

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of August 17, 2011

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Cantarera, Bob Yeatman, Phil Brenner, Joe Scheese, Eric Todd and John Schaible. Also in attendance were Edward Lennex, Executive Director, Kathy Gray, Solicitor; Michele Braas, Joe Chamberlain, and Joel Brown.

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

Motion made, seconded and passed to approve the Agenda as updated. (P. Brenner, R. Yeatman)

Motion made, seconded and passed to approve the minutes of the July 17, 2011 meeting as written. (J. Schaible, J. Scheese)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$2,971.50 and the monthly bills in the amount of \$43,954.17. (R. Cantarera, R. Yeatman)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #228 in the amount of \$60,000.00 to transfer to the Operating Account. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #229 in the amount of \$29,000 to transfer to the Payroll Account. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #230 in the amount of \$19,200 to transfer to the BRI Account. (R. Cantarera, J. Scheese)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #237 to Samuel L. Ross in the amount of \$6,190.43 for September Rent. (R. Cantarera, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement

Fund Requisition Request #238 to Barbara H. Ross in the amount of \$13,070.41 for September Rent. (R. Cantarera, R. Yeatman)

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

Escrow Accounts

Motion made, seconded and passed to approve payment to Rettew for \$5,756.32 (check #147) for Invoices 94493 and 96026 for work related to Oxford Commons Review. (R. Cantarera, R. Yeatman)

Total Escrow Checks: \$5,756.32

Motion made, seconded and passed to approve for Ed to pay the 15 vendors listed in the Draw Requisition, totaling \$568,617.50. (R. Cantarera, J. Scheese)

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

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

Public Comment Period: None.

A. Action Items:

- 1) Approval of Resolution #11-08-001 - Resolution Approving Draw Request form and Authorizing completion, execution and Submission Of Draw Request for Capital Project Cost being Funded Through the Fulton Bank Interim Loan. Motion made, seconded and passed to approve Resolution #11-08-001. (J. Scheese, R. Yeatman)
- 2) Resolution #11-08-002 - Resolution Authorizing the Payment of Closing Cost in Connection With The Interim Loan. Motion made, seconded and passed to approve Resolution # 11-08-002. (J. Scheese, P. Brenner)
- 3) Committee Appointments - to be handled in Chairman's Items.

B. Appearances: None.

Resolutions:

- Resolution #11-008-001 - Resolution Approving Draw Request Form and Authorizing completion, execution and submission of Draw Request for Capital Project Cost being funded through the Fulton Bank Interim Loan.
- Resolution #11-08-002 - Resolution Authorizing the Payment of Closing Cost in Connection With The Interim Loan.

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.

BUDGET COMMITTEE: Will meet on August 31, 2011.

CHAIRMAN'S ITEMS:

Committee Appointments - J. Schaible will join the Operations Management Committee and the Budget Committee. Will need to replace L. Bonam.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

Consent Order: Nothing to report at this time.

Osborne Lagoon: The Osborne Lagoon was advertised for bid on August 8, in the Daily Local, Lancaster paper and on line through Penn Bid. There will be a pre-bid meeting on August 23 at 9:30 a.m. here at the Administration Office for all interested bidders. Attendance at this meeting is mandatory if a contractor wishes to submit a bid. Bid opening will be on September 12 at Rettew's Office. Rettew and the Executive Director will review the bids to determine who the lowest responsible bidder is based upon total compliance with the bid requirements. A recommendation will be made to the Board for award of the contract at our September 21 Board meeting. The Board will be asked to award the contract based upon final approval by the USDA-RUS. The Board will also be asked to consider authorizing the appropriate Officers and/or Executive Director to sign the contract once USDA-RUS approval is received and to issue the notice to proceed.

Act 537 Plan: The plan is still under review by PADEP. The Department contacted Ed for further clarification of information and data regarding the Ross Spray Fields. Bill Beers of Tetrahedron who prepared the report contained in Appendix S of the Plan has been in contact with the Department and is responding to the request for information. The Department has until September 15 to respond to the Plan.

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: There was a design meeting held on July 25, 2011 at Rettew for the WWTP design and the Ross Spray Field Design. Ed attended along with the three operators

from the plant and Bob Yeatman and Phil Brenner. The meeting was very productive and provided Rettew with guidance on the Facility and equipment the Authority would like to see designed.

Funding Assistance: On August 11, the Authority closed with Fulton Bank on the Interim Construction Loan.

Sewer Line Extension Requests: Ed met with Ron Ragan and Herr's on August 15, and Ron and Ed updated them on the progress so far.

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

3. **Operations Report:**

DEP Comprehensive Groundwater Monitoring: Carroll Engineering, on August 9, submitted the Ground Water monitoring Report to PADEP. We will await their response.

Spray Field Re-Permitting: Rettew has filed the required documents with DEP for the Re-Permitting.

Influent/Effluent Sampling: Nothing to report.

Cell Towers: Since the July Board Meeting, neither Kathy Gray or Ed have had the opportunity to work on this project. Will work towards having an update for the Board at the September Meeting.

Operations Management Report: The average daily influent were 459,829 with a maximum day of 542,829 for a total of 14,254,686.

The average daily effluent was 702,679 with a maximum day of 1,234,000 for a total of 19,675,000.

Lagoon Levels: #1 - 18.8" #2 – 9.6" #3 – 10.6"

Pump Station Hours of Operation were:

6th Street = 236.0 Grant Street = 144.1 8th Street = 241.2
Q1 = 4.3 Locust Street = 3.6 Locksley Glen = 102.6
Wiltshire = 336.8

OASA Operations Report:

7/5/11- got the 2000 Chevy inspected.

7/8/11 - traded the 6' Godwin Pump for a 4" to assist the flow from Lagoons #1 & #2.

7/11/11 - had a group from Rettew Engineering tour the plant in regards to plant upgrading.

7/13/11 - had a contractor build a swale next to Zone 1A, soil was hauled in from the Walmart Site.

7/22/11 - replaced a flat tire on Pivot #1.

7/25/11 - attended an all day meeting at Rettew Engineering about plant upgrades.

7/27/11 - replaced the booster pump for the end gun on Pivot #5.

We sent hay and soil sample results to Walter Grube at the DEP this month.

Received 127 PA #1 calls this month, 17 were in conflict and required marking.

Received 154 loads of septage in July, the total gallons was 444,000 for an average of 14,323 gallons per day.

Currently have 25 storage days remaining.

4. **Administration Report**
Customer Correspondence
Personnel Issues
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
5. **Financial Report:**
Financial Reports will be in your Board Packet.
Septage Billing for July was \$17,760.00 representing 154 loads accepted for a total of 444,000 gallons.

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

LEGAL ITEMS: Discussed earlier in the meeting.

CORRESPONDENCE: 29 S. 8th Street - Ed received a letter regarding Mr. Kerr's purchase of 29 S. 8th Street which he purchased at Sheriff's Sale. He wishes to build a house on the property. They went to DEP and asked for an exception. The house that was on the property originally burnt down in 1992. Motion made, seconded and passed to have Ed send correspondence to Mr. Kerr in reference to 29 S. 8th Street, in the Borough of Oxford. (J. Scheese, J. Schaible)

OLD BUSINESS: None.

NEW BUSINESS: Letters to Rettew and Barley Snyder thanking them for their assistance and support during the time of the USDA Funding Processes. Motion made, seconded and passed allowing Ed to send Letters to Rettew and Barley Snyder thanking them for their support and assistance over the last few months. (J. Scheese, E. Todd)

PUBLIC COMMENT:

Non-Agenda Items – None.

EXECUTIVE SESSION: Enter into Executive Session at 8:00 p.m. to discuss Real Estate issues. Reconvene to regular meeting. Motion made, seconded and passed allowing Ed to pursue Real Estate Interests. (J. Schaible, B. Yeatman)

ADJOURN: Motion made, seconded and passed to adjourn. (E. Todd, J. Scheese)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary