

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of November 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, Neil Pagano, Phil Brenner, Joe Scheese and Percy Reynolds. Also in attendance were Edward Lennex, Executive Director; Michelle Braas; Gerald Cox, Marcella Peyre-Ferry, Daily Local; J. Chamberlain; Randy Teel; Teri Dignazio; Blair Fleischman; David Ross 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 October 20, 2010 meeting as amended. (P. Reynolds, J. Scheese) L. Bonam abstained.

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

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

Motion made, seconded and passed to pay the prepaid bills in the amount of \$38,214.11 and the monthly bills in the amount of \$113,966.48. (R. Cantarera, L. Bonam)

#### **Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #200 in the amount of \$130,000.00 to transfer to the Operating Account. (R. Cantarera, P. Reynolds)

Motion made, seconded and passed to approve Revenue Requisition #201 in the amount of \$40,000 to transfer to the Payroll Account. (R. Cantarera, P. Reynolds)

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

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #219 to Samuel L. Ross in the amount of \$6,190.43 for December Rent. (R. Cantarera, P. Reynolds)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #220 to Barbara H. Ross in the amount of \$13,070.41 for December Rent. (R. Cantarera, P. Reynolds)

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

### **Escrow Accounts**

Motion made, seconded and passed to pay Barley Snyder in the amount of \$180.00 (check #145) for work related to Oxford Commons Shopping Center. (R. Cantarera, L. Bonam)

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

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

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

**A. Action Items:** None.

**B. Appearances:** Randy Teel questioned where rates for pro-rating come from. He feels that they are changing inconsistently. Ed states that the numbers are what the 4 municipalities came up with.

**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 2010 Act 537 Plan has been delivered to PADEP. Enclosed in your Board Packet is a letter we received from Kelly Sweeney at PADEP, there are some items which need to be addressed. Ed has prepared a brief synopsis of the additional work that will need to be done. Most of the information requested is minor and Rettew and Ed are working on it. The major item is the resolutions that were passed by the municipalities. DEP is requesting a change to the adopted resolutions. On November 9, Ed e-mailed a draft of new resolutions with the suggested change DEP made to Kelly Sweeney to see if this is the wording they desire. Ed has yet to hear back from her. Once Ed receives her

reply, he will forward the new resolutions to the municipalities and their solicitor for them to be considered at their December meetings. We have a December 30 deadline to submit the requested information.

**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:** On October 28, the Finance and Bond Committee, along with an elected official from each member municipality and their respective solicitors met with the USDA-RUS workgroup. The Executive Director, along with Kathy Gray, Michele Braas, Sue Gantz and Mike Wolf presented a power point presentation and documents for the workgroups consideration and comment. Sue Gantz answered a number of questions that had been prepared by the solicitors and it was agreed that the solicitors would submit their questions to Kathy and she would forward them to Sue to have a formal response presented by USDA-RUS. The workgroup raised questions regarding the information in the presentation and made suggestions for changes. It was agreed by all present that this presentation would be made to all of the elected officials from the member municipalities and November 23 at 7:00 p.m. has been set up as the time for the joint presentation. At this point, each municipality would be given a package which they could then take back and discuss at their respective individual public meetings for consideration and deliberation for approval of the guarantee on the loan.

**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 been working since November 11 on replacing the valves. Work should be completed by November 17.

**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.

**Operators Certification Regulations** – A few weeks back, Ed

gave the Board information regarding changes that were being made to the operator's certification program. In the packet is a summation of those changes that has been prepared by PADEP, Ed plans to follow this issue closely and work with our operators to institute the appropriate operational changes we will need to make to comply with the new regulations.

**Operations Management Report:** The average daily influent were 515,366 with a maximum day of 1,453,131 for a total of 15,976,337.

The average daily effluent was 657,741 with a maximum day of 977,000 for a total of 17,759,000.

**Lagoon Levels:** #1 - 16.9" #2 - 2.5" #3 - 6.0"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 218.9 Grant Street = 163.5 8<sup>th</sup> Street = 258.7  
Q1 = 27.2 Locust Street = 3.6 Locksley Glen = 101.3  
Wiltshire = 164.6

**OASA Operations Report:**

10/1/10 – recorded 7.5" of rainfall over the past 24 hours.

10/7/10 - put a repaired gearbox on Pivot #5 and also repaired a bad wire in the control panel.

10/11/10 – changed a flat tire on Pivot #2.

10/14/10 – had to remove pump #1 at the 6<sup>th</sup> Street pumping station and send to Motor Technology for repair.

10/21/10 – received an estimate for the pump repair and gave the the ok to proceed with repairs.

10/27/10 – repaired pump was returned to us and we installed it.

10/28/10 – exploratory dig at 621 Broad Street turned out to be a water leak not a sewer related issue.

We received 736 loads of septage in October for a total of 945,250

Gallons, for an average of 15,943 gallons per day.

Currently have 54 storage days remaining.

We received 117 PA#1 calls in October, 14 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 October was \$19,771.00 representing 173 loads accepted for a total of 494,250 gallons.

Audit – The Auditors are currently in during the week of November 15<sup>th</sup> to conduct the annual audit. Staff has implemented all of the agreed upon changes that were specified in the Auditors Report to the Board. We will be preparing the Annual Report after they have reviewed the books and agreed to our proposed year ending adjustments.

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

**RESOLUTIONS:** None.

**LEGAL ITEMS:**

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

**Non-Agenda Items –**

Ms. Blair Fleischmann raised questions to the Board regarding the Act 537 Plan and the USDA-RUS Loan and the Board responded.

Mr. Randy Teal raised questions regarding the USDA- RUS loan and the Board responded.

Mr. David Ross raised questions to the Board regarding the Act 537 Plan and the USDA-RUS Loan and the Board responded.

**EXECUTIVE SESSION:** None.

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary