

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of October 20, 2010

Chairman, Bob Yeatman called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Cantarera, Neil Pagano, Phil Brenner, Joe Scheese and Percy Reynolds. Also in attendance were Edward Lennex, Executive Director; Michelle Braas; Jane Smeltzer; Joel Brown; C. Randy Teel; Blair Fleischmann; Betsy Brantner, Borough Manager; Eric Todd, Joe Chamberlain; Gerald Cox; C. John Stevenson and Marcella Peyre-Ferry, Daily Local News. Larry Bonam was absent.

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

It was noted by the Chairman, Bob Yeatman that the Authority had received a letter of resignation from Frank Lobb. Kathy Gray suggested that the Authority request that West Nottingham Township appoint a replacement to serve the remainder of Frank's term.

Motion made, seconded and passed to approve the minutes of the September 15, 2010 meeting as amended. (P. Reynolds, J. Scheese)

Motion made, seconded and passed to approve the minutes of the September 29, 2010 Special Board Meeting. (J. Scheese, P. Reynolds)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$27,897.62 and the monthly bills in the amount of \$125,621.07. (R. Cantarera, P. Brenner)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #196 in the amount of \$32,000.00 to transfer to the Payroll Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #197 in the amount of \$19,500 to transfer to the BRI Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #198 in the amount of \$90,000 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #199 in the amount of \$75,000 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #217 to Samuel L. Ross in the amount of \$6,190.43 for November Rent. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #218 to Barbara H. Ross in the amount of \$13,070.41 for November Rent. (R. Cantarera, L. Bonam)

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

Motion made, seconded and passed to pay Barley Snyder in the amount of \$1,760.00 (check #144) for work related to Oxford Commons Shopping Center. (R. Cantarera, P. Brenner)

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

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

A. Action Items: None.

B. Appearances: None.

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: As of the Special Board Meeting on September 29, 2010, the Authority had received approved Resolutions for the 2010 Act 537

Plan approval from the Borough of Oxford, East Nottingham Township and Lower Oxford Township. On October 13, 2010 the Authority received the approved Resolution from West Nottingham Township.

At the Special Board Meeting, the Board approved Resolution # 10-09-001 approving the 2010 Act 537 Plan but that approval and the final signatures by the authorized officers is contingent upon receiving the approval Resolution from West Nottingham Township. The Authority did receive the Resolution from West Nottingham but the authorized Board Officers did not feel they could sign the document until the full Board had an opportunity to review the West Nottingham Resolution. That resolution is included in your Board Packet.

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 Executive Director is attempting to assemble a work group consisting of the Authority's Finance and Bond Committee (P. Reynolds, L. Bonam, R. Cantarera & N. Pagano) along with Kathy Gray, Mike Wolf, Sue Gantz, Michele Braas, one elected official from each municipality and the municipality's solicitor. This work group would function similarly to the Act 537 Plan workgroup which would prepare an informative presentation for all the member municipalities and provide them with detail information in order that they could then discuss the issues regarding the USDA - RUS Loan and the Letter of Conditions. We had tentatively planned to meet on October 21, 2010 but due to extenuating circumstances it was postponed to a future date.

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

2. **Developer Activity** – Nothing to report at this time.

3. **Operations Report:**

Effluent Wet Well Valve Replacement Project: Authority staff and the field engineer from Rettew met with representatives of Wickersham Construction and this replacement project should be completed by the first week in November. Recent rains have raised the lagoon levels and we need to drain them in order for the project to commence.

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.

Operations Management Report: The average daily influent were 607,497 with a maximum day of 1,453,131 for a total of 15,224,920.

The average daily effluent was 477,607 with a maximum day of 1,407,000 for a total of 13,373,000.

Lagoon Levels: #1 - 16.2" #2 - 4.9" #3 - 8.3"

Pump Station Hours of Operation were:

6th Street = 197.4 Grant Street = 133.8 8th Street = 243.7
Q1 = 2.4 Locust Street = 3.6 Locksley Glen = 91.6
Wiltshire = 134.2

OASA Operations Report:

9/1/10 - Repaired a broken riser pipe in Zone #3.

9/2/10 - M&S Services did the annual flow meter calibration.

9/8/10 - Replaced the battery in the Generator @ Locksley Glen Pump Station.

9/10/10 - Repaired a broken riser in Zone #2.

9/20/10 - Third cutting of hay was taken off of Zones 1 & 1A.

9/21/10 - Ed Squires Paving repaired the area on Mt. Vernon Street That we dug up last January to make the Force Main Repair.

9/29/10 - Replaced broken universal joints, motor and gearbox on Pivot #5.

9/30/10 - Had Smoker Manufacturing repair a gear box for Pivot #5.

Received 156 loads of septage in September for a total of 455,750 gallons.

Currently have 50 storage days remaining.

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 September was \$12,761.00 representing 156 loads accepted for a total of 455,750 gallons.

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

RESOLUTIONS: None.

LEGAL ITEMS: Kathy reports that she has included materials in the packet showing where she assisted the West Nottingham Township Solicitor by preparing an opinion letter, which they asked for, to help make supervisors feel comfortable with the Adoption of that Resolution. Also, a follow-up on correspondence between the Authority and the Township and, a research memo in follow-up to a request made to Kathy Gray.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – Blair Fleishmann feels that the questions she asked regarding the Act 537 Plan are still unanswered. Blair isn't expecting answers now, she just wants it noted that she feels her questions were not answered. Regarding the Financial Aspects, Blair states her questions were specific to Appendix Q. John Stevenson agrees with P. Reynolds, and he is disheartened that no review will happen until the end of November on the Finance Review. Mr. Stevenson and Mr. Teel will be representing the Borough on that Committee and would like to know if any information is available. Ed will distribute before the meeting. Kathy Gray has been in contact with the Solicitors of the Municipalities and will also have materials prepared prior to the meeting.

EXECUTIVE SESSION: None.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary

