

OXFORD AREA SEWER AUTHORITY

April 19, 2006

The meeting was called to order at 7:30 p.m. by Bob Yeatman, Chairman. The following Authority members were in attendance: Robert Cantarera, Neil Pagano, Percy Reynolds, Phil Brenner and Joe Scheese. Also in attendance were Ed Lennex, Executive Director; John Highby, ARRO; Jo Jo Campbell; Christian Schappel; Joel Brown; Marcella Peyre-Ferry; and Blair Fleischmann.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the March 15, 2006 minutes as amended. (N. Pagano, J. Scheese)

Motion made, seconded and passed to approve the April 5, 2006 Special Board meeting minutes as amended. (J. Scheese, Percy Reynolds)

AUDIENCE COMMENTS:

Jo Jo Campbell asked if any one had had the opportunity to read the study she presented at the last meeting. Ed stated he had reviewed it but has not has the time to prepare a report for the Board. Jo Jo also asked if the 2006 minutes were available on line yet. He states they are not.

SEWER OPERATIONS REPORT:

The average daily influent was 529,190; maximum day was 602,000; for a total of 16,404,900.

The average daily effluent was 584,778; maximum day was 15,789,000 for a total of 1,008,000.

Lagoon Levels:

Lagoon #1 - 18.5' deep

Lagoon #2 - 16.0" deep

Lagoon #3 - 15.0" deep

Pump Station Hours of Operations were:

6th Street - 160.5

Grant Street - 135.9

8th Street - 266.4

Q.1 - 0.3

Locust Street - 4.8

Locksley Glen - 85.1

Wiltshire - 105.1

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

General Comments:

March 1, 2006, the manhole next to the cannery on N. 5th Street was replaced by Bull Dog Construction Co.

March 3, 2006, received the written report from the DEP concerning their inspection on February 23. They suggested using 180 degree spray heads in a section of Zone #3. This has been done and also have filled some ruts with topsoil.

March 6, 2006, were able to shut down the stream discharge and use the spray fields.

March 7, 2006, repaired a broken riser pipe in Zone #1.

March 9, 2006, repaired two broken drop pipes on Pivot #4.

March 14, 2006, did the routine quarterly cleaning of all the wet wells with Pipe Data View Services and McGovern's Septic.

March 16, 2006, took the flow meter from Pivot #4 and sent it to be repaired.

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March 17, 2006, sent sample soils from all the spray fields to be checked for fertilizer needs.

March 20, 2006, replaced a faulty outlet in Pivot #5 valve pit and a dead battery in the alarm dialer at the Grant Street Pumping Station.

March 23, 2006, replaced a bad gear box on Pivot #5 drive axle.

March 27, 2006, replaced a faulty solenoid valve and pressure regulator in the gas chlorine system at the plant.

March 28, 2006, Cochranville Ag Services spread fertilizer on all 103 acres of spray fields.

March 30, 2006, we met with the paving contractor to determine how many manholes needed to have paving risers in Oak Alley, Garfield Street, South Street and Hodgson Street.

Specific Comments:

The treatment plant received 109 loads of Septage in March for a total of 233,000 gallons or an average of 7,516 gallons per day. As of April 10, 2006, the plant had 16 days of storage left in the lagoons.

Received 128 PA#1 calls, 24 were in conflict and required marking.

FACILITY EXPANSION COMMITTEE REPORT:

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

OPERATIONS MANAGEMENT COMMITTEE REPORT:

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

FINANCE AND BOND COMMITTEE REPORT:

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

PERSONNEL COMMITTEE REPORT:

The Personnel 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 - There has been no communication from DEP regarding the consent order. The Authority will propose a schedule for completion of the Osborne Lagoon similar in length to the previous submitted schedule.

Osborne Lagoon - With approval of the Special Facilities Agreement, preparations are now underway for submission of the proposed construction firm and a schedule for startup and completion. A meeting is scheduled for Friday, April 21 for all principles involved with the project.

Act 537 Plan: With the adoption of the Get Well Plan and the signing of the Agreement for Construction of Sewage Treatment Plant and the Special Facilities Agreement, the final pieces of the plan are being assembled.

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Once the entire document has been assembled, it will be disseminated to the Board for their review and hopefully can be on the Boards' May meeting agenda for discussion prior to submittal to the member municipalities for their review.

Developers Agreement: As discussed under the Osborne Lagoon, the meeting April 21 will also be the kickoff for the Treatment Plan project.

Tasty Baking Pump Station Dedication: Enclosed with packets is a letter from Tasty Baking stating that the line in the road does not belong to them and therefore the last impediment to finalizing the deed of dedication and turn over of the station to the Authority can proceed. This item should be finalized by the Authority's May meeting.

Brick Street Soils Study: Work is still progressing.

Chester County GIS Mapping Project: There is nothing to report at this time.

I/I Study: Nothing to report at this time.

Emergency Action Plan: DEP has approved the Dam Break Analysis submitted by ARRO. They will now proceed with finishing the report.

Acquisition of Property: This 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 becomes available, this list will expand to address activated projects.

- A. **Twin Ponds:** All of the documents that were approved in December to begin the transfer of the pump station to the Authority have been sent to our Solicitor and we will await the developer's response to their requirements that must be finalized for the dedication to take place.
- B. **Hickory Hills:** The Executive Director continues to work with the developer to finalize the treatment plant and disposal process.

The remaining projects currently being worked on are covered in the Engineer's Report.

III. Future Projects:

IV. Operations Report:

Oxford Borough Operations Report

Refer to attached report for details.

OASA Report

A. Customer Correspondence

There is nothing to report for this period.

B. Resolutions

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There are no resolutions at this time.

C. Personnel Issues

Ed is currently working on a Personnel Policy Manual and a Pension Plan and should have those documents finalized for review by the end of May.

D. Executive Director's Activities

The following is a list of meetings Ed attended over the course of the last month:

3/16 Meeting with ARRO - Chapter 94

3/16 Meeting with Kathy Gray

3/22 Meeting with Tasty Kake

4/4 Attended Oxford Chamber of Commerce Meeting

4/12 Meeting with Joel Brown to discuss additional land purchases

V. Financial Report:

Financial Reports will be available in the Board meeting packets.

Septage: Billing for March was \$4,368 represent 65 loads accepted for a total of 156,000 gallons.

Capital Purchase

None to report at this time, but a recommendation for computer purchases is being prepared for the May meeting.

VII. Engineer's Report

Included as part of this report.

LEGAL ITEMS:

Items were covered in other parts of the agenda.

ENGINEER'S ITEMS:

Items were included in Director's Report.

TREASURER'S REPORT/PRESENTATION OF BILLS:

General Fund Bills

Motion made, seconded and passed to pay bills in the amount of \$106,340.43. (P. Reynolds, J. Scheese)

Revenue Requisitions

Motion made, seconded and passed for Revenue Requisition #90 in the amount of \$150,000 to replenish working capital. (N. Pagano, J. Scheese)

Bond Redemption & Improvement Fund

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #50 in the amount of \$5,486.40 to TCI for professional services relative survey work on the Ross Property. (P. Reynolds, N. Pagano)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Requisition Request #51 in the amount of \$22,981.86 to ARRO Consulting for professional services relative to the Developers Agreement, Sinkhole and Channel Repair and the Ross Property. (P. Reynolds, N. Pagano)

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Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #52 in the amount of \$6,685.00 to Barley Snyder for professional services relative to the Osborne Lagoon, Developers Agreement and Act 537 Plan. (P. Reynolds, N. Pagano)

Escrow Accounts

Motion made, seconded and passed to pay Check #149 in the amount of \$810 to Barley Snyder for professional services relative to the Sycamore Crossing Project; check #148 for \$55 to Barley Snyder for professional services relative to the Twin Ponds Project; and check #146 for \$110.00 to Barley Snyder for professional services relative to the Hickory Hill Project; check #107 in the amount of \$415.00 to ARRO Consulting, Inc. for professional services relative to the Hearthstone Project; check #121 in the amount of \$420.00 to TCI for professional services relative to the Hickory Hill Project. (J. Scheese, N. Pagano)

Total Escrow Checks: \$1,810.00

Capital Accounts

No expenditures this month.

OLD BUSINESS:

None.

NEW BUSINESS:

Percy Reynolds voiced a concern regarding Board members contacting PADEP or other regulatory agencies on behalf of or representing the opinions of the Board. He felt this was not an act that Board members should be undertaking and that the Executive Director or the Chairman should be the only authorized contacts with the regulatory agencies on behalf of the Authority. He felt that if a number of members contact a regulatory agency on behalf of the Authority with different comments it could cause an undue disruption and confusion sending a bad signal to them.

Mr. Reynolds requested that all board members refrain from this type of contact and the Executive Director or the Chairman should be the only authorized spokespersons for the Authority when dealing with regulatory agencies. Mr. Cantarera felt that we could not restrict a board member from contacting an agency but it was to be understood that they did so as an individual and not representing the Authority or the opinion of the Authority.

After further discussion, the Chairman felt that no action needed to be taken at this time but that the policy would be for only the Executive Director and/or Chairman to speak on behalf of the Authority and that this policy should be reflected in the Board meeting minutes.

EXECUTIVE SESSION:

The Board recessed to Executive Session at 8:07 p.m. to discuss Real Estate acquisitions. Reconvene to Regular Meeting at 8:43 p.m.

ADJOURNMENT:

Motion made, seconded and passed to adjourn at 8:44 p.m. (J. Scheese, Neil Pagano)

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

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