

OXFORD AREA SEWER AUTHORITY

October 19, 2005

The meeting was called to order at 7:30 p.m. by Bob Yeatman, Chairman. The following Authority members were in attendance: Larry Bonam, Robert Cantarera, Percy Reynolds, Bob Yeatman, Frank Lobb, Philip Brenner and Joe Scheese. Also in attendance were Ed Lennex, Executive Director; Kathy Gray, Solicitor; John Highby, ARRO; Marcella Peyre-Ferry, Daily Local News; Nicole Coppok and Joel Brown.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the September 21, 2005 minutes as submitted.(L. Bonam, P. Reynolds)

AUDIENCE COMMENTS:

None.

SEWER OPERATIONS REPORT:

The average daily influent was 492,806 for a total of 15,277,000, and the average daily effluent was 721,556 for a total of 19,482,000.

Lagoon Levels:

Lagoon #1 - 17.5' deep Lagoon #2 - 3.4" deep Lagoon #3 - 5.6" deep

Pump Station Hours of Operations were:

6th Street - 140.4; Grant Street - 126.2; 8th Street - 178.0; Q.1 - 0.2; Locust Street - 4.9;
Locksley Glen - 84.9; Wiltshire - 98.9

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

September 6, 2005, zone two second cutting has been baled. We used our tractor to move bales off the field, so we could resume spraying.

September 7, 2005, we replaced a broken riser in Zone 2A.

September 8, 2005, Dolinger Electric installed heavy duty surge protectors in 6th & 8th Street pump houses.

September 8, 2005, we installed the required channel grinder at the 6th Street pumping station.

September 12, 2005, we started a baseline study on manhole infiltration in the 6th Street service area.

September 13, 2005, we inspected and measured more manholes.

September 14, 2005, M&S Services repacked the effluent pumps.

FACILITY EXPANSION COMMITTEE REPORT:

The Facility Expansion Committee has not met since the Authority's last meeting.

OPERATIONS MANAGEMENT COMMITTEE REPORT:

The Operations Management Committee has not met since the Authority's last meeting.

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FINANCE AND BOND COMMITTEE REPORT:

The Finance and Bond Committee has not met since the Authority's last meeting.

CHAIRMAN'S ITEMS:

No report.

DIRECTOR'S REPORT:

I. Ongoing Project Status Reports:

Consent Order - Negotiations are currently underway with a Developer to have him construct the Osborne Lagoon. This would be in exchange for the Authority constructing the lagoon, which the Developer would have to construct on his land. Since both lagoons will be relatively the same size, and since the Osborne Lagoon was near to permitting, it made sense to switch so that capacity would be available for new connections. This would be covered by an agreement with the Developer, now being drafted.

Osborne Lagoon - Based upon the results of the Phase I Bog Turtle Habitat Evaluation, Scott Bush of Conestoga-Rovers & Associates has indicated that the potential for a habitat has been identified on the Osborne property. It is the opinion of Mr. Bush, that the lagoon itself poses no threat to the habitat and with a change in construction procedures, plans can be put into place to attenuate any effect the project could have on the habitat. Refer to the Engineers Report and the Conclusion & Recommendations section of the study, for more detailed information regarding the findings.

Act 537 Plan - All of the municipalities have submitted their portions of the plan to ARRO. While West Nottingham Township has scheduled two (2) meetings for public comment with final approval scheduled for their November Supervisors Meeting, Bill Bonner feels that the draft submitted to him looks complete and he is incorporating it into the document but with the contingency to be able to edit. Bill feels confident that if no major changes come from West Nottingham and if the Authority can reach agreement with the Developers group, the Plan could be ready for public comment by the End of November. Ed attended West Nottingham Township's public comment meeting on Tuesday, October 18, 2005. Also, in attendance, representing the Board was Frank Lobb.

Developer's Agreement - A working copy of the Agreement will be made available to the Board shortly. In addition to the Agreement, a plan for the infrastructure component will also be given to the Board Members. These documents will form the basis for discussion with the two Committees referred to in a previous memo. Based upon the comments received from the Committees, the agreement and infrastructure plan will be amended and form the basis for not only a public meeting on these issues but also approval of the documents for inclusion in the Act 537 Plan.

Tasty Baking Pump Station Dedication - Kathy Gray & Ed Lennex are currently working with Tasty Baking's legal counsel to prepare an agreement for the dedication and transfer of the pump station to the Authority. Tasty Baking has offered to also transfer ownership of the land the pump station is on, instead of utilizing the current easement that exists between them and the Oxford Borough. Their only stipulation is that the Authority cover all cost associated with the transfer, which would mean having to subdivide the pump station from Tasty Baking's property. Since this is an expensive process, Ed was not immediately interested in going that route. Instead, Tasty Baking would consider any method of giving the pump station that releases them from liability. Kathy Gray is drafting easement language that would include indemnity and maintenance language.

Brick Street Soils Study - Refer to the Engineers Report for an update on the status of this project.

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Chester County GIS Mapping Project - As previously reported, the Chester County GIS Team has surveyed our service area manhole locations. The resulting report from them identified 20 manholes that were not on Authority maps. ARRO asked staff to confirm that these manholes exist and to inspect the condition of the manholes and to install inserts if needed. Resulting investigation found 3 to be water valve pits, 2 were abandoned cesspools, the rest were confirmed as manholes. The report also indicated there were 40 manholes that they could not find. Some of these are in remote overgrown areas that are hard to reach at this time. We are waiting for an order of manhole inserts, and once they are delivered, staff will go out and identify the location for the Chester team so that they can come back out to get the data necessary to add to our map.

Oxford Borough Storm Water Pipe Project - Awaiting results of bid.

Storm Drain Channel Repair - No update at this time. ARRO still working with DEP to finalize.

I/I Study - There is a copy of the sample letter in the packets received that is to be mailed to property owners who the smoke test identified as having lateral problems. A copy of the letter is included for Board review. Ed would like to give ARRO, on Friday, October 21, 2005, notice to proceed with the mailing. If a Board member has comments, Ed would appreciate receiving them by Friday. The staff continues to place inserts in manholes and doing field investigation to identify pipe runs for potential televising to identify problems with the sewer lines.

Acquisition of Property - Will be discussed in Executive Session.

II. Developer Activity

This section will only deal with those projects that are active, since many of the projects are currently on hold due to the consent order. As capacity comes available, this list will expand to address activated projects.

- A. **Twin Ponds** - In September, the Authority had received the paperwork for the dedication of Twin Ponds Pump Station. Board action was delayed on this matter until outstanding issues were resolved. On September 20, 2005, and October 5, 2005, correspondence was sent to the Developer expressing the Authority's desire to have the outstanding issues resolved. To date, no written response has been received.
- B. **Cooper Farm** - Refer to Engineer's Report.
- C. **Oxford Area School District** - Refer to Engineer's Report.
- D. **Hickory Hills** - Awaiting submission of 30% design for the treatment plant and spray fields. A meeting is scheduled for the week of November 7, 2005 to go over with the Developer and their Engineer.
- E. **Century Oak** - Refer to Engineer's Report.
- F. **Brookside Estates Pump Station Dedication** - Still work in progress.

III. Future Projects

- A. **Temporary Office Space** - Included in the packets is information received from Williams Scottsman, Inc. describing a proposed temporary office facility and the associated cost. As most of you are aware, if you have visited the plant, the lab area is very congested and Ed has no privacy or meeting space available. Ed has inquired into available space to lease in the area and this alternative not only provides more space for the money, but also allows him to stay at the Treatment Plant. Ed believes this will be important as the construction phase begins. This lease program is through the Federal Government Purchasing -GSA Program that was bid by the GSA and as a governmental entity we are eligible to participate. Ed would like to get Board approval and move forward as they can deliver the

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office and set-up within about two weeks. The amortized per month cost over a two year time period is \$288.00. Motion made, seconded and passed to authorize Ed to move forward with obtaining the trailer lease and get the necessary phone and electric hook-ups. (J. Scheese, R. Canterara)

- B. **Board Meeting Minutes** - Ed will be working with the Authority's Recording Secretary, Donna Patrick, to reformat the Board Meeting Minutes to more accurately reflect the items that were discussed during the meeting. Ed also realizes that some Board Members need the minutes earlier in the next month for their respective Supervisor's Meeting and we will work out a schedule to have them available in draft format.

IV. Operations Report

Oxford Operations Report

Refer to the Report submitted by the Borough included with this report.

OASA Report

On Tuesday, October 18, 2005, the shaft connecting the impeller on one of the pumps in the 8th Street Pump Station sheared. Ed will not venture to put an age on this pump but it appears to be at least 20 years old. The station is now operating on one pump and there is a question as to the ability to repair it.

According to staff, this has happened periodically in the past. The 6th Street Pump Station is in the same condition. There are a number of options that should be considered to deal with this situation.

1. Replace the existing pumps
2. Provide for emergency backup pumping

V. Administrative Report

- A. **Customer Correspondence** - Ed has received a number of calls from customers who have received the quarterly billing, which in some cases reflects a dramatic increase in water usage due to the watering of lawns. Since Ed is not aware of the Authority's Policy regarding reducing the water usage figure used for billing purposes, he told the Customers he would introduce the topic at the Board meeting. Ed will respond back to the customer's with the Board's ruling.

Ruling - It has been the Authority's policy that they do not issue a credit to those who water their lawns because there is no way to track the usage.

- B. **Resolutions** - Ed was preparing Resolution #05-10-001 to amend the Authority's Rules and Regulations to incorporate the motion passed at the September 21, 2005 Board meeting into the text of the document. While researching the current regulations, "Section 4. Community Treatment/Disposal System (B)(3)" already sets a specification for the sizing of a disposal field. Ed felt it was prudent to bring this to the Board's attention and to discuss it with the Board just exactly how the motion should be incorporated into the document.

- C. **Personnel Issues** - No report at this time.

VI. Finance Report

- A. **Year-to-Date Income and Expense Report** - Included as part of this report. A more detailed discussion of finance matters will be a regular part of future reports.

Capital Purchases

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No purchases to report at this time.

Investments

Ed would like to utilize the services of Voyager Asset Management, Inc. to invest some of the Authority's funds to obtain a high rate of return than currently experienced in the money market account. There will be a typical broker fee for each Investment than is common to any purchase of financial securities. In addition, the increased earning will offset this nominal fee. At no time will Voyager have access to Authority Funds but will only supply instructions to the Trustee as to the securities to be purchased from another financial institution.

VII. Engineer's Report

Included as part of this report.

LEGAL ITEMS:

None.

ENGINEER'S ITEMS:

Storm Drain Channel Repair - Will be reviewed by DEP for acceptance the first week of November.
Berm investigation is ongoing.

TREASURER'S REPORT/PRESENTATION OF BILLS:

General Fund Bills

Motion made, seconded and passed to pay bills in the amount of \$76,002.70. (F. Lobb, J. Scheese)

Revenue Requisitions

Motion made, seconded and passed for Revenue Requisition #83 in the amount of \$76,000 to replenish working capital. (J. Scheese, R. Cantarera)

Motion made, seconded and passed for Revenue Requisition #84 in the amount of \$500,000.00 to transfer these funds into the Bond Redemption and Improvement Fund. (J. Scheese, P. Bonner)

Bond Redemption & Improvement Fund

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #20 in the amount of \$5,631.98 to the ARRO Group for professional services relative to the Act 537 Plan. (F. Lobb, L. Bonam)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Requisition Request #21 in the amount of \$1,700.00 to Tetrahedron Consultants, Inc. for monitoring of Groundwater levels at the Osborne Lagoon site. (F. Lobb, L. Bonam)

Escrow Accounts

Motion made, seconded and passed to pay Check #117 in the amount of \$24.50 to ARRO for the Hickory Hill Project. (L. Bonam, P. Reynolds)

Motion made, seconded and passed to pay Check #139 in the amount of \$27.00 to ARRO for the Brookside Estates Project. (L. Bonam, P. Reynolds)

Capital Accounts

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No expenditures this month.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

EXECUTIVE SESSION:

The Board recessed to Executive Session at 8:40 p.m. to discuss real estate acquisition. Reconvene to Regular Meeting at 8:50 p.m.

ADJOURNMENT:

Motion made, seconded and passed to adjourn at 9:54 p.m.

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

CC: Authority Members
Kathleen Gray, Solicitor
Ed Lennex, Executive Director
Don Lavine, Engineer
Betsy Brantner, Borough Manager
Townships & Borough