

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of December 15, 2010

Chairman, Bob Yeatman called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Larry Bonam, Robert Cantarera, Neil Pagano, Phil Brenner and Percy Reynolds. Also in attendance were Edward Lennex, Executive Director; Michelle Braas; David Ross, Teri D'Ignazio; Jane Smeltzer and Joel Brown.

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

Motion made, seconded and passed to approve the minutes of the November 17, 2010 meeting as amended. (P. Reynolds, N. Pagano)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$15,165.20 and the monthly bills in the amount of \$31,933.98. (R. Cantarera, L. Bonam)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #202 in the amount of \$32,000.00 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #203 in the amount of \$31,000 to transfer to the Payroll Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #204 in the amount of \$19,000 to transfer to the BRI Account. (R. Cantarera, P. Brenner)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #221 to Samuel L. Ross in the amount of \$6,190.43 for January Rent. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #222 to Barbara H. Ross in the amount of \$13,070.41 for January Rent. (R. Cantarera, P. Brenner)

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

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

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

Escrow Accounts

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

A. Action Items: None.

B. Appearances:

FACILITY EXPANSION COMMITTEE REPORT: The Committee has met and Ed will cover this discussion in his report.

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: The work has been completed to address the additions and changes PADEP has requested in their October 28, 2010 letter. Copies have been sent to the Facilities Expansion Committee and our member municipalities for their review. The final items needed are the revised municipal Resolutions. We have received Lower Oxford Township's, West Nottingham has adopted theirs, but we have yet to receive it, and East Nottingham and the Borough are to act upon theirs shortly. Final documents will be transmitted to PADEP before the December 30 deadline. On another note, Ed has copied you with a letter from Kelly Sweeney regarding correspondence the Department received from Blair Fleischman and Jane Smeltzer. While the Department is not asking the Authority to respond, Ed would like to extend the Authority's help to the municipalities if they need assistance in responding.

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: The presentation on November 23 went very well. The information provided to the member municipalities should assist them with discussing and deliberating the loan guarantee at their individual public meetings. Although Ed had sent members a copy of Kathy Gray's memo and draft loan agreement earlier in the month, Ed has also included it in the Board Packets if the Board wishes to discuss it at the meeting.

Sewer Line Extension Requests: Ed is still working on a draft response letter to East Nottingham Township. Ed also on October 13, 2010 received a similar request from West Nottingham Township.

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

3. **Operations Report:**

Effluent Wet Well Valve Replacement Project: Wickersham Construction has completed the work on replacing the valves. Due to the fact that it required 14 days to complete, Rick Eshleman, the lead operator, requested an extension of the November 1.75 inches/acre/week rate into December to make up the lost time. Included in your Board Packet is PADEP's approval of that extension.

DEP Comprehensive Groundwater Monitoring: Ed is assembling the final documents for Carroll Engineering and will be working to complete the report for the January 2011 submittal deadline.

Spray Field Re-Permitting: The Authority must file for re-permitting of our operations by November. Ed is currently working with Rettew to file the necessary documents with PADEP.

Influent/Effluent Sampling: Nothing to report.

Cell Towers: Nothing to report at this time.

Operations Management Report: The average daily influent were 481,499 with a maximum day of 681,303 for a total of 14,444,973.

The average daily effluent was 602,375 with a maximum day of 1,171,000 for a total of 9,638,000.

Lagoon Levels: #1 - 16.8" #2 – 6.9" #3 – 8.5"

Pump Station Hours of Operation were:

6th Street = 235.6 Grant Street = 161.1 8th Street = 237.7
Q1 = 3.1 Locust Street = 3.6 Locksley Glen = 104.9
Wiltshire = 178.4

OASA Operations Report:

11-3-10 - Met DEP soils inspector, Walter Grube at the Osborne

Farm.

11-3-10 - Met with the owners of the cannery to discuss their installation of flow meters.

11-9-10 - EMR Services started the annual service of our 9 emergency generators.

11-10-10 - Rented a pump and power source from Godwin Pumps so the valve replacement job could be done, Wickersham Construction started removing the old valves later that day.

11-16-10 - Had to purchase a 8"X8" "T" connection for the valve replacement job.

11-24-10 - Wickersham Construction Company finished the work, we were finally able to resume applying water to our spray fields.

We received 156 loads of septage in November for a total of 445,250 Gallons, for an average of 14,363 gallons per day.

Currently have 45 storage days remaining.

We received 113 PA#1 calls in November, 10 of which required marking.

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 November was \$17,810.00 representing 156 loads accepted for a total of 445,250 gallons.

Audit – The Auditors have completed their work, and Ed is currently preparing the Management Discussion and Analysis portion of the Financial Statement. The final Financial Statement should be available for Board approval in January.

Motion made, seconded and passed to approve the Executive Director's Report.
(N. Pagano, L. Bonam)

RESOLUTIONS: None.

LEGAL ITEMS:

CORRESPONDENCE: David Ross E-Mail - Copies were distributed to the Board Members. Ed drafted a response and asked for changes. There were

none. The response was signed by Ed and handed to David Ross at the meeting.

OLD BUSINESS: None.

NEW BUSINESS: Election of Officers will take place at the January 2011 Meeting.

PUBLIC COMMENT:
Non-Agenda Items –

EXECUTIVE SESSION: None.

ADJOURN: Motion made, seconded and passed to adjourn.

Respectfully Submitted,

Donna M. Patrick
Recording Secretary