

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

August 18, 2010

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, Phil Brenner, Joe Scheese and Percy Reynolds. Also in attendance were Edward Lennex, Executive Director; Michelle Braas; Dana Smeltzer, Oxford Commons; Joel Brown; Jojo Campbell; C. Randy Teel; Blair Fleischmann and Marcella Peyre-Ferry, Daily Local News. Larry Bonam is excused.

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

Motion made, seconded and passed to approve the minutes of the July 21, 2010 meeting as submitted. (J. Scheese, N. Pagano)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$6,333.56 and the monthly bills in the amount of \$13,482.86. (R. Cantarera, P. Brenner)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #189 in the amount of \$30,000.00 to transfer to the Payroll Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #190 in the amount of \$30,000 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #191 in the amount of \$19,000 to replenish working capital for BRI Account. (R. Cantarera, P. Brenner)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #213 to Samuel L. Ross in the amount of \$6,190.43 for september Rent. (R. Cantarera, L. Bonam)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #214 to Barbara H. Ross in the amount of \$13,070.41 for September Rent. (R. Cantarera, L. Bonam)

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

Escrow Accounts:

Motion made, seconded and passed for payment to Rettew for \$64.50 (Check 142) for reimbursement related to Oxford Commons Shopping Center. (R. Cantarera, P. Reynolds)

Motion made, seconded and passed for payment to Rettew Associates for \$1,816.00 (Check 143) for work related to the Oxford Commons Shopping Center (R. Cantarera, P. Reynolds)

Total Escrow Checks: \$1,880.50

Motion made, seconded and passed to approve the Financial Summary. (R. Cantarera, P. Reynolds)

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

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

A. Action Items: Authorization for Chairman to sign letters responding To Act 537 Plan Comments received.

B. Appearances: None.

FACILITY EXPANSION COMMITTEE REPORT: The Committee has met 2 times over the last month to discuss letters received regarding Public Comments on the Act 537 Plan.

OPERATIONS MANAGEMENT COMMITTEE REPORT: None. Has not met.

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: Members of the Facilities Expansion Committee have been meeting since the July Board Meeting to address the issues that were raised at that meeting; to address the responses back to the Public Commenters; and to meet with the Southeast Regional Office of PADEP.

On August 3, Mr. Yeatman, Mr. Scheese, Michele Braas, Steve Gabriel and Ed Lennex met with Elizabeth Mahoney PASEP Southeast Region Seward Planning Supervisor and Kelly Sweeney PADEP. A copy of the agenda, issues discussed and meeting summary are included in your Board package. Based upon the guidance provided by PADEP, the Facilities Expansion Committee met on August 6 with Michele, Steve and Ed to discuss the Public Comment letters received. Mr. Yeatman, Mr. Scheese, Rettew and Mr. Lennex met on August 11 to draft responses to the comment letters. At the time of this report, the Authority's responses were still being finalized. The committee has prepared a response format that will allow each participant in the Plan to respond to the comments received and to jointly submit the final response back to the sender whether it is the Public Comment Letters, County Agency Review Letters or the Individual Planning Commissions from each municipality. The Committee also discussed this with DEP and they are in favor of the joint type response. The Committee would like to recommend to the Board that the Board authorize Mr. Yeatman as Chairman to sign response letters on behalf of the Board once the Facilities Expansion Committee are satisfied with the responses. As part of the Committee's discussion with DEP, an extension of the deadline for submission had been requested and granted by Ms. Mahoney. This time extension to the end of September should enable all of the participants to properly evaluate the comments received and draft responses as well as finalized the Document for their approval for submission to DEP.

Future Disposal Fields: Nothing to report at this time.

Pretreatment Regulations: Nothing to report at this time.

Lincoln/Brick Street Spray Field Analysis: Nothing to report at this time.

New Treatment Plant: Nothing to report at this time.

Funding Assistance: Ed had forwarded to each Board member, an update from the USDA that Michele received. Hopefully we will have the definitive word by the Board Meeting.

Sewer Line Extension Requests: Ed is still working on a draft response letter to East Nottingham Township.

2. **Developer Activity** – Nothing to report at this time.

3. **Operations Report:**

Effluent Wet Well Valve Replacement Project: Due to weather conditions and the depth of the lagoons it has been agreed to that we will wait until fall to undertake this project.

DEP Comprehensive Groundwater Monitoring: Nothing to report.

Influent/Effluent Sampling: Nothing to report.

Cell Towers: Nothing to report at this time.

Operations Management Report: The average daily influent were 471,845 with a maximum day of 572,482 for a total of 14,627,201.

The average daily effluent was 763,037 with a maximum day of

1,137,000 for a total of 20,602,000.

Lagoon Levels: #1 - 18.5" #2 - 6.2" #3 - 7.1"

Pump Station Hours of Operation were:

6th Street = 219.8 Grant Street = 140.1 8th Street = 227.6
Q1 = 3.9 Locust Street = 3.8 Locksley Glen = 101.0
Wiltshire = 123.0

OASA Operations Report:

7/8/10 - Had Pipe Data clean and televise a line on N. 3rd St. from Mt. Vernon St. to the dead end on N. 3rd St.
7/9/10 - Mailed hay sample and soil results to the DEP.
7/12/10 - Received the manhole lids and risers for the 3rd St. Project.
7/12/10 - Pulled and cleaned the pumps in the septage receiving Tanks.
7/14/10 - Had to clear an obstruction from the grinder at the lift Station.
7/16/10 - The booster pump and motor broke off of Pivot #5, we put A temporary plug in so we can still use the pivot except for the end Gun.
7/20/10 - Had the GMC truck serviced.
7/21/10 - Had roger from Kloros work on our chlorine system, Both regulators malfunctioned.
7/21/10 - Eckman Tire Service mounted two new tires and tubes On our wheels.
7/23/10 - Shut down Zones 1 & 1A for the second cutting of hay.
7/26/10 - Cleaned out the "Lakeside Unit" at the septage receiving.
7/27/10 - Repaired the 8" riser pip and vent to the septage receiving line.

We received 128 loads of septage for a total of 362,250 gallons for an average of 12,075 gallons per day.

Received 97 PA #1 calls in July. 8 of which were in conflict.

Currently have 45 storage days remaining.

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

Consulting Engineer: Engineer's Report is in the Board Packet.
Rules & Regulations: Kathy Gray and Ed are working on the Board's request to prepare a set of Standard Operating Procedures

(SOP) for implementing a water shutoff.
Executive Director's Activities: None.

5. **Financial Report:**

Financial Reports will be in your Board Packet.
Septage Billing for July was \$10,143.00 representing 128 loads accepted for a total of 362,250 gallons.

Motion made, seconded and passed to approve the Executive Director's Report.
(P. Reynolds, F. Lobb)

RESOLUTIONS: None.

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: P. Reynolds reported that he met with the Contractor on Friday regarding the Alleyway. As of yet there is no quote available. Hopefully Mr. Reynolds will have it by the next Board Meeting. They are looking at a 6' sidewalk down the center of the walkway between the Authority Building and the Bank. Replacing pipes catching rainwater. Pipes will be under the sidewalk. They will also change the grade so that the water does not get trapped along the walls but would go towards the center.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – The following questions were raised and answered:
Who makes up the Expansion Committee? One Board Member from each Municipality which includes B. Yeatman, J. Scheese, P. Brenner and F. Lobb.
Who is the contact person at the USDA? The Authority does not have a name.
A question was raised by Jane Smeltzer at the last meeting - Who is in charge of making sure the 537 Plan is complete? There is a checklist that a Representative and the Engineer for the Authority sign off on that all unresolved issues have been completed. Can the public see the final 537 Plan? DEP will be contacted.

ADJOURN: Motion made, seconded and passed to adjourn.

Respectfully Submitted,

Donna M. Patrick
Recording Secretary

