

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of September 15, 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, Phil Brenner, Joe Scheese and Percy Reynolds. Also in attendance were Edward Lennex, Executive Director; Michelle Braas; Jane Smeltzer; T. Dignazio; Joel Brown; Jojo Campbell; C. Randy Teel; Blair Fleischmann and Marcella Peyre-Ferry, Daily Local News. Larry Bonam was absent.

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

Motion made, seconded and passed to approve the minutes of the August 18, 2010 meeting as submitted. (J. Scheese, N. Pagano)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$20,524.60 and the monthly bills in the amount of \$38,998.49. (R. Cantarera, P. Brenner)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #192 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 #193 in the amount of \$22,000 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #194 in the amount of \$25,000 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #195 in the amount of \$19,500 to transfer to the BRI Account. (R. Cantarera, P. Brenner)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #215 to Samuel L. Ross in the amount of \$6,190.43 for October Rent. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #216 to Barbara H. Ross in the amount of \$13,070.41 for October Rent. (R. Cantarera, L. Bonam)

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

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

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

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

A. Action Items: Approval of Responses to comments received on the Act 537 Plan from the Public, Municipal Planning Commissions, Chester County Planning Commission, Chester County Health Department and Authorization for the Chairman to sign on the Authority's behalf.

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.

BUDGET COMMITTEE REPORT: Has met. The Budget is tabled due to outstanding issues. The Board will hold a meeting to approve the Budget when the outstanding issues have been resolved.

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: On September 2, 2010 the Facilities Expansion Committee met with the municipal representatives from the Act 537 Plan workgroup. The workgroup finalized the schedule for submission of the Plan to PADEP. All responses to the Public Comments received have been responded to by OASA and the municipalities. The same holds true for the comments received from the Municipal Planning Commissions,

the Chester County Planning Commission, and the Chester County Health Department. With this final step completed, the following schedule was agreed to by the group for submission to PADEP. East Nottingham and Oxford Borough would adopt the approval resolution on September 20, 2010, West Nottingham and Lower Oxford at meetings on September 21, 2010, and OASA at a special meeting on September 22, 2010.

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: Updates are in the Board Packets and the effects the conditions have on the process will be discussed.

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: 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 475,472 with a maximum day of 596,264 for a total of 14,739,639.

The average daily effluent was 657,200 with a maximum day of 1,244,000 for a total of 19,716,000.

Lagoon Levels: #1 - 17.5" #2 – 2.2" #3 – 4.9"

Pump Station Hours of Operation were:

6 th Street = 244.2	Grant Street = 136.9	8 th Street = 244.4
Q1 = 2.7	Locust Street = 4.1	Locksley Glen = 99.2
Wiltshire = 119.9		

OASA Operations Report:

8/2/10 - had to replace the gas chlorine tank valves and put a rebuild kit in the regulator.

8/4/10 - attended a meeting at DEP Headquarters about Irrigation.

8/6/10 - had to get Dolinger Electric repair an underground fault At the Osborne Farm near Pivot #5, caused by a lightning strike.

8/7/10 - The second cutting hay samples were sent to Agra analysis to be tested.

8/18/10 - sprayed the weeds around all of the lagoons, roadway and fence at the plant.

8/26/10 - had Kleinz Construction repair a leak in the force main at 6th Street. Called & notified DEP about the actions taken also followed up with a letter.

8/31/10 - second cutting of hay was taken off of Zones 2 & 3.

Currently have 55 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 August was \$10,129.00 representing 126 loads accepted for a total of 337,250 gallons.

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

RESOLUTIONS: None.

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: P. Reynolds reported that he has 1 estimate for the walkway. Mr. Reynolds will give a report when he has obtained 3 estimates.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – The following questions were raised and answered: Ed was asked to re-explain the Facilities Expansion Committee Report. Ed clarified the report satisfactorily.

Motion made, seconded and passed to authorize Ed to sign the Final Checklist on the Act 537 Plan before it is submitted. (J. Scheese, F. Lobb)
What happens if an item on the checklist isn't done properly? Ed reported that it

is either done or not done. There is no done properly or not done properly.

Regarding the USDA Loan and the Fulton Loan - Who is responsible for paying back the loans for USDA & Fulton if the Authority can't pay it back or they no longer exist? Ed states that it is against the law for the Authority to go out of existence while it has outstanding debt. The only way to dis-ban is for the municipalities to accept the debt.

Who signs the loan? The Chairman of the Board and the Secretary signs them. The Board would have to authorize them to sign. Kathy Gray states that is a long way off.

Is the loan being signed as a Corporation or a Private Entity? It is being signed as a Government Entity.

Regarding the Act 537 Plan - Why was drip never considered for the Ross Farm? J. Scheese states it is too expensive, not practical and costly to maintain. Ms. Campbell asked if a Wind Study could be done to see how much is going in to the ground and how much is being blown away.

EXECUTIVE SESSION: The Authority recessed the meeting at 8:00pm to meet in committee and reconvened at 9:15 a.m. Motion made, seconded and passed that the Authority authorize the Chairman to sign a Release & Indemnification Agreement with the Oxford Area School District to use their facilities at some point in the future and allow him to sign them as needed. (J. Scheese, N. Pagano)

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary