

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of November 18, 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, Neil Pagano, Percy Reynolds, Joe Scheese, Phil Brenner. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Barley Snyder, Solicitor; Michelle Braas, RETTEW; Joel Brown 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 October 21 2009 meeting as submitted. (P. Reynolds, N. Pagano) P. Brenner & L. Bonam abstained.

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

**A. Action Items:**

- Osborne Farm Lease, Caretakers Agreement and Crop Management Plan.

**B. Appearances** – None.

**TREASURER'S ITEMS:**

**General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$21,482.03 and the monthly bills in the amount of \$55,567.51. (N. Pagano, F. Lobb)

**Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #163 in the amount of \$75,000 to replenish working capital for Operating Account. (N. Pagano, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #164 in the amount of \$13,070 to replenish working capital for Payroll Account. (N. Pagano, L. Bonam)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #194 to Samuel L. Ross in the amount of \$6,190.43 for December Rent. (N. Pagano, R. Cantarera)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #195 to Barbara H. Ross in the amount of \$13,070.41 for December Rent. (N. Pagano, P. Reynolds)

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

**Escrow Accounts –**

Motion made, seconded and passed to pay Barley Snyder in the amount of \$60.00 (Check 128) for professional services related to the Oxford Commons. (N. Pagano, J. Scheese)

**Total Escrow Checks: \$60.00**

Ed reports that the Auditors have completed the Audit in record time of one week. Ed stated that the Auditors were impressed with what OASA put together.

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

**FACILITY EXPANSION COMMITTEE REPORT:**

- October 22, Act 537 Plan Workgroup Meeting – Ed feels they are moving in the right direction. One elected official and the Engineer from each municipality along with RETTEW sit on this Workgroup.

**OPERATIONS MANAGEMENT COMMITTEE REPORT:**

- Committee Recommendation for new lease, caretakers agreement and the Crop Management Plan, with Mr. John Blank.

**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:** Nothing to report at this time.  
**Osborne Lagoon:** Nothing to report at this time.  
**Act 537 Plan:** The Facilities Expansion Committee and member municipal representatives along with RETTEW met on October 22 as a workgroup to facilitate completion of the revised Act 537 Plan. Included in the 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. it is the work group's goal to have a submission ready for DEP by March 2010.

**Developer's Agreement:** Nothing to report at this time.

**Future Disposal Fields:** Since we included the equipping of the entire Ross Tract for spray disposal, RETTEW has begun an Archaeology Survey as part of the planning process for construction. We want to be construction ready upon final approval of the Act 537 Plan and be able to state that in the plan.

**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:** The Facilities Expansion has received a copy of RETTEW's "Feasibility Study for a New Mechanical Treatment Plant" and will be meeting to discuss the options and scheduling field trips if necessary to present the whole Board with a recommendation for the best option. This will allow RETTEW to begin the design work. The mechanical plant selected will be incorporated into the narrative of the Act 537 Plan.

**Lincoln Village:** Nothing to report at this time.

**Funding Assistance:** The Chairman and Ed have executed the H2O PA Grant Agreement and sent it back to the PA Department of Community and Economic Development. Funds should be available for disbursement in January 2010.

The USDA loan application is under review at this point at the Regional USDA office and portions have been transmitted to the State Office for their review. The Authority should know at the end of this initial review process whether we are eligible and begin the formal approval and award process. We should know something by early December. At the October Pennvest meeting, the Authority was approved for a \$4,339,073 loan for the balance of funding needed to construct the Osborne Lagoon. Ed is holding responding to the offer until he knows how we stand with the USDA loan.

The Authority's Solicitor Kathleen Gray presented the Board with a report on the need to amend the Authority's Articles of Incorporation. The reason for the amendment is to extend the term of existence of the Authority for a 50 year period. The extension became necessary due to the fact that the that the USDA loan, which is for a term of 40 years, would exceed our current authorized existence. The Board discussed holding a Special Board meeting on December 2, 2009 to address the resolution that would be needed to begin the process. By motion made, and seconded,

the Board approved the Special Board meeting (J. Scheese, F. Lobb).

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

**FOP Development Group:** Nothing to report at this time.

2. **Developer Activity**

**Elkdale Green:** No activity at this time.

3. **Operations Report:**

**Effluent Wet Well Valve Replacement Project:** The valves for this project have been delivered to the plant, their total cost was \$3,395.00. The cost for installation per a quote from Wickersham Construction will be \$7,000.00. Since the Board had already approved this work, Ed has authorized the work to be done and should have an installation schedule by the Board meeting.

**Osborne and Ross Farming Operations:** The Operations Committee met on November 10 to discuss a draft lease and Caretaker's agreements to be presented to Mr. Blank, the current occupant of the Osborne Farm. Based on Committee recommended changes, Ed has included the final documents in the Board packet and would recommend to the Board that they authorize Ed to present them to Mr. Blank. Motion made, seconded and passed to have Ed present the Lease and Caretakers Agreement to Mr. Blank after meeting with Kathy Gray to re-define the wording. (J. Scheese, F. Lobb)

**EPA Enforcement Plan:** Ed hopes all the Board Members will be able to review the information he sent earlier in the month regarding EPA's proposed new policies and as implementation becomes more defined, he will begin to discuss the ramifications with the Board. Just wanted to keep the Board abreast of what is transpiring on a Federal Level.

**PADEP Lagoon Inspection:** On October 7, a representative of PADEP made an inspection tour of the Lagoon Facilities. Ed found no violations and everything in proper working order. A copy of the report has been included in the packet.

**Operations Management Report:** The average daily influent was 502,348 with a maximum day of 884,136 for a total of 15,572,788.

The average daily effluent was 622,080 with a maximum day of 1,025,000 for a total of 15,552,000.

**Lagoon Levels:** #1 - 18.8" #2 - 6.7" #3 - 9.8"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 258.8    Grant Street = 178.4    8<sup>th</sup> Street = 447.3  
Q1 = 2.8            Locust Street = 4.1    Locksley Glen = 101.6  
Wiltshire = 116.3

**OASA Operations Report:**

10/2/09 – Cleaned the Lakeside Unit.  
10/5/09 – Had Klienz Construction run a scarifier over Zone 1-A to help water soak into the soil.  
10/6/09 – Walter Grube Soils Scientist for the DEP checked all of the sprayfields.  
10/7/09 – Govand Saghi Dams Inspector for the DEP did his semi annual inspection of the lagoons.  
10/8/09 – Installed an inspection port to clear a blockage in the piping for the Lakeside Unit.  
10/9/09 – Had Dolinger Electric replace a motor panel in the Q-1 Pumping Station.  
10/12/09 – Had Klienz Construction repair 2 drain pits in Zone #1.  
10/19/09 – Repaired rain spouting at the office and cleaned gutters.  
10/23/09 – Had Klienz repair drains in Zones 2A & 2C.  
10/26/09 – Mowed the future Sprayfield behind Brick Street woods.  
10/26/09 – Installed location markers for the gravity line near Virginia Avenue.  
10/27/09 – Had Verizon fix the phone line leading to the 6<sup>th</sup> Street Pumping Station.  
10/30/09 – Got internet service installed at the Treatment Plant.

We received 163 loads of septage in October for a total of 468,000 gallons for an average of 15,100 gallons per day. We received 115 PA #1 calls in October, 10 of which were in conflict and required marking.

Currently have 40.16 storage days remaining.

4.    **Administration Report**  
      **Customer Correspondence**  
      **Personnel Issues**  
      **Resolution**

**Consulting Engineer:** Due to the number of projects we currently have under way, Ed has asked RETTEW to begin to provide an update each month on all the open projected. Their report is included in the Board Packets.

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

**Executive Director's Acitivities:**

October 22 – Act 537 Plan Workgroup meeting.

October 23 – November 4 – out for recover from surgery.

November 9 – Meeting with Fulton Bank to discuss interim construction financing.

November 9 – 13 – Auditors in.

November 10 – Operations Committee Meeting.

November 12 – Meeting of USDA Loan Team at RETTEW.

5. **Financial Report:**

Financial Reports will be in your Board Packet.

Septage Billing for October was \$13,104.00 representing 163 loads accepted for a total of 468,000 gallons.

Motion made, seconded and passed to approve the Executive Director's Report.  
J. Scheese, R. Cantarera)

**RESOLUTIONS:** None.

**LEGAL ITEMS:** Nothing in addition to what has already been discussed.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

**Non-Agenda Items** – None.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary