

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of February 17, 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, 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, Randy Teel 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 January 20, 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 \$11,467.78 and the monthly bills in the amount of \$55,487.15. (B. Cantarera, p. Brenner)

#### **Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #170 in the amount of \$63,000 to replenish working capital for Operating Account. (B. Cantarera, F. Lobb)

Motion made, seconded and passed to approve Revenue Requisition #171 in the amount of \$30,000 to replenish working capital for Payroll Account. (B. Cantarera, F. Lobb)

Motion made, seconded and passed to approve Revenue Requisition #172 in the amount of \$20,000 to transfer to the BRI Account. (B. Cantarera, F. Lobb)

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

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #200 to Samuel L. Ross in the amount of \$6,190.43 for March Rent. (R. Cantarera, P. Reynolds)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #201 to Barbara H. Ross in the amount of \$13,070.41 for March Rent. (R. Cantarera, P. Reynolds)

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

**Escrow Accounts** – None.

**Total Escrow Checks: \$0.00**

Ed states that he and Kathy Orcutt met with Mr. Cantarera and Mr. Brenner to discuss the 2009 Annual Financial Report. Ed offered time to answer questions presented by the Board Members. Motion made, seconded and passed to accept the 2009 Annual Financial Report. (J. Scheese, F. Lobb)

Mr. Lobb brought up for discussion of the issues raised by the Auditor's in their letters accompanying the Annual Financial Statement. Motion made, seconded and passed to turn the issue over to the Financial Committee for further discussion. (F. Lobb, L. Bonam)

Motion made, seconded and passed to approve the Financial Summary Report. (B. Cantarera, F. Lobb)

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

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

**A. Action Items:**

- DEP Comprehensive Groundwater Evaluation Proposal, Wastewater Treatment Plant Influent/Effluent Sampling Evaluation, Acceptance of 2009 Annual Financial Audit, Amendment to Sewer Construction Guidelines, Lower Oxford Township Route 10 low pressure line

**B. Appearances** – None.

**FACILITY EXPANSION COMMITTEE REPORT:** The Committee met with the Workgroup in January. A copy of the Agenda, minutes, etc. are included with the Board Packets. Motion made, seconded and passed to approve the Facility Expansion Committee Report. (J. Scheese, P. Brenner)

**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:**

Ed states that on March 9, 2010, there will be a meeting with RETTEW and USDA in Harrisburg. Please let Ed know by this Friday if anyone is interested in attending the meeting. Will need to leave Oxford by 9:30 a.m. to arrive at RETTEW's office in time to get to USDA. The meeting will be in reference to the Environmental Report. At this point, B. Yeatman and J. Scheese stated they will be attending. P. Reynolds will let Ed know if he will be able to attend.

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 January 21 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. The workgroup will meet again on February 18. Also included with the meeting report, is a summary of a meeting the Facilities Expansion Committee, RETTEW and Ed had with representatives from Chester County Planning.

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

**Future Disposal Fields:** Nothing to report at this time.

**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:** With the Board's decision on December 2, RETTEW has begun work on the design of the new mechanical treatment plant.

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

**Funding Assistance:** RETTEW and Ed continue to work with the USDA on the loan application process.

**Sewer Line Extension Requests:** As of the writing of this report, Ed has had no official word from Lower Oxford Township regarding the Route 10 low pressure sewer line. No action has been taken to respond to the request from East Nottingham as Ed was waiting to hear from Mr. Lobb and Ms. Gray regarding changes that might be proposed to the Sewer Construction Guidelines. Until the Board has an opportunity to review any proposed changes, Ed will wait to schedule a meeting of the Facilities Expansion Committee to discuss East Nottingham's request. Motion made, seconded and passed to amend the Revised Essential Criteria for Evaluating Requirements for New Sewage Lines. (J. Scheese, N. Pagano) Motion made, seconded and passed to remove the \$200,000

From the USDA loan request to fund the line on Route 10. (J. Scheese, F. Lobb)

**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:** Due to weather conditions and the depth of the lagoons it has been agreed to that we will wait until Spring to undertake this project.

**Lagoon Storage:** As you can see by the monthly lagoon storage report we are down to fifteen days of storage. We have been exploring possible opportunities to haul some of the treated effluent to other treatment plants and Ed has also spoken with DEP (Keith Dudley) and they are going to allow us to spray even though the fields are snow covered. Keith stated that he understood that due to the wet fall, we are not the only spray facility having trouble and that if manageable DEP would rather see spray than a stream discharge.

**DEP Comprehensive Groundwater Monitoring:** Ed had sent to the Board, a copy of the correspondence he received from PA DEP regarding the new Groundwater Monitoring requirements the Authority must now comply with. Based on the discussion Ed had with the Operations/Management Committee, he obtained four (4) quotes for professional services to complete the report requirements for the Authority. Ed has enclosed in the Board Packets, a spreadsheet comparing the proposals received and based upon his review, he would recommend the Board award the contract to Carroll Engineering, but he is still waiting to receive RETTEW's proposal which Ed will have Tuesday morning.

**Influent/Effluent Sampling:** Ed also discussed with the Operations/Management Committee that the Authority should have an Engineering firm practiced in treatment plan operations conduct an evaluation of our Discharge Monitoring Report sampling protocols and conduct a three (3) month trial of our influent/effluent sampling and correlate the results of this testing with our previous three (3) year records. At the end of the three (3) month trial, the firm selected should provide the Board with a report on their findings and any recommendations they would make to our current procedures. Based upon the proposals received, Ed would recommend that their Carroll Engineering or RETTEW be awarded the contract to conduct this work.

**Electricity Contract:** Ed has taken the opportunity to include the Authority's annual electricity usage needs in a bid being prepared

by the Chester County Purchasing Department. The County, along with other municipal entities in the County, has pooled their needs into one large annual usage bid. Hopefully, we will benefit from a large volume and insulate ourselves from the price increase. Ed states that there is no commitment until the rate comes in. Ed will proceed with this.

**Cell Towers:** Ed has included a proposal from a cell tower company that wishes to place three cell towers on our properties at Osborne, Brick Street and the Treatment Plant. At this time, Ed is only asking the Board if they are interested in pursuing the proposal and if so, Kathy and Ed will continue to negotiate with the firm. Motion made, seconded and passed to have Ed move forward and negotiate putting up cell towers. (J. Scheese, N. Pagano)

**Operations Management Report:** The average daily influent were 528,139 with a maximum day of 901,325 for a total of 16,372,297.

The average daily effluent was 620,000 with a maximum day of 1,069,000 for a total of 9,920,000.

**Lagoon Levels:** #1 - 18.9" #2 - 14.6" #3 - 17.5"

**Pump Station Hours of Operation were:**

6 <sup>th</sup> Street = 213.9	Grant Street = 184.7	8 <sup>th</sup> Street = 553.4
Q1 = 3.1	Locust Street = 4.2	Locksley Glen = 97.9
Wiltshire = 142.3		

**OASA Operations Report:**

1/6/10 – Found that pivot #4 had not drained and frost had pushed out a gasket in the 8" pipe. We replaced the gasket.

1/11/10 – The OASA Sign broke off from strong winds, we rebuilt it and reinstalled.

1/19/10 – Repaired 5 spray heads in the fixed nozzle fields.

1/20/10 – Discovered a leak in the effluent force main on Mt. Vernon Street near Lancaster Pike. We shut down the spray pump right a way to stop any further leakage, called Klien Construction to evaluate. Called in an Emergency PA#1 to dig the next day. Called DEP Inspector, Michael McAdams and left a message on his voice mail to let him know what had happened. Dug it up the next day to locate the leak, it was at a 90 degree turn. Some of the fiberglass had come unwrapped from the PVC pipe. The repair was made the next day and a concrete kicker block was poured in place the following day. It was allowed to dry for 3 days before we tested for leaks. None were found so we backfilled, mostly with 2A modified stone. The next day we top dressed with topsoil, raked and seeded the area. We put

matting with straw imbedded in it.

1/26/10 – The valve stems and guides for the CM #3 job arrived.

1/27/10 – Resumed normal spray schedule.

We received 121 loads of septage in January for a total of 360,000 gallons for an average of 11,613 gallons per day. We received 67 PA #1 calls in January, 10 of which were in conflict and required marking.

Currently have 13 storage days remaining.

4. **Administration Report**  
**Customer Correspondence**  
**Personnel Issues**  
**Resolution**  
**Consulting Engineer:** Engineer's Report is in the Board Packet.  
**Rules & Regulations:** Nothing to report at this time.  
**Executive Director's Activities:**  
January 22 – Meeting with Chester County Planning  
February 3 – Meeting with Carroll Engineering  
February 3 – Meeting with Fulton Bank  
February 8 – Meeting with RETTEW
5. **Financial Report:**  
Financial Reports will be in your Board Packet.  
Septage Billing for January was \$11,080.00 representing 121 loads accepted for a total of 360,000 gallons.

Motion made, seconded and passed to approve the Executive Director's Report.  
F. Lobb, N. Pagano)

**RESOLUTIONS:** None.

**LEGAL ITEMS:** Kathy e-mailed Board Members last evening with information regarding the Legal Services Agreement from USDA. Kathy advised the Board Members to review this information. Will be added to the agenda for the March 4 meeting.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**EXECUTIVE SESSION:** The Board went into Executive Session at 7:01 p.m. to discuss Personnel Issues. Reconvened. Motion made, seconded and passed to

charter the Executive Director, Ed to go find 2 quotes for the DMR testing. (J. Scheese, N. Pagano)

Motion made, seconded and passed to have Ed contact Burkhardt & Carroll to meet with F. Lobb, P. Brenner and any other Board Members who are interested, before the 1<sup>st</sup> week of March to make sure the services they are offering are understood. (J. Scheese, N. Pagano)

**PUBLIC COMMENT:**

**Non-Agenda Items** – None.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary