

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of February 16, 2011

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Larry Bonam, Robert Cantarera, Bob Yeatman, Joe Scheese, Eric Todd, Phil Brenner. Also in attendance were Edward Lennex, Executive Director, Kathy Gray, Solicitor; Joe Chamberlain, Marcella Peyre-Ferry, Daily Local News and Joel Brown.

Percy welcomed everyone to the meeting.

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

Percy welcomed Eric Todd, the newest member of the Board, representing West Nottingham Township.

Bob Yeatman was recognized for his years of service as Chairman for the Board, as well as his dedication to the Sewer Authority.

Percy states that he is changing the Agenda to include Approval of the Agenda under Role Call. Motion made, seconded and passed to approve the Agenda as presented. (J. Scheese, B. Yeatman)

Motion made, seconded and passed to approve the minutes of the January 19, 2010 meeting as amended. (J. Scheese, P. Brenner) E. Todd abstained

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$19,988.81 and the monthly bills in the amount of \$32,379.44. (R. Cantarera, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #208 in the amount of \$44,000.00 to transfer to the Operating Account. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #209 in the

amount of \$29,000 to transfer to the Payroll Account. (R. Cantarera, L. Bonam)

Motion made, seconded and passed to approve Revenue Requisition #210 in the amount of \$19,000 to transfer to the BRI Account. (R. Cantarera, R. Yeatman)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #225 to Samuel L. Ross in the amount of \$6,190.43 for March Rent. (R. Cantarera, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #226 to Barbara H. Ross in the amount of \$13,070.41 for March Rent. (R. Cantarera, R. Yeatman)

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

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

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

Escrow Accounts

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

A. Action Items:

1. Appointment of Committees -

Budget - N. Pagano, P. Brenner, J. Scheese, B. Cantarera

Operations/Management - N. Pagano, P. Reynolds,
B. Yeatman, E. Todd

Facilities Expansion - P. Brenner, P. Reynolds, L. Bonam,
Vacancy

Personnel - N. Pagano, J. Scheese, B. Yeatman, vacancy

Finance & Bond - B. Cantarera, P. Brenner, L. Bonam,
B. Yeatman

2. Collection of Past Due Sewer Charges - Motion made, seconded and passed to approve the Delinquent Sewer Charges Notice. (J. Scheese, L. Bonam)

3. Approval of 2010 Annual Financial Report

4. Premium Conversion Plan

B. Appearances: None.

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: Committee appointments. Percy would like to ask the Budget Committee to come up with a procedure for the Board on how to notify the public of rate increases. Ed will draft something and circulate it to the Committee for their review.

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:** Nothing to report at this time.
 - 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:** All of the municipalities have now approved Resolutions guarantying the percentage of the USDA-RUS loan. Kathy Gray is working with Fulton Banks legal council on the commitment letter for the interim construction loan. Ed has prepared a separate report which is included in the Board Packet which presents an updated schedule of the steps that will now need to be taken.
 - 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:** Nothing to report at this time.
 - DEP Comprehensive Groundwater Monitoring:** Carroll Engineering is finalizing the report and it should be ready before the end of the month. When done, Ed will provide a copy to the Operations Committee for their review.
 - Spray Field Re-Permitting:** Rettew has filed the required documents with DEP for the Re-Permitting.
 - Influent/Effluent Sampling:** Nothing to report.
 - Cell Towers:** Nothing to report at this time.

Operations Management Report: The average daily influent were 468,739 with a maximum day of 563,693 for a total of 14,530,897.

The average daily effluent was 548,600 with a maximum day of 769,000 for a total of 5,486,000.

Lagoon Levels: #1 - 96" #2 - 15.3" #3 - 17.2"

Pump Station Hours of Operation were:

6th Street = 219.1 Grant Street = 156.4 8th Street = 270.5
Q1 = 3.1 Locust Street = 98.1 Locksley Glen = 100.0
Wiltshire = 267.9

OASA Operations Report:

01/04/11 - Had to replace a bad float at the Locksley Glen pumping station.

01/06/11 - Responded to an email from the DEP asking about our weekly and monthly spray schedule and the acreage of the spray fields.

01/07/11 - Had to replace a bad float at the Brookside pumping station.

01/11/11 - Cleared a blockage in one of the pumps at the Wiltshire Pumping Station.

01/13/11 - Had Alger Oil Company fill the fuel tanks at all of the pumping stations for the emergency generators. We discovered they are unable to fill the one at Tweed Crossing due to there being a problem with the vent pipe.

01/18/11 - Had a two hour power outage at the plant due to a wire on fire on Forge Road.

01/18/11 - Checked on a reported leak in the barns roof at the Osborne Farm, we authorized the farmer to order the materials to fix it. He said he will provide labor.

01/24/11 - Met with the codes enforcer about the lateral on 4th & Hodgson Street not being installed properly and no inspection. They will have to dig it up and make the changes.

We recorded about 25" of snow this month.

We received 69 loads of septage for this month for a total of 183,000 gallons, for an average of 5,900 gallons per day.

Currently have 12 storage days remaining.

We received 100 PA #1 calls, 10 of which required marking.

4. **Administration Report**
Customer Correspondence
Personnel Issues

Resolution

Consulting Engineer: Engineer's Report is in the Board Packet.

Rules & Regulations: Nothing to report.

Executive Director's Activities: None.

Collection of Past Due Sewer Charges: Included in the Board Packet is an updated copy of the notice that will be mailed out to our delinquent customers who are more than 181 days past due. Ed did not place an ad in the paper as both the Daily Local and the Chester County Press both had extensive articles discussing this issue. It would be staff's intention to mail out these letter February 17 & 18.

5. **Financial Report:**

Financial Reports will be in your Board Packet.

Septage Billing for January was \$7,320.00 representing 69 loads accepted for a total of 183,000 gallons.

Audit – The Auditors have completed their work, and Ed is currently preparing the 2010 Annual Financial Report, the Auditors Report on Operations and their letter of Significant Audit Findings. Ed has also included a copy of last year's Auditor's Report on Operations. As you will see by comparing the two letters, staff has dealt with all of the major issues presented in last year's letter.

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

RESOLUTIONS: None.

LEGAL ITEMS:

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: Premium Conversion Plan - (J. Scheese, R. Yeatman)

PUBLIC COMMENT:

Non-Agenda Items –

EXECUTIVE SESSION: None.

ADJOURN: Motion made, seconded and passed to adjourn at 8:56 p.m. (R. Yeatman, E. Todd)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary