

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of January 20, 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, Frank Lobb, Neil Pagano, Percy Reynolds, Joe Scheese and Phillip Brenner. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Michelle Braas, RETTEW; Randy Teel, Joel Brown, Terri Dignazio, Blair Fleischmann, John Highby and Betsy Brantner, Borough Manager.

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

Motion made, seconded and passed to approve the minutes of the December 16, 2009 minutes as amended. (N. Pagano, J. Scheese)

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

A. Action Items:

- Election of Officers

**Chairman:** Bob asked Ed Lennex to act as Chairman for the election of the 2010 Chairman. Opened nominations, Bob Yeatman was nominated, closed nominations. Motion made, seconded and passed to elect Bob Yeatman as Chairman for 2010. (F. Lobb, J. Scheese)

**Vice-Chairman:** Opened nominations, Percy Reynolds was nominated, closed nominations. Motion made, seconded and passed to elect Percy Reynolds as Vice-Chairman for 2010. (J. Scheese, N. Pagano)

**Secretary:** Opened nominations, Joe Scheese was nominated, nominations closed. Motion made, seconded and passed to elect Joe Scheese as Secretary for 2010. (N. Pagano, J. Scheese)

**Treasurer:** Opened nominations, Bob Cantarera was nominated, nominations closed. Motion made, seconded and passed to elect Bob Cantarera as Treasurer for 2010. (N. Pagano, J. Scheese)

**Assistant Secretary:** Opened nominations, Larry Bonam nominated, nominations closed. Motion made, seconded and Passed to elect Larry Bonam as Assistant Secretary for 2010. (J. Scheese, N. Pagano)

**Assistant Treasurer:** Opened nominations, Frank Lobb Nominated and declined. Phil Brenner nominated, nominations closed. Motion made, seconded and passed to elect Phil Brenner as Assistant Treasurer for 2010. (F. Lobb, L. Bonam)

B. Appearances: None.

## **TREASURER'S ITEMS:**

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

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,656.37 and the monthly bills in the amount of \$62,767.11. (R. Cantarera, N. Pagano)

### ***Revenue Requisitions:***

Motion made, seconded and passed to approve Revenue Requisition #167 in the amount of \$65,000 to replenish working capital for Operating Account. (R. Cantarera, N. Pagano)

Motion made, seconded and passed to approve Revenue Requisition #168 in the amount of \$206000 to replenish working capital for Payroll Account. (R. Cantarera, N. Pagano)

Motion made, seconded and passed to approve Revenue Requisition #169 in the amount of \$20,000 to transfer to the Bond Redemption & Improvement Account. (R. Cantarera, N. Pagano)

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

Motion made, seconded and passed to approve Bond Redemption & Improvement Fund Requisition Request #198 to Samuel L. Ross in the amount of \$6,190.43 for February rent. (R. Cantarera, J. Scheese )

Motion made, seconded and passed to approve Bond Redemption & Improvement Fund Requisition Request #199 to Barbara H. Ross in the amount of \$13,070.41 for February rent. (R. Cantarera, J. Scheese)

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

### **Escrow Accounts**

Motion made, seconded and passed to approve payment to OASA for \$275.00 (check #1001) to reimburse OASA for payment to Barley Snyder for services related to Sycamore Crossing Phase I. (R. Cantarera, L. Bonam)

Motion made, seconded and passed to approve payment to Barley Snyder for \$320.00 (Check #1002) for professional serviced related to Sycamore Crossing Phase I. (R. Cantarera, L. Bonam )

**Total Escrow Checks: \$595.00**

Joe Scheese states that he would like to see the checks before the Board Meeting. Ed & Kathy have no problem with this but Ed cautioned that there may be a slight increase in the pre-paids between then and the regular meeting.

Motion made, seconded and passed to delegate to Treasurer and Assistant Treasurer, developing and accuracy of numbers with Board Members having access to data as needed. Bob Cantarera would like to meet with Ed Lennex to review the numbers before the Board Meeting. (F. Lobb, N. Pagano)

Motion made, seconded and passed to approve the Treasurer's Report. (R. Cantarera, L. Bonam)

**FACILITY EXPANSION COMMITTEE REPORT:**

-November 18, 2009, Act 537 Plan Workgroup Meeting - Agenda report added in to the Board Packets. The next meeting is December 17, 2009. Received information on how to update and submit the TAR. It will be submitted to DEP. The projection date is March/April 2010.

**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:**

- **Appointment of Committees** - Ed asked that each Committee be made up of 4 members each and that each member be from 1 municipality, except the Budget Committee. All members Were in agreement with this. Motion made, seconded and passed to appoint Members of each Committee as attached.
- **Appointment of Solicitor** - Motion made, seconded and passed To continue with Barley Snyder as the Solicitor. (J. Scheese, F. Lobb)
- **Appointment of Consulting Engineer** - Motion made, seconded and passed to continue with Rettew as the Consulting Engineer. (N. Pagano, F. Lobb)
- **Lease Agreement and Caretakers Agreement for Osborne Farm and Caretakers Agreement for Ross Tract** - See Directors Report.
- **Lower Oxford Township Route 10 Low Pressure Line** - See Director's Report.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project Status Reports**  
**Consent Order:** Nothing to report at this time.  
**Osborne Lagoon:** Received revised permit today.  
**Act 537 Plan:** The Facilities Expansion Committee and member municipal representatives and their respective engineers along with

RETTEW met on December 17 as a workgroup to facilitate completion of the revised Act 537 Plan. Included in your Board packet is the agenda and meeting summary. The Executive Director and RETTEW presented the municipalities with a list of information that needed to be updated or revised; a timetable for responses back; and a schedule of meeting dates and deadlines for each month through April 2010. The workgroup will meet again on January 21. Enclosed with your board packet is an updated Project schedule. It should be noted that the current schedule is a worst case scenario if all review agencies take the maximum review time allotted to them by law.

Motion made, seconded and passed for Frank Lobb & Kathy Gray to discuss the language contained in the Sewer Construction Guidelines. (F. Lobb, N. Pagano)

**Developers Agreement:** Nothing to report at this time.

**Future Disposal Fields:** Nothing to report at this time.

**Pretreatment Regulations:** Nothing to report at this time.

**I/I Study:** Nothing to report at this time.

**Lincoln/Brick Street Spray Field Analysis:** Nothing to report at this time.

**New Treatment Plant:** With the Board's decision on December 2, RETTEW has begun work on the design of the new mechanical Treatment plant.

**Lincoln Village:** Nothing to report at this time.

**Funding Assistance:** Rettew and Ed continue to work with the USDA on the loan application request.

Ed distributed the Final Feasibility Study information to be Submitted to USDA. No action needed.

**Sewer Line Extension Request:** As of the writing of this report, Ed has had no official word from Lower Oxford Township regarding the Route 10 low pressure sewer line. Included in your Board packet is a letter from East Nottingham Township for a Consideration of a sewer line and along Barnsley Road from Baltimore Pike to Twin House Road under the Sewer Construction Guidelines.

Bob Yeatman met with Lower Oxford Township Supervisors and their Engineer on 12/15/09. Bob attempted to clarify the situation of the Board. Lower Oxford Township intends to contact the Authority of their intent to work with them regarding the sewer line. Bob recommends tabling at this time.

Motion made, seconded and passed for Ed Lennex & Kathy Gray To draft a sample Mandatory Connection Ordinance. ((J. Scheese, N. Pagano) Joe Scheese also requested the letter at the next Meeting.

Motion made, seconded and passed for Ed Lennex to submit the Letter from East Nottingham Township to the Facility Expansion

Committee for their review. (P. Brenner, R. Cantarera)  
**FOP Development Group:** Nothing to report at this time.

**Developer Activity**

**Elkdale Green:** No activity to report on.

**Operations Report:**

**OASA Operations Report:**

**Effluent Wet Well Valve Replacement Project:** Wickersham Construction has been given notice to proceed with the project and they should have it completed shortly.

**Osborne and Ross Farming Operations:** Included in your Board packet are the Farm Lease and Caretakers Agreement for the Osborne Farm and a sub-lease for the Ross Tract with Mr. John Blank.

Motion made, seconded and passed to approve to enter into Agreements and obtain signatures from Mr. Blank. (J. Scheese, P. Brenner)

**Operations Management Report:** The average daily influent was 501,792 with a maximum day of 1,224,558 for a total of 18,655,547.

The average daily effluent was 514,071 with a maximum day of 961,000 for a total of 7,197,000.

**Lagoon Levels:** #1= 18.5' #2= 12.7' #3= 15.4'

**Pump Station Hours of Operation:**

6<sup>th</sup> Street - 254.6 Grant Street - 235.6 8<sup>th</sup> Street - 542.2

Q1 - 3.6 Locust Street - 4.3 Locksley Glen - 100.2

Wiltshire - 135.6

**OASA Operations Report:**

12-1-09 Had Dolinger Electric order a new surge protector for 8<sup>th</sup> St. Pump Station.

12-2-09 Put 32 bales of hay around the Lakeside Unit to prevent freezing.

12-8-09 Pulled both aerators from Lagoon #2 and sent to Motor Technology.

12-9-09 Shipped the used COD vials to Hach for disposal.

12-11-09 Replaced the transducer at the 6<sup>th</sup> St. Pumping Station with a rebuilt one we had in stock.

12-12-09 Had Pipe Data clear a blockage on Market Street at Niblock Alley.

12-14-09 Met two DEP agents at the Osborne Farm checking for run off.

12-15-09 Put a new motor on the 8<sup>th</sup> Street Pumping Station #2.

12-18/12-19-09 Received about 24" of snow.

12-23-09 Motor Technology returned repaired aerator motors.

Received 76 PA#1 calls in December. 11 were in conflict and required marking. Received 156 loads of septage for a total of 457,250 gallons and an average of 14,750 gallons per day. Currently have 22 days of storage.

**Administration Report:**

**Customer Correspondence**

**Personnel Issues**

**Resolution**

**Consulting Engineer:** The Engineers Report is in the packets.

**Rules and Regulations:** Nothing to report at this time.

**Executive Directors Activities:**

December 17 - Act 537 Plan Workgroup Meeting

January 8 - OMI Economic Development Committee Meeting

January 13 - Conference call with Pennvest

**FINANCIAL REPORT:**

Financial Reports are in the Board Packets.

Septage Billing for December is \$12,803.00 representing 156 loads accepted for a total of 457,250 gallons.

Motion made, seconded and passed to accept the Executive Director's report. (P. Brenner, L. Bonam)

**RESOLUTIONS:** None.

**LEGAL ITEMS:** Article of Amendment to Articles of Incorporation Were filed January 15, 2010.

Kathy presented Legal Services forms for USDA Loan Requirement and wants to submit to USDA and see if it will be approved after the Board Members review and return to February Meeting.

Motion made, seconded and passed to have the Executive Director prepare and present, for the Board Members to go over, all the details of the financing, needs analysis, how it's going to be paid for, how the USDA loan is going to work, etc. A meeting will be held the first week of March to present the interpretation. (J. Scheese, N. Pagano)

Motion made, seconded and not passed requesting a work session Be held for the Board in addition to the regular monthly board Meeting. (N. Pagano, J. Scheese)

**CORRESPONDENCE:** Ed received a letter from Andrews regarding a prospective property being made into 4 apartments. Ed wants send a letter to the owner regarding the need to contact The Sewer Authority before entering into such a project. Motion

made, seconded and passed to give Ed permission to interpret Letter and send an answer. (F. Lobb, L. Bonam)

**OLD BUSINESS:**

**NEW BUSINESS:**

- State Ethics Commission - Statement of Financial Interest

**PUBLIC COMMENT:**

**Non-Agenda Items:**

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

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary