

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of November 16, 2011

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Cantarera, Robert Yeatman, Phil Brenner, Joe Scheese, Patrick Hughes and John Schaible. Also in attendance were Edward Lennex, Executive Director; Michele Braas; Blair Fleischman, Joel Brown, Marcella Peyre-Ferry, Daily Local; Randy Teel and Joe Chamberlain.

Percy introduced and welcomed Patrick Hughes to the Authority Board.

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

Motion made, seconded and passed to approve the Agenda. (J. Scheese, J. Schaible)

Motion made, seconded and passed to approve the minutes of the October 19, 2011 meeting as amended. (J. Scheese, R. Yeatman) P. Brenner and P. Hughes abstained.

Public Comment Period: None.

A. Action Items:

- 1) Approval of Escrow Release #1 - Oxford Commons Shopping Center - Motion made, seconded and passed to approve Ed to sign Reduction Agreement. (R. Yeatman, J. Scheese,)
- 2) Approval of Easement Agreement with Oxford Borough - Alleyway It is planned to repair and replace. The Easement Agreement allows The crew to come on to the property and do the work. (J. Scheese, J. Schaible)

B. Appearances: None.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$705.61 and the monthly bills in the amount of \$79,238/84. (R. Cantarera, R. Yeatman)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #238 in the amount of \$100,000.00 to transfer to the Operating Account. (R. Cantarera, J.

Schaible)

Motion made, seconded and passed to approve Revenue Requisition #239 in the amount of \$31,000 to transfer to the Payroll Account. (R. Cantarera, J. Schaible)

Motion made, seconded and passed to approve Revenue Requisition #240 in the amount of \$19,300 to transfer to the BRI Account. (R. Cantarera, J. Schaible)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #243 to Samuel L. Ross in the amount of \$6,190.43 for December Rent. (R. Cantarera, R. Yeatman)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #244 to Barbara H. Ross in the amount of \$13,070.41 for December 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 Barley Snyder for \$5,928.59 (check #150) for Invoice 4299 for work related to Oxford Commons Review. (R. Cantarera, R. Yeatman)

Total Escrow Checks: \$5,928.59

Draw Requests from Subordinated Sewer Revenue Note Series of 2011

Motion made, seconded and passed to approve Draw Request #27 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$586.25 for Funding Assistance. (R. Cantarera, J. Schaible)

Motion made, seconded and passed to approve Draw Request #28 from the Subordinated Sewer Revenue Note Series of 2011 to Barley Snyder in the amount of \$930.00 for work related to the Osborne Lagoon. (R. Cantarera, J. Schaible)

Total Draw Request from the Subordinated Sewer Revenue Note Series of 2011: \$1,516.25

Ed states that he and Kathy Orcutt are making the final adjustment entries. The audit is being held on November 29, 2011.

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

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: None. Has not met.

CHAIRMAN'S ITEMS: Percy recommended that the Operations Management Committee have a meeting within the next couple of months to make a plan for tracking EDU's. Ed will schedule the meeting.

CONTRACT AWARDS: Nothing.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

Consent Order: Staff has finished compiling a list of development projects that either have pre-paid Tapping Fees, Planning Module Approval or needs related to providing sewer service for failing on-lot disposal systems. This list provides the basis for the Connection Management Plan. It was essential that this list be researched and prepared in order to assure that the oldest pre-paid customers be allocated capacity once it becomes available. Ed has included a copy of the list in the Board Packet. Work can now proceed on preparing an updated Corrective Action Plan/Connection Management Plan (CAP/CMP) to PADEP for their review and approval. The update should be completed and submitted to PADEP prior to the end of November. The CAP/CMP will request a release of 22,000 gpd (100 EDU's) once construction of the Osborne Lagoon begins and this capacity release will be allocated to the projects listed on the report.

Osborne Lagoon: At this point, we are working through the process of obtaining the Bonding and Insurance from the lowest responsible bidders and obtaining USDA-RUS approval so we can issue the notice to proceed. Ed should have an update on this portion of the project's status by Board Meeting Time. All Bonding & Insurance Paperwork has been received. Everything is in compliance and was received by USDA today.

Act 537 Plan: On October 25, 2011, the Authority and its member municipalities received a formal approval of the Act 527 Plan from DEP. This will now allow the Authority in conjunction with Rettew to prepare and file the necessary Part II Permit Applications for the Ross Spray Fields and the new wastewater treatment plant. Ed also contacted Rettew for the information necessary to file for

reimbursement for our expenditures for preparing and filing the Plan. Ed will also pass this information along to the municipalities. Ed plans on having a meeting similar to the Act 537 Plan workgroup meetings to present this information and to prepare coordination of our group filing for reimbursement. Ed hopes to schedule this meeting for early December but after the first week due to hunting.

Future Disposal Fields: The Ross Tract Design is currently under way.

Pretreatment Regulations: Nothing to report at this time.

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

New Treatment Plant: Currently under design at Rettew.

Sewer Line Extension Requests: Nothing to report at this time.

12" Effluent Forcemain Replacement Feasibility Study -
Nothing to report at this time.

Pump Station Evaluations - Rettew and operations staff began work on the project November 14, 2011.

2. **Developer Activity –**

- All issues have been resolved with the Borough regarding the road opening permit for the pump station forcemain along Pine Street.

- The rerouting of the 12" effluent forcemain under the new storm water pipe has been completed successfully.

- After meeting with the developer's construction contractor on November 9, 2011 in the field, it was agreed to by all parties that The portion of the 151' of forcemain under the deceleration lane would be extended an approximate 120' further due to the fact that the existing forcemain had additional elevation points that would not provide for the 3' of cover we are requiring.

-It was also agreed to in the field where the new crossing under Route 10 would be located. This work was to have been completed on November 12, but Ed has not had a confirmation of this yet.

- Ed will have a complete update by Board meeting time.

3. **Operations Report:**

DEP Comprehensive Groundwater Monitoring: Representatives from Carroll Engineering and Ed met on November 26, 2011 to discuss the letter we received from DEP and we are preparing a response to their comments.

Spray Field Re-Permitting: Nothing to report at this time.

Influent/Effluent Sampling: Nothing to report.

Cell Towers: Nothing to report at this time.

Operations Management Report: The average daily influent were 528,292 with a maximum day of 617,918 for a total of 16,377,053.

The average daily effluent was 566,792 with a maximum day of 971,000 for a total of 13,603,000.

Lagoon Levels: #1 - “ #2 – ” #3 – ”

Pump Station Hours of Operation were:

6th Street = 249.1 Grant Street = 192.5 8th Street = 273.4
Q1 = 1.3 Locust Street = 3.5 Locksley Glen = 101.6
Wiltshire =137.1

OASA Operations Report:

10/3/11 - Had a rebuilt engine installed in the 2002 Ford at New Holland Ford. They had the best price of three places contacted. The warranty is 3 years and unlimited mileage.

10/5/11 - The third cutting of hay was taken off at Zones 1 & 1A.

10/5/11 - Had M&S Services do the annual calibration of the flow meters, 2 at the plant, 1 at 6th Street Pumping Station, 1 at Lincoln Pump Station, 1 at Wiltshire and 1 at Twin Ponds.

10/7/11 - The DEP Inspector for the lagoons and dam, Govind Daryan was here.

10/9/11 - Replaced a flat tire on Pivot #1.

10/14/11 - Cleaned the rain spouts at the administration building.

10/17/11 - Shipped the Muffin Monster Channel Grinder from the 6th Street Pumping Station to be evaluated for repairs or replacement.

10/21/11 - The price to repair the grinder came back at \$11,640, plus freight. Replacement cost would be \$20,564.

10/21/11 - Had McIntyre Scales Services Repair and Recalibrate the Chlorine Scales.

10/28/11 - the comminutor (channel grinder) at the main lift station stopped working. We discovered a broken drive shaft, and broken universal joint also. It appears to need totally overhauled. We have contacted 3 companies for estimates, we realize that this unit will probably be no longer needed in about 3 months.

Received 200 PA #1 calls this month, 85 were in conflict and required marking.

Received 186 loads of septage, the total gallons was 556,750 for an average of 17,959 gallons per day.

As of 11/9/11 have 30 storage days remaining in our lagoons compared to 55 days 11/9/10..

DEP Comprehensive Groundwater Monitoring: Nothing.

Spray Field Re-Permitting - Nothing.

Influent/Effluent Sampling: Nothing to report at this time.

Cell Towers: Nothing to report at this time.

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.
Annual Audit: Kathy Orcutt and Ed met with the Auditors and are preparing the financial statements. The audit will take place the first week of December.
Collection of Past Due Sewer Charges
5. **Financial Report:**
Financial Reports will be in your Board Packet.
Septage Billing for October was \$22,270.00 representing 186 loads accepted for a total of 556,750 gallons.

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

LEGAL ITEMS: None.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT: Randy Teel questioned the projected Lagoon Upgrade cost.

Non-Agenda Items – None.

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

Respectfully Submitted,

Donna M. Patrick
Recording Secretary