

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of

July 21, 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, Phil Brenner, Joe Scheese and Percy Reynolds. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Barley Snyder, Solicitor; Michelle Braas; Dana Smeltzer, Oxford Commons; Patricia Vail; Joel Brown; Jojo Campbell; Gerald Cox; Bill Dion, Wolfson & Verrechia and Marcella Peyre-Ferry, Daily Local News.

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

Motion made, seconded and passed to approve the minutes of the June 16, 2010 meeting as submitted. (J. Scheese, N. Pagano) {2 abstained}

### **TREASURER'S ITEMS:**

#### **General Fund Bills:**

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,322.17 and the monthly bills in the amount of \$36,299.70. (R. Cantarera, J. Scheese)

#### **Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #186 in the amount of \$26,000.00 to transfer to the Payroll Account. (R. Cantarera, F. Lobb)

Motion made, seconded and passed to approve Revenue Requisition #187 in the amount of \$35,829 to transfer to the Operating Account. (R. Cantarera, F. Lobb)

Motion made, seconded and passed to approve Revenue Requisition #188 in the amount of \$18,500 to replenish working capital for BRI Account. (R. Cantarera, F. Lobb)

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

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #211 to Samuel L. Ross in the amount of \$6,190.43 for August Rent. (R. Cantarera, L. Bonam)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #212 to Barbara H. Ross in the amount of \$13,070.41 for August Rent. (R. Cantarera, L. Bonam)

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

**Escrow Accounts:**

Motion made, seconded and passed for payment to OASA for \$761.50 (Check 1004) for reimbursement related to Sycamore Crossing Phase I. (R. Cantarera, P. Reynolds)

Motion made, seconded and passed for payment to Rettew Associates for \$129.00 (Check 131) for work related to the Oxford Commons Shopping Center (R. Cantarera, P. Reynolds)

**Total Escrow Checks: \$890.50**

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. (P. Brenner, L. Bonam)

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

**A. Action Items:** Approval of Water Shutoff Agreement with Oxford Borough -  
Approval of Amended Oxford Commons Shopping Center Agreements -

**B. Appearances:** None.

**FACILITY EXPANSION COMMITTEE REPORT:** None. Has not met.

**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 Plan is currently under review by our member municipality's Planning Commissions, the Chester County Planning Commission and the Chester County Health Department. The 30 day Public Comment Period ends July 20 and as of Friday, OASA has not received any comments. Based on the questions and issues that were raised during our presentations to the Member Planning Commissions, Steve Gabriel put together the email that is in the packets. Based on his

conversations with Kelly Sweeney, DEP would really prefer that OASA make every effort to submit the Plan by August 31, 2010. At this point, it is doable but some municipalities may need to have Special Supervisors Meetings to accomplish it. 6 comments have been received to date and they will be responded to. Chairman, Bob Yeatman and Ed will work on setting up an Expansion Committee Meeting as soon as possible to discuss the accuracy of the Plan and the responses received to date. Steve Gabriel will be asked to attend this meeting. This meeting will be set up, allowing members that have not yet read the Plan, to read it.

A motion was made for the Board to direct the Executive Director to obtain from Steve Gabriel, Consulting Engineer; a written statement stipulating that he has read the Act 537 Plan in sufficient detail and certifies to the Board that it is complete, accurate and suitable for submission to the Public and DEP in the Act 537 Process, (F. Lobb, R. Cantarera). It was requested that Ed Lennex provide to the Board, full copies of the comments received to date. Quite a few members questioned what specific concerns were. Motion and second withdrawn.

**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 USDA loan application is in Washington and we are awaiting their final determination.

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

2. **Developer Activity – Oxford Commons Agreements –**  
Although the Board approved documents last month for this project, the Developer's Bank and Walmart have requested some additional changes. Kathy Gray and Ed have reviewed the changes and they are acceptable. Since the Bank is putting up the funding for the entire project, they and Walmart wanted the same rights and privileges afforded the Developer to assure the project would be completed. After discussion of the Revised Agreements, Kathy Gray reported that she and Ed Lennex recommend approval of the revised forms. Motion made, seconded and passed to approve the revised agreements as submitted. (N. Pagano, P. Reynolds)
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 497,197 with a maximum day of 531,395 for a total of 14,915,896.

The average daily effluent was 666,964 with a maximum day of 1,203,000 for a total of 18,675,000.

**Lagoon Levels:** #1 - 18.6" #2 – 9.6" #3 – 10.2"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 220.1 Grant Street = 166.1 8<sup>th</sup> Street = 155.5  
Q1 = 12.2 Locust Street = 3.8 Locksley Glen = 94.1  
Wiltshire = 123.9

**OASA Operations Report:**

6/3/10 – replaced universal joints and a motor/gear box and 2 tires on Pivot #4.

6/8/10 – replaced a bad solenoid valve on Pivot #5.

6/10/10 – sent the flow meter from Pivot #3 to be evaluated.

6/14/10 – supplied paving rings and manhole covers for the 3<sup>rd</sup> Street Sidewalk Project.

6/15/10 – sprayed weeds around lagoons and pumping stations.

6/17/10 – cleaned the aerators in Lagoon #1.

6/18/10 – replaced a bad solenoid valve on Pivot #4.

6/21/10 – replaced a board in Pivot #3.

6/23/10 – had a representative from East Jordan Iron Works measure some manholes for riser rings and covers on 3<sup>rd</sup> and Market Streets.

6/28/10 – had to replace a control board that operates the sprayfield valves after a lightning strike burned it out.

6/29/10 – attended a class on pumps, given by Gieger Pumps and Rettew Engineering.

We received 185 loads of septage for a total of 513,000 gallons.

Currently have 35 storage days remaining.

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

**Consulting Engineer:** Engineer's Report is in the Board Packet.

**Rules & Regulations:** At the last Board Meeting, Kathy presented an agreement for the Board to review concerning the Authority's ability to request Oxford Borough to shut off water service for customers who are not paying their sewer bill. Kathy and Ed would

both recommend that the Board approve the agreement. Borough Council has already approved and signed it.

**Executive Director's Activities:** None.

5. **Financial Report:**

Financial Reports will be in your Board Packet.

Septage Billing for June was \$14,364.00 representing 185 loads accepted for a total of 531.000 gallons.

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

**RESOLUTIONS:** Motion made, seconded and passed to approve the Water Shut Off Procedure as recommended by Kathy Gray. (F. Lobb, L. Bonam)  
Having that Agreement in effect, Kathy suggested the Board adopted Resolution No. 10-07-001 for a Water Shut Off Procedure in the Borough of Oxford. Motion made, seconded and passed to adopt a Resolution for a water Shut Off Procedure in the Borough of Oxford. (F. Lobb, L. Bonam)

**LEGAL ITEMS:** Discussed throughout the meeting.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

**Non-Agenda Items** – JoJo Campbell asked Kathy Gray if there were laws governing the shut off of water such as having children in the house, etc. Question was raised regarding copies of the Oxford Commons Documents. Ed states they are not available until after they are closed with the Bank. It is however, available for review in the OASA Office.

**ADJOURN:** Motion made, seconded and passed to adjourn.

Donna M. Patrick  
Recording Secretary