

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

June 16, 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, Joe Scheese and Percy Reynolds. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Barley Snyder, Solicitor; Michelle Braas; Blair Fleischmann; J. Shaut; Joel Brown; Jojo Campbell; Terri Dignazio; Betsy Brantner, Borough Manager and Marcella Peyre-Ferry.

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

Motion made, seconded and passed to approve the minutes of the May 19, 2010 meeting as submitted. (R. Cantarera, P. Reynolds) (N. Pagano, F. Lobb abstained)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$11,862.48 and the monthly bills in the amount of \$31,989.89. (R. Cantarera, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #183 in the amount of \$16,000.00 to transfer to the BRI Account. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #184 in the amount of \$23,000 to transfer to the Payroll Account. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #185 in the amount of \$35,000 to replenish working capital for Operating Account. (R. Cantarera, J. Scheese)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #209 to Samuel L. Ross in the amount of \$6,190.43 for July Rent. (R. Cantarera, F. Lobb)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #210 to Barbara H. Ross in the amount of \$13,070.41 for July Rent. (R. Cantarera, F. Lobb)

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

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. (J. Scheese, F. Lobb)

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

A. Action Items: Approval of Resolution 10-16-001 Amending the Rules and Regulations – Appendix A includes Agreements that Developers must enter into with the Authority if they want to build projects. These Agreements include Sewer Extension Agreement; Agreement for Compliance with Municipal Planning Code; Indemnification Agreement for Roads to be Opened and Escrow Agreement (for cost of revenue & engineering as well as legality of project). Ed asked for the Board's approval of the Resolution which would add these new documents. Frank Lobb asked Kathy Gray if she was comfortable with this action. Kathy states that she is. Motion made, seconded and passed to approve Resolution 10-16-001 Amending the Rules and Regulations. (J. Scheese, N. Pagano)

Approval Oxford Commons Shopping Center Agreements

Approval of distribution of 2010 Regional Act 537 Sewage Facilities Plan:

- Member Municipalities Planning Commission
- Chester County Planning Commission
- Chester County Health Department
- 30 Day Public Comment Period commencing June 21, 2010

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: Rettew has made the final changes to the Plan based on feedback from the Workgroup Participants and it is now ready for distribution. With the Board's approval, the Plan will be delivered to each municipal member's Planning Commission, the Chester County Planning Commission; and the Chester County Health Department for their review and comment on June 17, 2010. The Plan will also now be available on our website in its entirety. Also included in your packet is the schedule that was published in the paper for the presentations we will be making to the member Planning Commissions. I would ask that the two representatives from each municipality try to be at those meetings to support the Plan.

Motion made, seconded and passed to approve the ad for the Newspapers announcing the Beginning of the Public Comment Period starting June 21, 2010. (J. Scheese, N. Pagano) Rettew has reviewed the ad and it is in compliance. Planning Commissions will receive a hard copy and a CD Rom.

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 the final stage of a 10 day comment period. It has already been forwarded to Washington and final determination should be made no later than June 22, 2010.

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

2. **Developer Activity – Oxford Commons Agreements –**
Agreements are in the Board Packets. These include Escrow Agreement, Sewer Agreement, Agreement of Municipal Planning Code, Indemnification Agreement, Agreement for Oxford Commons Sewer Connection Project. Ed and Kathy have worked with Wolfson/Verrichia and are satisfied that the agreements are what The Authority needs to have in place to protect themselves. Minor changes have been made in establishing what the Escrow Amount would need to be. Motion made, seconded and passed to approve the documents and authorize the officers to sign on behalf of the Authority. (F. Lobb, J. Scheese) Frank Lobb asked Kathy if she was comfortable with this and Kathy stated she was.
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.
DEP Comprehensive Groundwater Monitoring: Nothing to report.

Influent/Effluent Sampling: Nothing to report.

Electricity Contract: Chester County held a reverse auction bid on June 11 at their offices. Based on the results of the bid, the Authority achieved a 19% reduction in the generation cost portion of electricity charge (70% of electric charge) which will take effect January 1, 2011 and hold firm through December 13, 2013. This represents an average annual savings of just under \$40,000 a year for the two year time period. If any Board Member would like to see the details, Ed has it available in his office.

Cell Towers: Nothing to report at this time.

Operations Management Report: The average daily influent were 515,348 with a maximum day of 586,660 for a total of 15,975,784.

The average daily effluent was 652,929 with a maximum day of 1,149,000 for a total of 18,282,000.

Lagoon Levels: #1 - 18.5" #2 – 13.3" #3 – 13.8"

Pump Station Hours of Operation were:

6 th Street = 230.8	Grant Street = 166.1	8 th Street = 318.6
Q1 = 2.0	Locust Street = 3.8	Locksley Glen = 103.4
Wiltshire = 152.3		

OASA Operations Report:

5/3/10 – started receiving septage again.

5/4/10 – changed a flat tire on Pivot #6.

5/5/10 – had two new tires and tubes mounted on spare wheels for the pivots.

5/11/10 – noticed a wet spot on the vicinity of our treated water force main, a small hole was found to be the problem, we repaired it with a band clamp.

5/13/10 – got the tractor back from the repair shop.

5/17/10 – put a new motor and gear box on Pivot #3.

5/18/10 – replaced the lid supports on the Lakeside Unit.

5/20/10 – replaced universal joints on Pivot #2.

5/24/10 – serviced the trash pump.

5/25/10 – sprayed the weeds growing around Lagoon #1.

We received 335 PA #1 calls in May, 21 of which were in conflict and required marking.

We received 155 loads of septage for a total of 461,250 gallons for an average of 14,880 gallons per day.

Currently have 23.27 storage days remaining.

4. **Administration Report**
Customer Correspondence
Personnel Issues
Resolution
Consulting Engineer: Engineer's Report is in the Board Packet.
Rules & Regulations: Resolution 10-06-001.
Executive Director's Activities

5. **Financial Report:**
Financial Reports will be in your Board Packet.
Septage Billing for May was \$12,915.00 representing 155 loads accepted for a total of 461.250 gallons.

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

RESOLUTIONS: None.

LEGAL ITEMS: Discussion of Draft Agreement between the Borough and the Authority.

CORRESPONDENCE: None.

OLD BUSINESS: Mr. Reynolds updated the Board on his progress with the Alley Repair project. Nothing firm to report at this point.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – JoJo Campbell asked Ed why there was a 10 day extension on the USDA Loan Application. She also questions the 3 cell phone towers that were being put up. Wanted to know if the revenue from them would help pay off the loan. Ed states that they have not been approved yet, they were in the discussion stage.

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

Donna M. Patrick
Recording Secretary