

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of May 18, 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 and John Schaible. Also in attendance were Edward Lennex, Executive Director, Kathy Gray, Solicitor; JoJo Campbell, Blair Fleishmann, Joe Chamberlain, Marcella Peyre-Ferry, Terri Dignazio, Joel Brown and Randy Teel.

Chairman, Percy Reynolds welcomed the newest member of the Board, John Schaible, representing the Borough of Oxford. John was appointed at the Borough Council Meeting on May 9, 2011.

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

Motion made, seconded and passed to approve the Agenda. (E. Todd, P. Brenner)

Motion made, seconded and passed to approve the minutes of the April 20, 2010 meeting as amended. (P. Brenner, J. Scheese)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$16,211.31 and the monthly bills in the amount of \$26,089.61. (R. Cantarera, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #219 in the amount of \$60,000.00 to transfer to the Operating Account. (R. Cantarera, B. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #220 in the amount of \$30,000 to transfer to the Payroll Account. (R. Cantarera, B. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #221 in the amount of \$19,300 to transfer to the BRI Account. (R. Cantarera, B. Yeatman)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #231 to Samuel L. Ross in the amount of \$6,190.43 for June Rent. (R. Cantarera, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #232 to Barbara H. Ross in the amount of \$13,070.41 for June Rent. (R. Cantarera, R. Yeatman)

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

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

Escrow Accounts

Public Comment Period: Blair requested a description of Action Items on the Agenda. It was noted that each item would be described as it was discussed.

A. Action Items:

- 1) Fulton Bank Loan - Commitment Letters -
- 2) Resolution No. 11-05-001 - Accepting Terms and conditions of Fulton Bank Commitments - Chairman, Percy Reynolds read the Agreement into the minutes. Motion made, seconded and passed to approve Resolution 11-05-001. (J. Scheese, L. Bonam)
- 3) Municipal Loan Guarantee Agreement -
- 4) Resolution No. 11-05-002 - Approval of Municipal Guarantee Agreement - Kathy will make whatever changes need to be made and Prepare another draft of version 2. Motion made, seconded and Passed to approve Resolution 11-05-002. (R. Yeatman, L. Bonam)

B. Appearances: Jojo Campbell - States that she was watching the news and they said that there was going to be another recession in August 2011 and it would be worse than the one of 2008. Ms. Campbell wanted to know how this would affect the loan if it happened. Ms. Campbell was told that it was secure.

FACILITY EXPANSION COMMITTEE REPORT:

Act 537 Plan Workgroup Meeting April 27, 2011 - The Committee met on April 11, 2011 to review the letter from DEP. All participants were in agreement that the Authority and Member Municipalities should work to meet the deadline specified by the department to respond to the review. Based on questions raised at the meeting, Ed e-mailed Kelly Sweeney for clarification on a number of items. Ed copied the Workgroup and the Board on her reply. Based on that reply, the Authority and Member Municipalities responded back to Miss Sweeney by Letter on May 12, 2011 on e-mail and by hard copy the same day. Copy of the Authority Letter is enclosed in Board Packets. All Municipalities and Authority are willing to address the issues raised in the review letter. Now working on update of Act 537 Plan, putting it back out for 30 day public comment period, respond to comments and resubmit to the Department by July 15, 2011.

OPERATIONS MANAGEMENT COMMITTEE REPORT: None. Has not met.

FINANCE & BOND COMMITTEE REPORT:

Committee Report from May 11, 2011 Meeting - Summary of meeting: Finance & Bond Committee, which consists of Larry Bonam, Robert Cantarera, Percy Reynolds and Phil Brenner met on May 22, 2011, along with Kathy Gray and Ed Lennex to discuss the Fulton Bank Interim Construction Loan Commitment Letter and the US/Fulton Bank Municipal Agreement. Kathy Gray related to the Committee what had transpired since April 14, 2011 between Fulton Bank Representatives, herself and Ed Lennex to reach the Final Commitment Loan Document.

PERSONNEL COMMITTEE REPORT: None. Has not met.

PENSION COMMITTEE REPORT: None. Has not met.

CHAIRMAN'S ITEMS: Nothing to report.

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: On April 27, 2011, Act 537 Plan Workgroup met and discussed the April 11, 2011 review letter from DEP. All participants were in agreement that the Authority and member municipalities should work to meet the deadline specified by the Department to respond to the review. Based on questions raised at the meeting, Ed emailed Kelly Sweeney for clarification on a number of items. Ed has copied the workgroup and the Board on her reply. Based on that reply, the Authority and the member Municipalities responded back to Ms. Sweeney by letter on May 12, by email with hardcopy sent by mail the same day. A copy of OASA's letter is enclosed in the Board Packets.

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: The Board, by separate packet, has received all the information regarding the finalized Fulton Bank Commitments. Also, in that packet was the draft Municipal Guarantee Agreement. There is included in the Board Packet, two resolutions to accept the Fulton Bank Commitments and to approve the Municipal Agreements.

Sewer Line Extension Requests: On May 23, 2011 there will be a meeting to discuss the preliminary findings of the feasibility study for a sewer extension along Baltimore Pike to 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 597,423 with a maximum day of 962,497 for a total of 17,922,691.

The average daily effluent was 666,962 with a maximum day of 932,000 for a total of 17,341,000.

Lagoon Levels: #1 - 19" #2 - 17.7" #3 - 17.5"

Pump Station Hours of Operation were:

6th Street = 248.6 Grant Street = 192.3 8th Street = 289.5
Q1 = 3.4 Locust Street = 4.0 Locksley Glen = 90.2
Wiltshire = 407.9

OASA Operations Report:

4/5/11 - put the repaired aerator back in Lagoon #2.

4/6/11 - replaced the wire harness on Pivot #5.

4/11/11 - replaced a control board in Pivot #6.

4/14/11 - replaced a hub unit and universal joints on Pivot #2.

4/15/11 - pulled Pump #1 at Wiltshire Pump Station and cleared a blockage, but output is still not as many gallons per minute as it should.

4/15/11 - replaced the battery in the company Van and got it inspected.

4/18/11 - contractor made needed repairs to piping in Zone #1 Spray Field.

4/19/11 - met with the Walmart contractors and other utilities that have issues to address.

4/19/11 - found a broken support bar on Pivot #1, took it to a welding shop to have a new one fabricated.

4/26/11 - marked our Force Main Line on Pine Street and Cemetery Road, so Walmart could proceed with their plans to install a line.

4/30/11 - discovered a break in our telemetry line that controls the valves to the spray fields, we traced the break to where the new drive for Walmart has been located, we are currently operating the valves manually twice a day until we come up with a solution to relocate the wire. The Contractors don't believe they are responsible.

We received 188 loads of septage for this month for an average of 18,192 gallons per day. Currently have 5.25 storage days remaining.

We received 100 PA #1 calls in April. 12 were in conflict.

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
5. **Financial Report:**
Financial Reports will be in your Board Packet.
Septage Billing for April was \$21,830.00 representing 188 loads accepted for a total of 545,750 gallons.

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

RESOLUTIONS:

Resolution No. 11-05-001 - Accepting Terms and conditions of Fulton Bank Commitments -

Resolution No. 11-05-002 - Approval of Municipal Guarantee Agreement -

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