

## OXFORD AREA SEWER AUTHORITY

May 20, 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, Frank Lobb, Percy Reynolds and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Teri Dignazio; Michele Braas and Blair Fleischmann.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of April 15, 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 \$24,384.69 and the monthly bills in the amount of \$38,155.32. (J. Scheese, L. Bonam)

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

Motion made, seconded and passed to approve Revenue Requisition #150 in the amount of \$70,000 to replenish working capital for the Operating Account. (J. Scheese, P. Reynolds)

Motion made, seconded and passed to approve Revenue Requisition #151 in the amount of \$30,000 to replenish working capital for the Operating Account. (J. Scheese, P. Reynolds)

#### ***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 June rent. (F. Lobb, J. Scheese)

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 June rent. (F. Lobb, J. Scheese)

***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 \$180.00 (Check #124) for professional services related to Elkdale Green. (J. Scheese, P. Reynolds)

Motion made, seconded and passed to approve payment to Barley Snyder in the amount of \$180.00 (Check #125) for professional services related to Oxford Commons. (J. Scheese, P. Reynolds)

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

***Total Escrow Checks: \$360.00***

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

The average daily influent was 543,693 with a maximum day of 684,370 for a total of 16,313,782.

The average daily effluent was 698,615 with a maximum day of 946,000 for a total of 18,164,000.

***Lagoon Levels: #1 = 18.1", #2 = 14.8', #3 = 17.0'***

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

6<sup>th</sup> Street = 261.6

Grant Street = 154.3

8<sup>th</sup> Street = 223.1

Q1 = 2.2

Locust Street = 3.6

Locksley Glen = 89.0

Wiltshire = 110.2

***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:** 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. As it stands, it will probably not be until early summer before the Authority will hear a decision from either entity. The DEP Southeast Authority is fully aware of the course we are pursuing and have been fully supportive.

**Osborne Lagoon:** Refer to the Consent Order Section.

**Act 537 Plan:** Attached to Ed's report is a copy of an e-mail from Steve Gabriel at RETTEW. Steve is a member of the RETTEW team that will be working on the Act 537 Plan. Based on issues raised during Ed's discussions with RETTEW and the member Municipalities, Steve has been pursuing direction and information from the various agencies and sources that we will need to be working with on the Act 537 Plan. Ed believes it gives the Authority and RETTEW some good guidance on how we should proceed from this point. At this point, Ed has not had the opportunity to speak with Steve and Michelle, but would envision we proceed with addressing a few of the more immediate issues raised then gather the Act 537 Plan work group together to discuss the more detailed and long term work needed to be completed.

**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:** Enclosed with the Board Packet is a new version of the Lincoln University Agreement that was negotiated by Ron Kepler and the University President. Ed has had the opportunity to review this version and other than some minor clarifications, it is a fair for all of the parties involved. Ed has forwarded a copy to our Solicitor and the Township has done the same with theirs. Once we receive their comments back, Ed will forward them to the Board for your consideration. Ed does not expect action by the Board at this time,

but your comments over the next two weeks would be more than welcome.

**Funding Assistance:** As reported earlier, RETTEW and Ed have been very active over the last month with filing applications for the various funding sources that have become available through the State and Federal Stimulus package.

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

**FOP Development Group:** Ed accompanied representatives of FOP to view a wastewater treatment facility located near Orlando, Florida on April 28<sup>th</sup>. The facility utilizes a different treatment process than the previous system they showed Ed. Earlier in the month, Ed sent each Board member a presentation prepared by FOP regarding the new process. At this point, Ed is still waiting for FOP to address the issues raised in Ed's letter.

## II. *Developer Activity*

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

**Country Hills:** (aka Estates at Tweed Crossing) Enclosed with your packet is Resolution No. 09-05-001 for a Deed of Dedication for the collection system, pump station and force main they have constructed. The pump station has completed a year of operation and has been inspected by RETTEW. Ed would recommend the Authority accept the facilities for dedication.

## III. *Operations Report*

### *-OASA Operations Report:*

4/1/09 - The contractor created 2 swales in the woods at Brick Street to help reduce Erosion as per DEP.

4/2/09 - had electricians help us trouble shoot a problem with pivot #3.

4/6/09 - prepared the portable office to be removed.

4/7/09 - inspected a lateral repair to the rear of 53 N. 3<sup>rd</sup> Street.

4/13/09 - replaced a broken drain on Pivot #4.

4/14/09 - rented a compressor to clean out the intake lines in Lagoon #1 however the middle pipe remains clogged.

4/16/09 - hooked up the 4' trash to help transfer from Lagoon #1 & #2.

4/17/09 - Action Sewer Service Co. tried unsuccessfully to clear the line in Lagoon #1.

4/21/09 - repaired the power cord to Lagoon #3 aerator.

4/22/09 - had stone delivered to some of the pump stations and the plant to help control weeds.

4/22/09 - pulled an aerator from Lagoon #1 and one from Lagoon #2 and sent to Motor Technology to be evaluated.

4/28/09 - contractor finished repairs to the woods at Brick Street.  
4/30/09 - found that the lateral at 340 Cornerstone Court in the Wiltshire Development will be repaired by Technivate.  
4/30/09 - Motor Technology called to quote a price to repair the aerator from Lagoon #2, of \$4,394.00. Replacement cost is \$5,595.00. We will put the spare we have in its place instead.

Received 200 loads of septage this month for a total of 604,250 gallons for an average of 20,142 gallons per day.

Received 108 PA #1 calls in April, 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 continue to work on updates.

*Executive Directors Activities:*

April 23 - Mtg. with Ron Kepler to review new Lincoln Agreement.

April 28 - FOP trip.

May 4 - RETTEW PennVEST application meeting.

May 4 - Mtg. with Sarah Yocum and Kathy Gray to discuss Osborne Farm Lease Agreement, Ross Farm Lease Agreement and Osborne's Caretaker Agreement.

May 11 - RETTEW PennVEST application meeting.

May 13 - Mtg. with Ed Jefferis regarding Ware Presbyterian Expansion plans.

#### V. *Financial Report:*

- A. Financial reports are included in the Board packets.
- B. Septage Billing for April was \$16,919.00 representing 200 loads accepted for a total of 604,250 gallons.

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

**RESOLUTIONS:** Resolution No. 09-05-001 Deed of Dedication - Country Hills 2 (aka Estates at Tweed Crossing). Motion made, seconded and passed to approve Resolution No. 09-05-001 Deed of Dedication for Country Hills, Section 2.

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** the current contact list for Board Members was distributed for review. Ed stated that anyone that wanted to make changes to their information should contact Tammy. This list is not public knowledge. It was formed so the Authority Office could readily get in contact with any member.

**PUBLIC COMMENT:** None.

**EXECUTIVE SESSION:** None.

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

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

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