

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of May 19, 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, Joe Scheese, Percy Reynolds, and Phil Brenner. Also in attendance were Edward Lennex, Executive Director; Teri Dignazio, Joel Brown 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 April 21, 2010 meeting as submitted. (J. Scheese, P. Brenner)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$7,844.89 and the monthly bills in the amount of \$90,464.94. (P. Brenner, P. Reynolds)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #180 in the amount of \$20,000.00 to transfer to the BRI Account. (P. Brenner, L. Bonam)

Motion made, seconded and passed to approve Revenue Requisition #181 in the amount of \$84,000 to transfer to the Operating Account. (P. Brenner, L. Bonam)

Motion made, seconded and passed to approve Revenue Requisition #182 in the amount of \$30,000 to replenish working capital for Payroll Account. (P. Brenner, L. Bonam)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #206 to Samuel L. Ross in the amount of \$6,190.43 for June Rent. (P. Brenner, L. Bonam)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #207 to Barbara H. Ross in the amount of \$13,070.41 for May Rent. (P. Brenner, L. Bonam)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #208 to Oxford Area Sewer Authority in the amount of \$22,688.22 to transfer to the General Fund per the Auditor's Recommendations. (P. Brenner, L. Bonam)

Total Bond Redemption & Improvement Fund Requisitions: \$41,949.06

Escrow Accounts – Motion made seconded and passed for Payment to Barley Snyder for \$60.00 (check #1003) for professional services related to Sycamore Crossing Phase I. (P. Brenner, R. Cantarera)

Total Escrow Checks: \$60.00

Motion made, seconded and passed to approve the Financial Summary Report.

Motion made, seconded and passed to approve the Treasurer's Report.

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

A. Action Items:

B. Appearances:

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 Facilities Expansion Committee has conducted a review of the draft Plan and Ed has forwarded the changes that need to be made, to Rettew. Once the necessary corrections and changes have been made, we will give copies of the draft to the municipal official that attended the workgroup meetings and their engineer. We are requesting that they take a week to review and give us any changes or comments they may have so that by May 28th, we can have final copies ready for circulation to the member municipalities Planning Commissions, Chester County Planning and the Chester County Health Department. The anticipated start of the thirty day Public Comment period is July 1. East Nottingham, West Nottingham and the Borough have copied the Authority with

their letters that were sent to Kelly Sweeney at DEP pledging their support to assist the Authority with an August submittal to the Department. Ed has received verbal confirmation that Lower Oxford has sent their letter but they did not copy the Authority or the other municipalities like everyone else did.

There was a discussion by the Board as to how the Authority should present the Plan to the Municipalities and the public. It was the consensus of the Board that a short summary presentation of the Plan should be prepared by the Executive Director and Rettew. The presentation would be made at 6:30 pm prior to the Authority's regularly scheduled June 16, 2010 meeting and a letter should be written to each municipality requesting to be placed on the next regularly scheduled Planning Commission meeting and that permission be granted to advertise the fact in a public notice in the newspaper. A motion was made and seconded and the Board approved. (P. Reynolds, J. Scheese)

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: In accordance with the requirements stipulated as part of the USDA loan application, the Authority published a full page ad in the Daily Local and Chester County Press announcing a thirty (30) day Public Comment Period for review and comment on the Environmental Review. The thirty day period expires May 28th. To date, one person has reviewed the document. Once the thirty day period is over, the state office can then submit the entire application to Washington for final approval.

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

2. **Developer Activity**

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: Please refer to the letter in your packet from William Malin at Carroll Engineering. Seems we do not have to rush to submit our Annual Report. The extended time will allow Carroll to have four quarters of testing data from Brandywine Science.

Influent/Effluent Sampling: Based on the initial reports, the Influent/Effluent sample testing actually show better performance

results than when we were using QC Labs. Staff is not quite sure what to attribute this to but we will continue to monitor. We are experiencing high levels of fecal (but we are well within permit) than normal but we suspect this is attributable to the fact that we needed to use a pump to transfer effluent from Lagoon 1 to 2 and 3. When we do this, the intake pipe for the pump is not in the most efficient treatment zone so we do get solids carryover and this is contributing. Ed went back and looked and we had the same situation last year after we did this kind of pumping. The operators have increased the chlorine feed rate and this should reduce the fecal level.

Electricity Contract: Kathy Orcutt and Ed continue to work with the firm hired by the County on the possibility of the Authority piggybacking on the County's bid.

Cell Towers: Nothing to report at this time.

Operations Management Report: The average daily influent were 575,770 with a maximum day of 695,805 for a total of 17,273,111.

The average daily effluent was 737,607 with a maximum day of 1,021,000 for a total of 20,653,000.

Lagoon Levels: #1 - 18.5" #2 - 12.8" #3 - 15.5"

Pump Station Hours of Operation were:

6 th Street = 224.2	Grant Street = 171.8	8 th Street = 315.3
Q1 = 1.9	Locust Street = 4.2	Locksley Glen = 98.0
Wiltshire = 138.4		

OASA Operations Report:

4/5/10 – repaired a broken wire on the flow meter for Zone #2.

4/6/10 – put the mower on the tractor.

4/8/10 – tractor was leaking hydraulic oil so we sent it to Atlantic Tractor for repairs.

4/9/10 – cleaned the wet wells at Grant Street, 6th Street and 8th Street Pumping Stations.

4/12/10 – had to get an independent contractor to fix Pivot #1.

4/16/10 – replaced a timer relay on Pivot #2.

4/22/10 – put a new actuator valve on Pivot #4.

4/27/10 – put the channel grinder back in at the 6th Street Pump Station.

We received 195 PA #1 calls in April, 7 of which were in conflict and required marking.

Currently have 21 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:
April 27 – Barley, Snyder Seminar
April 29 – meeting with Auditor

5. **Financial Report:**
Financial Reports will be in your Board Packet.
Septage Billing for April was \$196.00 representing 2 loads accepted for a total of 7,000 gallons. It should be noted that as of May 10, we began to accept septage again.

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

RESOLUTIONS: None.

LEGAL ITEMS:

CORRESPONDENCE: None.

OLD BUSINESS: Percy Reynolds updated the Board on his progress with the repair of the Administration Buildings alley and he will keep them informed.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items –

ADJOURN: Motion made, seconded and passed to adjourn. (J. Scheese, P. Brenner)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary

