)

**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:** At this time, RETTEW and Ed are in close communication with representatives from PennVEST and the H2O PA grant funding program finalizing our applications for funding from one or both sources. Refer to Funding Assistance section of Ed's report for a further update.

**Osborne Lagoon:** Refer to the Funding Assistance Section.

**Act 537 Plan:** At the May Board meeting, Ed presented a draft letter to DEP that Rettew and he had prepared. Based upon the comments and recommendations the Board members provided, Rettew went back and redrafted the letter. Enclosed in the Board packet is the final letter that was sent to DEP. Hopefully with the response receive back, we can receive clear direction as to how to proceed and resume our planning to meet the future needs of the service area.

**Developers Agreement:** No action has been undertaken.

**Future Disposal Fields:** Refer to the Funding Assistance Section.

**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:** Based upon the comments received from the Board at our last meeting and working in conjunction with the Committee set up by the Board, we were able to work with Lower Oxford Township and Lincoln University to come to agreement on a final document. Enclosed with your Board packet is the final black lined version all parties were able to agree to. Ed will be asking the Board to approve this final version and to give authorization to the chairman to sign it on behalf of the Authority. There is a signing ceremony planned for at the University on Thursday, June 18, 2009. Bob Yeatman and Ed will be attending and Ed is sure any other Board members who would wish to attend may do so. N Pagano made a motion to approve the Agreement and authorize the Chairman to sign it, P Brenner seconded and the Board approved.

**Funding Assistance:** As reported earlier, RETTEW and Ed have been very active over the last month with filing, amending and fine tuning applications for the various funding sources that have become available through the State and Federal Stimulus package. The Commonwealth Financing Authority (H2O PA) will be rendering its first round funding decisions on July 14, 2009, and Pennvest will be making the approvals on July 21, 2009. Based upon the results, it will give the Authority a clearer picture of what we can do with respect to the Osborne Lagoon Project as well as the other projects necessary to comply with the Consent Order and to provide new capacity for growth.

**Administration Building:** Nothing to report at this time.

**FOP Development Group:** Ed continues to work with representatives from FOP to explore the future possibility of construction a treatment plant. Ed is preparing a report for the Board which he will first present to the Facility Expansion Committee in early July that will discuss all of the various options the Authority has to meet the future needs of our service area. One thing has become very clear, after we hear the results of the funding assistance we may receive from the State, we must then choose the course we will follow for the future.

## II. *Developer Activity*

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

**Available Capacity:** At the present time, the Authority has a balance of 13 EDU's available for new connections from the capacity lease we received from DEP. It has been Ed's intention to keep these in reserve for the benefit of the Oxford Borough Business District if the opportunity arose to fill existing buildings with occupants that would create new jobs but need additional capacity that was over and above that already allocated to the property prior to April 2004 when the Consent Order went into effect. Recently, Ed has been receiving pressure from various residential developers

in the area to release this capacity to their developments. Ed feels strongly that it is time that the Board formally establishes a policy on how they wish to see these reserved EDU's allocated and upon which Ed can then act and respond to requests. Ed also feels strongly that based upon the Board's policy, any request for release of capacity should be formally made to the Board and not to him and Ed will act according to the Board's decision. The Board decided to table this matter until the July Board meeting.

### III. Operations Report

#### *-OASA Operations Report:*

5/6/09 - rented a 6" Godwin Pump to aid in the transfer from Lagoon #1 to Lagoon #2.

5/6/09 - M&S Services did the annual calibration of the influent and effluent flow meters.

5/7/09 - Two of the workers attended the Safety Days Training session.

5/8/09 - put the repaired aerator back in Lagoon #1.

5/9/09 - shut off Pivots #4 & #6 for 1<sup>st</sup> cutting of hay.

5/11/09 - had Kleinz Construction repair another riser pipe in Zone #2.

5/19/09 - Kevin Martin mowed Zone 2 & 3.

5/20/09 - collected hay and soil samples from Pivots #4 & #6.

5/21/09 - replaced broken universal joints on Pivot #3.

5/25/09 - got hay samples from Zone #2 & #3.

5/28/09 - pulled the grinder at the 6<sup>th</sup> St. Pumping Station and ordered parts to repair.

Received 170 loads of septage this month for a total of 511,750 gallons for an average of 16,500 gallons per day.

Received 103 PA #1 calls in May, 8 of which were in conflict and required marking.

Currently have 15 days of storage.

### IV. Administration Report:

Customer Correspondence: Nothing to report.

Personnel Issues: Nothing to report.

Resolution: Nothing to report.

Consulting Engineer: Nothing to report.

Rules & Regulations: Ed, Kathy Gray & Michele Braas continue to work on updates.

Executive Directors Activities:

June 1 - Lincoln Agreement Committee Meeting.  
June 4 - FOP Meeting  
June 5 - Lower Oxford Township Meeting (Lincoln Agreement)  
June 11 - Operations Committee Meeting (Farm Agreements)  
June 8, 9, 10 - Pennsylvania Water Environment Associations Annual  
PennTec Convention  
June 9 - Meeting with Lower Oxford Township and Lincoln University  
June 12 - Meeting with Mike Wolf Authority Financial Advisor  
June 15 - Meeting with Terra-Aqua

***V. Financial Report:***

- A. Financial reports are included in the Board packets.
- B. Septage Billing for May was \$14,329.00 representing 170 loads accepted for a total of 511,750 gallons.

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

***RESOLUTIONS:*** None.

***LEGAL ITEMS:*** None.

***CORRESPONDENCE:*** None.

***OLD BUSINESS:*** None.

***NEW BUSINESS:***

***PUBLIC COMMENT:*** None.

***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