

OXFORD AREA SEWER AUTHORITY

February 18, 2004

The meeting was called to order at 7:30 p.m. by James McLeod, Chairman. The following Authority members were in attendance: Ron Fields, Don Bailey, Percy Reynolds, Vince Visoskas, Bob Yeatman, Jack Baughman, Frank Lobb. Also in attendance were John Highby, Engineer; Kathleen Gray, Solicitor; Donna Patrick, Recording Secretary; Marcella Peyre-Ferry, John Samara, Chester County Press; Don Lavine, ARRO; Parley Hess; Tom Hindman; Jahan Sheikholeslami; Matthew Repholz, Sycamore Crossing; Joseph G. Riper, Hickory Hill Sub-division.

Pledge Allegiance and Moment of Silence.

The minutes of January 17, 2004 meeting were approved as amended. (D. Bailey, F. Lobb)

AUDIENCE COMMENTS:

Joseph G. Riper of Hickory Hill Sub Division was in attendance to discuss the proposed Community Waste Water Treatment Plant. After designing and building, it would be dedicated to the Authority. A draft agreement was handed out to the board members. He reviewed the high points and did not require action taken this evening. The treatment plant would not provide excess capacity for use by others. The Board Members, John and Kathy will review the agreement. Jim asked for the Board Members to review and report back to John in about a week. Mr. Bailey asked for clarification of what is expected of the Board Members. Mr. McLeod stated that the Members are to comment on what they read.

Jahan Sheikholeslami was in attendance to update on the proposed Waste Water Treatment Plant for his development, Elkdale Green. The Plans have been submitted to East Nottingham Township. Geology & Hydrology testing was done and submitted to the township in January 2004. John Highby also has a copy of the plans. Since the Elkdale project is similar to the Hickory Hill project, John recommended that the next step for the Authority is to use the Hickory Hill Agreement as a model for the Elkdale project. Jahan agreed to this approach and requested a copy of the agreement as soon as it is available. Kathy asked for time to review the agreement, provided by Mr. Riper and indicated the Authority would be creating a standardized agreement for use by others including Mr. Sheikholeslami.

SEWER OPERATIONS REPORT:

The average daily influent was 572,810 for a total of 17,757,100, and the average daily effluent was 426,111 for a total of 3,835,000.

Lagoon Levels:

Lagoon #1 - 210" deep Lagoon #2 - 169" deep Lagoon #3 - 184" deep

Pump Station Hours of Operations were:

6th Street - 153.8; Grant Street - 170.3; 8th Street - 193.9; Q.1 - 18.9; Locust Street - 4.8;
Locksley Glen - 88.2 Wiltshire - 65.7

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

January 6, 2004, Dolinger Electric ran power lines to the stream discharge shed to operate the chemical feed pump. Also for the lights and heater.

OXFORD AREA SEWER AUTHORITY

January 7, 2004, Dolinger Electric replaced the light fixture in the wet well at Grant Street pump house.

January 8, 2004, We had two loads of stone delivered to the Osborne Farm to fill in the ruts in the driveway leading to pivots 4 & 6. We used our tractor to level the stones.

January 13, 2004, We assisted a tech from ARRO in smoke testing the collection lines that lead to the Grant Street Pump House. The purpose is to find possible leaks or defects in the system.

January 21, 2004, C&A Mechanical Services set up a ferric chloride tank to dose into lagoon #3 to aid in phosphorous removal.

January 22, 2004, We replaced the potable water line in the Grant Street Pump House.

January 23, 2004, Coyne Chemical filled ferric chloride tank at lagoon #3 and we started dosing into the lagoon.

January 23, 2004, We discovered the Lakeside septage receiving unit was frozen. We were unable to receive.

January 29, 2004, We started using the stream discharge, due to lagoon levels being high and unable to spray irrigate, because of the weather conditions.

January 30, 2004, We used Pipe Data View Services to unclog a backed up main on Wheeler Boulevard between North Third Street and Fourth Street.

We received 39 loads of septage in January for a total of 100,000 gallons. We received 63 PA-1 calls in January, of which, 9 were in conflict.

FACILITY EXPANSION COMMITTEE REPORT:

A few meetings have been held to discuss many ideas. A chart was mailed to the Board Members regarding suggested steps for storage compliance and future expansion. Also, Act 537 activities were discussed.

Motion made, seconded and passed to approve the construction of the Osborne Lagoon and direct ARRO to proceed with the design and Part II Permit and request that DEP Fast Track it for approval. (J. Baughman, B. Yeatman)

A special meeting will be held March 8, 2004 at 7:00 p.m. at the Lower Oxford Township Building to discuss the plant expansion, financing thereof and real estate. Kathy will have Carol advertise this meeting.

DIRECTOR'S REPORT:

Sycamore Crossing - No laterals were inspected. No new construction can start in Phase 2 and 4 until additional EDU's are available. Plans for Phases 3 and 5 have been reviewed, but final approval can not be given until sewage disposal plans are available.

Twin Ponds - No laterals were inspected. Total connected is 82 of 85. The Developer has completed the punchlist of items to be addressed prior to dedication of the pumping station. Outstanding requirements

OXFORD AREA SEWER AUTHORITY

are as-built drawings, deeding the pump station lot to the Authority, and executing a maintenance agreement.

Copperfield - No report.

Sacred Heart School - The easement of right-of-way on the west side of Rt. 10 is under review by the Parish solicitor.

Brookside - The Developer is addressing the punchlist of items/issues affecting the pumping station. The paving was done, but the manhole at the station needs to have an insert to prevent surface water from entering the lid.

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 - No laterals were inspected. Total connected is 145 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.

Cooper Farm - No laterals were inspected. Total connected is 13 of 24. Proposed alignment of lateral to serve Lot 23 is subject of discussion. Plans for Phase 2 have been submitted.

Hearthstone - Plans have been submitted for review.

People's Bank of Oxford - No report.

Ware Presbyterian Village - A Planning Module for an Assisted Living Facility was submitted. The Village has the necessary EDUs, but the Module was returned due to inconsistency with the Connection Management Plan.

Oxford Area School District - Work is proceeding on the installation of the force main from the pumping station to the manhole in Wiltshire.

Happy Harry's - Testing of the sewer is pending.

Oxford Commons - Payment of bill for services to-date is outstanding. Back-up expense records were requested and have been submitted. Planning Module submitted for review. Agreement has been signed by the Authority and will be given to the Developer when an escrow fund for Authority expenses is submitted.

Country Hills - No report.

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

OXFORD AREA SEWER AUTHORITY

Dambro Subdivision - There was a meeting with the Developer's land development engineer, Register and wastewater treatment system engineer, Satterthwaite. The Developer will complete additional site investigations and plans a presentation to the Board in March.

Tommy Tinker (Child Care) - No report.

Hickory Hills - No report.

Connor Road Subdivision (aka United Mobile Home) - Plans have been submitted for review.

Customer Activity -

Worked on request for planning module exemption for the owner of the Oxford Mall.

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

Provide data for the preparation of a planning module for additional modular classrooms at the Penns Grove School.

Administration/Operations -

Septage Program - Billing for the month of January 2004 is \$2,800.00. The receiving unit was out of service due to being frozen and some mechanical problems, which have been repaired.

Connection Ban - There was a meeting with DEP on January 29. Various alternatives for compliance with the storage requirement were discussed, including construction of a 0.6 MGD WWTP on the Gray site and conversion of L1 to storage. DEP was in favor of this alternative. ARRO assessed the concept and concluded the change does not provide the desired storage volume, however the concept of using the Gray property for a WWTP has merit. Further investigation of alternatives has concluded that construction of the 38 MG lagoon on the Osborne Farm is the best alternative.

Act 537 Plan - The Land Development Plan for subdividing the OxView parcel is in the review process.

Farming Operations - No report.

Emergency Stream Discharge - Stream discharge has been active since January 29. Ammonia and Phosphorus are over permit level. Influent flows have been close to 0.6 MG and effluent to the stream is limited to 0.5 MGD. Therefore, lagoon levels have risen slightly.

6th Street Pumping Station Generator - Purchase documents were executed. Now waiting for delivery.

Lagoon Dredging Bids - Contract documents are available for Authority signature.

I/I Reduction Program - Contacting property owners whose property was identified as a source of inflow.

Tax Matters - Completed application for exemption from property tax on the Gray Property.

Insurance Matters - Met with H.A. Thomson representative for annual site visit.

OXFORD AREA SEWER AUTHORITY

Web Page - The minutes will be posted on the website after final approval by the Board and amendments are made, if needed.

CHAIRMAN'S ITEMS:

No report.

LEGAL ITEMS:

Final discussion of the Tapping Fee Legislation.

Break at 9:35 p.m. Reconvene at 9:47 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.

Chapter 94 Corrective Action Plan - Met with DEP to discuss alternatives to bring the plant into compliance with current storage regulations and prevent future emergency stream discharges. Assessed various alternatives that DEP favored. Prepared recommendation for the Expansion Committee.

Sycamore Crossing - Reviewed plans for Phase 3 and 5.

Connor Road Subdivision - Reviewed plans.

Cooper Farm Phase 2 - Reviewed plans.

Hearthstone - Beginning review of plans.

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

Operations Assistance - Assisting operators with the stream discharge process.

6th Street Pumping Station Genset Purchase - Processing the paperwork for the purchase of the gen set.

Lagoon Dredging - Processing the contractual paperwork for the contract with Synagro.

Discussion held regarding smoke testing in the Grant Street Pump Station and the 6th Street Pump Station Sewer shed.

Discussion held regarding the TCI Proposal for groundwater monitoring. Motion made, seconded and passed to authorize TCI to move one of the monitors over to the Osborne Property and provide a cost estimate on monitoring as needed, until June. (P. Reynolds, R. Fields)

CORRESPONDENCE:

None.

OXFORD AREA SEWER AUTHORITY

Recess in to Executive Session. Reconvene to Regular meeting at 10:45 p.m. Discussion and update on the Litigation relating to subdivision and acquisition of OxView Farm and status and various actions taken with respect to trying to further the subdivision with OxView.

TREASURER'S REPORT/PRESENTATION OF BILLS:

Bonding for Board Members and Procedures for recurring bills was tabled until the next meeting, by Vince, due to time factor.

Motion made, seconded and passed to pay the bills in the amount of \$67,613.78. (V. Visoskas, R. Fields)

Motion made, seconded and passed to pay bills for Special Projects account for \$2,370.00 to BSSC; \$4,413.75 to TCI and \$22,519.23 to ARRO were presented for approval. Bills will be paid, however no action could be taken due to lack of a quorum.

Motion made, seconded and passed for Revenue Requisition #63 in the amount of \$70,000.00 to replenish working capital. (V. Visoskas, D. Bailey)

Motion made, seconded and passed to pay from Pligit/Escrow Account, ARRO Consulting \$1,756.25; Reimbursement \$1,782.50. (V. Visoskas, B. Yeatman)

Motion made, seconded and passed to pay Capital Project Bills for ARRO Consulting \$1,928.50; Barley, Snyder, Senft & Cohen \$3,630.00 and TCI \$4,679.40 (V. Visoskas, P. Reynolds)

Fulton Financial Report was available for review by Board Members.

OLD BUSINESS:

Don Bailey questioned the liability of wells drilled. Any wells that are not going to be used for monitoring must be taken out of service in a manner prescribed by the State. Don also asked about the status of the Lennox reports. There has been no activity on the concepts presented in the Lennox Report.

NEW BUSINESS:

Kathy Gray reminded the Board that a Bond Anticipation Note is due to be paid in full on July 1, 2004. She suggested the Chairman contact the bank to obtain an extension plus additional funds to deal with design of improvements for permit compliance and possible expansion. The Chairman indicated willingness to do so but requested that Mr. Highby calculate how much has been drawn so far on the note and how much additional funding will be needed from the bank prior to the first bond issue needed to pay for improvements for permit compliance.

ADJOURNMENT:

Motion made, seconded and passed to adjourn at 11:07 p.m. (V. Visoskas, J. Baughman)

Respectfully Submitted,

OXFORD AREA SEWER AUTHORITY

Donna M. Patrick, Recording Secretary

CC: Authority Members
Kathleen Gray, Solicitor
John Highby, Engineer
Bob Glisson, Borough Manager
Townships & Borough