

OXFORD AREA SEWER AUTHORITY

April 21, 2004

The meeting was called to order at 7:30 p.m. by James McLeod, Chairman. The following Authority members were in attendance: Don Bailey, Percy Reynolds, Vince Visoskas, Bob Yeatman, Frank Lobb. Also in attendance were John Highby, Engineer; Kathleen Gray, Solicitor; Donna Patrick, Recording Secretary; Marcella Peyre-Ferry, Daily Local News; John Samara, Chester County Press; Don Lavine, ARRO; Tom Hindman; Joel Brown; Sean McCauley, Brandolini; Sean Gallagher, Hickory Hill. Excused: Jack Baughman, Ron Fields.

Pledge Allegiance and Moment of Silence.

The minutes of March 17, 2004 meeting were approved as amended. (P. Reynolds, B. Yeatman)

AUDIENCE COMMENTS:

None.

SEWER OPERATIONS REPORT:

The average daily influent was 629,824 for a total of 18,264,900, and the average daily effluent was 499,207 for a total of 14,477,000.

Lagoon Levels:

Lagoon #1 - 19' deep Lagoon #2 - 17.9" deep Lagoon #3 - 17.1" deep

Pump Station Hours of Operations were:

6th Street - 172.5; Grant Street - 273.3; 8th Street - 148.2; Q.1 - 18.6; Locust Street - 4.9;
Locksley Glen - 86.6 Wiltshire - 66.2

The Borough Manager's Operations Report and General Comments are as follows:

March 1, 2004, Walsh Construction capped an open lateral on private property on S. 4th Street after it was located during the smoke testing.

March 9, 2004, we removed an overturned aerator from lagoon #2 and took it to Swanson Motors for repair.

March 12, 2004, we dug up and repaired broken riser pipes in zones 2 and 3 that had frozen and burst.

March 15, 2004, M&S Services worked on the flow meter and valve in zone 2. It was determined that the 12" valve needs replaced.

March 16, 2004, we installed the repaired pump at the 6th Street Pumping Station.

March 23, 2004, we found that the drain pit on zone 2 is not allowing the risers to completely drain. It will have to be replaced.

March 29, 2004, we removed another aerator from lagoon #2 after the motor locked up. It was taken to Swanson Motors also for repair.

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March 30, 2004, we had stone delivered to the Osborne Farm to repair the roadway to the pivots.

We received 108 loads of septage, a total of 293,000 gallons. We received 107 PA#1 calls, 24 of which were in conflict and required marking.

FACILITY EXPANSION COMMITTEE REPORT:

John reported that the Committee has met twice since the last Authority Meeting. March 30 - discussed options to expand the facilities as well as addressed compliance issues. A narrative from the meeting was attached to and mailed with the agenda and is included in members packets for tonight's meeting. The narrative describes participation by the developers for land irrigation and storage, and also discusses the initiative to start a new 537 plan. Looking to get the current plan approved and follow it up immediately with a new plan. A meeting was held on April 12, 2004, with DEP. The Developers were represented at that meeting. Bob Yeatman, John Highby and Don Lavine were also at this meeting. DEP seems to concur with the Authority's plans. This meeting with DEP was considered the Planning Meeting for the kickoff of the new 537 Plan. Following that meeting, the Expansion Committee met on April 13, 2004 and directed ARRO to prepare for OASA approval, a Task Activity Report which is needed by DEP. Members will be responsible for obtaining a new Needs Analysis from their township.

CHAIRMAN'S ITEMS:

No report.

DIRECTOR'S REPORT:

Sycamore Crossing - No report.

Twin Ponds - No laterals were inspected. Total connected is 83 of 85. The Developer has completed the punchlist of items to be addressed prior to dedication of the pumping station. Outstanding requirements are as-built drawings, deeding the pump station lot to the Authority, and executing a maintenance agreement.

Copperfield - The Owner has an agreement of sale to a Developer. The development has been reconfigured to 1999 presentation with 27 and 14 units, respectively. The Owner has 28 EDU's for the development.

Sacred Heart School - The dedication of the sewer extension can proceed pending agreement on the maintenance security.

Brookside - The Borough has taken the remaining Public Improvements Security to complete the project. The Authority has sent a letter to the Borough requesting the funds to complete the assessment/repair of the pumping station.

Penn Oak - No report.

Acme Markets - The Authority has purchased a water meter for Acme's private water supply. Acme is making arrangements for installation of the meter.

Wiltshire - 2 laterals were inspected. Total connected is 150 of 163. Wiltshire has the EDUs for the remaining houses, but can't proceed until DEP allows additional connections to the system.

Locksley Glen - The Developer has completed the punchlist of corrections to the sewers in Locksley Glen. Resolution of legal and construction management charges is pending.

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Cooper Farm - No laterals were inspected. Total connected is 13 of 24. Proposed alignment of lateral to serve Lot 23 is subject of discussion.

Cooper Farm - Phase 2 - Plans are under review.

Hearthstone - Plans have been submitted for review. An escrow account has been opened.

People's Bank of Oxford - No report.

Ware Presbyterian Village - Their Engineer has submitted information on the proposed swimming pool and cooling tower operation for review.

Oxford Area School District - The installation of the force main from the pumping station to the manhole in Wiltshire is nearly complete. Shop drawings for the pumping station have been submitted again.

Happy Harry's - Testing of the sewer is partially complete. The Contractor is going to install a section of pipe to serve the property behind the Happy Harry's.

Oxford Commons - Payment of bill for services to-date has been received. Planning Module submitted for review. The Agreement between the Developer and the Authority has been signed.

Country Hills - No report.

Reedville Village (aka Campbell-Kepler) - No report.

Connor Road Subdivision - Plans have been submitted for review. An escrow account has been funded.

Penn View/Dambro Subdivision - No report.

Tommy Tinker (Child Care) - No report.

Hickory Hills - No report.

Delaware Avenue Sewer Extension - Dedication of the sewer extension is recommended.

Reserves at Dunlap - No report.

Elkdale Green - Sent a letter to the Owner sighting Authority requirements for ownership of the disposal area and redundancy in the disposal area. An escrow account has been established.

Motion made, seconded and passed to accept dedication of the Delaware Avenue Sewer Extension.

Customer Activity -

Reviewed records of sewer capacity available at the old Super Fresh site. Approved an application for exemption from the planning module for the proposed Redner's Market sighting Chapter 94 regulations for business replacement. This approval is, however, contingent on and subject to DEP's approval.

Reviewed water use records for Citgo site for new proposed business on that site.

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Respond to various customer questions regarding sewer capacity and billing issues.

Administration/Operations -

Septage Program - Billing for the month of March 2004 is \$8,204.00.

Chapter 94 Report - was submitted on March 31, 2004. The Report identifies the high hydraulic loading on the facilities during 2003. The high flows appear to be related to the wet weather, which, in turn, impedes the spray irrigation process. The weather, high flow and restrictions on irrigation led to excessive storage requirements, which the current facilities could not meet. The DEP has expressed concern about this situation. The proposed lagoon on Osborne will resolve the storage issue. The Authority should also test the collection lines for I/I problems. The Board agreed to an ongoing program of testing for I&I as reflected in the Authority's Budget.

Corrective Action Plan - DEP has given verbal assurance that the application to re-rate Lagoon #1 for higher organic loading will be approved. This will be formally documented in a new Water Quality Management Permit issued in about 45 days. When the new permit is in hand, the Corrective Action Plan will be completed, however the ban on connections will be continued at DEP's direction in an effort to minimize hydraulic loading on the storage facilities. John will be preparing a Corrective Action Plan.

Act 537 Plan - On April 12, 2004, the Authority met with DEP to discuss the attached plan for compliance with storage requirements and for expansion. DEP's response was positive. The plan describes construction of a new 38 MG lagoon on the Osborne Farm to provide additional storage. The plan also describes a cooperative effort between the Authority and a group of developers to offer land for spray fields and storage in addition to that identified by the Authority in the Draft Act 537 Plan, i.e. Ox-view. The current Draft Plan could be implementable if it were revised to include the additional land. It would then need to go through the review/approval process at all levels. DEP also approved the Authority's Plan to initiate a new 537 Plan.

Subsequent to the meeting, DEP issued a consent order establishing December 1, 2005 as the date for completion of the construction of the new lagoon, and September 1, 2004 as the completion date for the lagoon-dredging project. The Consent Order also imposes a ban on all new connections. Exceptions to the ban will be considered by DEP on a case-by-case basis in conjunction with progress toward completion of the new lagoon.

Farming Operations - Soil samples have been taken and are being dried in preparation for sending to the Penn State lab for analysis.

Emergency Stream Discharge - We are discussing with DEP certain changes in the permit to allow discharge in the fall while ammonia levels are acceptable. We would need to present justification for the discharge.

6th Street Pumping Station Generator - The new genset will be installed in May.

Lagoon Dredging Bids - The contractor's work plan has been received and is being reviewed by ARRO. Work should begin in mid-June. The contract calls for completion in 45 days.

I/I Reduction Program - Smoke testing in the 8th St. basin will be scheduled in May. Smoke testing in other areas will follow.

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Tax Matters - The County Tax Assessor had scheduled the Authority to appear at a hearing to discuss the request for tax exemption on the Gray Property. However, the Authority withdrew the request until such time as the property is in use.

Insurance Matters - There was a sewage back-up in the basement of 156 N. 4th Street on April 5, 2004. Rocks and glass in the manhole at the corner of 4th and Park Street caused the back-up. The basement was finished with carpeting and wallboard. There is a lavatory in the basement. We had not had any indications of problems in the line prior to the event on April 5, 2004. Our insurance company determined that, based on State regulations for governmental immunity, the Authority is not liable for the damages at 156 N. 4th Street.

Gray Property - Ernie Gray will continue this summer to farm the property that the Authority purchased from him. He signed a letter of understanding with the Authority regarding risk and liability.

Attached to all Board Members minutes is a copy of the Oxford Area Sewer Authority Program for Compliance and Expansion.

LEGAL ITEMS:

John, Don & Kathy met with the developers before the Expansion Committee Meeting to discuss the matter of the developer's potential participation in both the compliance project and expansion project. Everyone agreed to go back to their respective parties and make sure all were in agreement to move forward to negotiate an agreement, concerning those issues. A meeting is scheduled for next week to discuss what the terms of the agreement would be.

Hickory Hills - Mr. Riper (attorney for Brandolini) would like to meet with the Expansion Committee regarding the Developer's discussion on ways to create Regional Sub-Systems. They are thinking of offering to the Board, a way to move forward with Regional Sub-Systems. The Developers would like to come to the Expansion Committee Meeting and make a presentation as to what they are offering.

Break at 8:54 p.m. Reconvene at 9:08 p.m.

ENGINEER'S ITEMS:

ACT 537 Plan - Continuing to prepare the subdivision plans for the OxView Farm.

Preparing alternatives for gaining DEP approval of the 537 Plan.

Attending meetings with the Expansion Committee.

Attending meeting with DEP.

Attending meeting with Developers regarding alternative disposal sites.

Working on revision to current draft of the Act 537 Plan to include alternative disposal sites.

Working on Task Analysis Report for new Act 537 Plan.

Chapter 94 Corrective Action Plan - Prepared and submitted Annual Report.

Connor Road Subdivision - Reviewed plans.

Cooper Farm Phase 2 - Holding plans pending deposit of escrow funds.

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Hearthstone - No Report.

Ware Presbyterian Village - Reviewed submittal from Engineer on swimming pool discharge and cooling tower discharge.

Plant Expansion - Design work is on-hold pending resolution of the Act 537 Plan approval issues and the problems with the OxView site.

Osborne Lagoon - Working on the design. Preparing application for Dams Permit.

Operations Assistance - Assisting operators with preparing soil samples for the lab.

6th Street Pumping Station Genset Purchase - No report.

Lagoon Dredging - Reviewing the Contractor's workplan.

CORRESPONDENCE:

None.

TREASURER'S REPORT/PRESENTATION OF BILLS:

Bonding for Board Members - Vince distributed the results of costs for Bonding for Board Members, as obtained by John Highby. A blanket policy covering all members for up to \$1,000,000.00 would have an annual deductible of \$10,000.00 and a premium of \$1,080.00. A \$1M bond with no deductible would have an annual premium of \$1,276.00. No action was taken.

Motion made, seconded and passed to pay the bills in the amount of \$94,205.65. (V. Visoskas, F. Lobb)

Motion made, seconded and passed to authorize Revenue Requisition #65 in the amount of \$93,500.00 to replenish working capital. (V. Visoskas, P. Reynolds)

Motion made, seconded and passed to pay from Pligit/Escrow Account, 4 escrowed amounts totaling \$3,231.90; Happy Harry's to ARRO Consulting \$346.25; Hickory Hill to Barley, Snyder, Senft & Cohen \$925.00; OASD to ARRO \$728.50; Elkdale to Barley \$50.00; Elkdale to OASA Escrow \$320.00; Hearthstone to ARRO \$712.15; OASA Escrow General Fund to Barley \$125.00 and OASD Escrow General Fund to ARRO \$25.00 (V. Visoskas, B. Yeatman)

Motion made, seconded and passed to pay capital bills totaling \$17,663.54. Barley \$3,660.00; Barley \$7,230.00; ARRO \$4,776.04; and TCI \$1,997.50. (V. Visoskas, D. Bailey)

Fulton Financial Report was available for review by Board Members.

OLD BUSINESS:

Last month, Percy Reynolds took on the task of contacting Lower Oxford Township and East Nottingham Township regarding the Authority holding their monthly meeting at their facilities. The Authority is welcome to use either facility. After discussions regarding telephone and recording capabilities, it was decided to motion to use East Nottingham Township. Motion made, seconded and passed to move the Oxford Area Sewer Authority's

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monthly meeting, held the third Wednesday of each month at 7:30 p.m. to the East Nottingham Township Building, beginning June 2004. (P. Reynolds, V. Visoskas) It was also discussed that the Authority should invest in a recording system of its own. Motion made, seconded and passed to authorize Kathy Gray to advertise the change of meeting information effective June 2004. (P. Reynolds, F. Lobb) Vince will add this information to the Authority's website and Percy will contact the townships.

Convene to break and then in to Executive Session at 9:30 p.m. Reconvene at 9:45 p.m.

NEW BUSINESS:

None.

ADJOURNMENT:

Motion made, seconded and passed to adjourn at

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

CC: Authority Members
Kathleen Gray, Solicitor
John Highby, Engineer
Betsy Brantner, Borough Manager
Townships & Borough