

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

April 20, 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, and Phil Brenner. Also in attendance were Edward Lennex, Executive Director, Kathy Gray, Solicitor; Joe Chamberlain, Joel Brown, JoJo Campbell, Ken Hershey, Blair Fleishmann and Terri Dignazio.

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

Motion made, seconded and passed to approve the minutes of the March 16, 2010 meeting as amended. (J. Scheese, P. Brenner)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$7,525.90 and the monthly bills in the amount of \$164,464.80. (R. Cantarera, P. Brenner)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #215 in the amount of \$40,000.00 to transfer to the Payroll Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #216 in the amount of \$100,000 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #217 in the amount of \$65,000 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #218 in the amount of \$19,200 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 #229 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 #230 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. (R. Yeatman, J. Scheese)

Escrow Accounts

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

A. Action Items:

1) Fulton Bank Loan - Commitment Letter - Kathy Gray states that since the Commitment Letter has not been received, the Authority can not address it tonight. Motion made, seconded and passed to give Ed Lennex the authority to advertise for a Special Board meeting once a Commitment Letter and Approval from the Bond & Finance Committee have been received. (J. Scheese, P. Brenner)

2) DEP April 11, 2011 - 2010 Act 537 Plan Review Letter - A copy of the letter received from DEP was mailed to all Board Members last week. Ed summarized where he thought the Authority needed to address specific issues in this letter. Ed will schedule an Act 537 Workgroup Meeting for next week to discuss questions for Kelly Sweeney. Motion made, seconded and passed for Ed to send out the summation of the Act 537 Plan Revision Letter to the Municipalities. (J. Scheese, P. Brenner)

3) Osborne Lagoon Bid - All bid documents are with USDA now. Motion made, seconded and passed that as soon as USDA approves the bid package for the Osborne Lagoon, that Ed Lennex is authorized to do an ad for the Daily Local and Lancaster Papers. (J. Scheese, R. Yeatman)

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: Percy reports that after the 537 approval, the Municipalities and the Authority need to discuss the Planning Module Process.

DIRECTOR'S ITEMS:

1. Ongoing Project status reports

Consent Order: Nothing to report at this time.

Osborne Lagoon: The Osborne Lagoon Bid Specifications are completed and will be submitted to USDA-RUS for their review and approval, on April 19th. Based upon receiving approval, the project will be ready for Bid Advertising. Ed would like to request authorization from the Board to advertise for Bids once there is a certainty that the Fulton Bank Interim loan will close prior to Bids being awarded. There will be a number of steps which will need to transpire prior to awarding of a contract. The following is a tentative schedule:

- A) prepare advertisement for and publish Bid - 1 week
- B) 30 day bidding period
- C) 1 week to review bids for accuracy and completeness
- D) schedule Special Board Meeting for tentative Board Approval subject to USDA-RUS review and approval
- E) submit to USDA-RUS review and approval - 2 weeks
- F) final award of contract

Act 537 Plan: DEP has reviewed the 2010 Act 537 Plan and a copy of their April 11, 2011 letter was sent to each Board Member. Included in the Board Packet is a memorandum addressing the comments that pertain to OASA. Ed would propose after the Board has a chance to review and discuss both the DEP letter and his review, that a meeting of the Act 537 Plan Work Group be scheduled for the week of April 26th to work out a schedule to comply with DEP's requests.

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 April 4, 2011, Kathy Gray and Ed received Fulton Banks Loan Commitment, Terms and Conditions letter. After a thorough review, both Kathy & Ed had a number of concerns and issues with the letters. Both have been working closely with Fulton Staff and their attorneys to resolve the issues at hand. There are revised letters forthcoming from Fulton but at the time of this report, Ed has not received them. Ed will have Kathy update the Board on what has transpired and once we have received revised documents to our satisfaction, Ed will forward them to the Board and schedule a meeting with the Bond and Finance Committee to discuss. With the Committee's approval and recommendations, Ed will schedule a Special Board Meeting for

Full Board Discussion and action. Mr. Yeatman question Ed as to what timeframe they could expect. Ed states about 4 weeks.

Sewer Line Extension Requests: On March 28, 2011, Percy Reynolds, Eric Todd, representatives of Herr Foods, Ron Regan and Ed met to discuss the possibility of a sewer line extension from Waterway Road to West Nottingham Township. Herr Foods has authorized Ron Regan to prepare a feasibility study for the proposed extension. Herr's will be subsidizing this study. Once the feasibility study is complete, Ed will ask the Facilities Expansion Committee to meet and discuss the finds and based on its findings to recommend to the Board a course of action.

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 605,979 with a maximum day of 1,384,793 for a total of 18,785,356.

The average daily effluent was 675,308 with a maximum day of 1,295,000 for a total of 17,558,000.

Lagoon Levels: #1 - 18.6" #2 – 18.9" #3 – 17.5"

Pump Station Hours of Operation were:

6th Street = 278.3 Grant Street = 128.2 8th Street = 340.8
Q1 = 3.6 Locust Street = 4.0 Locksley Glen = 92.7
Wiltshire = 402.7

OASA Operations Report:

3-3-11 removed aerator #2 from lagoon #1 for repairs.

3-4-11 replaced the telemetry line on the Brown Farm property due to a break in the line.

3-7-11 serviced the Godwin pump.

3-9-11 Walter Grube from DEP was here to research rainfall totals for the past couple of years.

3-10-11 took the GMC truck to have an exhaust leak fixed.

3-11-11 faxed DEP the information they requested about

rainfall totals.

3-18-11 had Klines Septic Services clean out the septage receiving tanks.

3-28-11 BSC sampled the monitoring wells.

3-28-11 met with the contractor for Walmart to address concerns about the force main being damaged during construction. They used soft dig to expose the pipe line in 5 locations to get accurate elevations. Have asked for a copy of the measurements.

We received 149 loads of septage for this month for a total of 423,000 gallons, for an average of 13,645 gallons per day.

Currently have 5.25 storage days remaining.

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: Ed reports that they have sent out 14 water shut off notices in the Borough. 3 paid in full; 1 met with the Committee that was set up. Sent out 12 Chester Water Authority notices yesterday and 2 want to come in and talk with that Committee. Half of the list was cleaned up with either paid off or payment arrangements. If they are 180 days overdue, the full amount will be due, not the forgiveness amount.

5. **Financial Report:**

Financial Reports will be in your Board Packet.

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

RESOLUTIONS: None.

LEGAL ITEMS: None

CORRESPONDENCE: None.

OLD BUSINESS: PMAA Administrative Conference will be held on April 26, 2011. Percy is interested in going. Ed will not be attending. Kathy will be attending.

NEW BUSINESS:

PUBLIC COMMENT:

Non-Agenda Items – Ken Hershey wanted to know the status of the finalizing for the Lagoon. He was told that it is at USDA. Is permitted but not done. Also, Mr. Hershey wanted to know when the bidding on the Osborne Lagoon would happen. He was told within 1 week of USDA approval. Hopefully the first week of May. Just waiting for USDA to approve the document which should take 2-4 days. Motion made, seconded and passed to make the Developer's Agreement Null and Void at the closing of the Interim Loan. (J. Scheese, R. Yeatman)

EXECUTIVE SESSION: None.

ADJOURN: Motion made, seconded and passed to adjourn. (J. Scheese, R. Yeatman)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary