

OXFORD AREA SEWER AUTHORITY

July 19, 2006

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, Neil Pagano, Percy Reynolds, Joe Scheese. Also in attendance were Ed Lennex, Executive Director; Joel Brown; Marcella Peyre-Ferry, Daily Local News; Blair Fleischmann, Christian Schappel and Teri Dignazio.

Pledge Allegiance and Moment of Silence.

Approval of the June 21, 2006 minutes was tabled until the August meeting.

AUDIENCE COMMENTS:

None.

SEWER OPERATIONS REPORT:

The average daily influent was 588,130; maximum day was 1,209,800; for a total of 16,643,900. The average daily effluent was 811,208; maximum day was 1,755,000 for a total of 19,469,000.

Lagoon Levels:

Lagoon #1 - 17.8' deep

Lagoon #2 - 14.4" deep

Lagoon #3 - 14.9" deep

Pump Station Hours of Operations were:

6th Street - 200.8

Grant Street - 150.5

8th Street - 246.7

Q.1 - 5.2

Locust Street - 4.0

Locksley Glen - 80.0

Wiltshire - 94.1

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

General Comments:

June 2, 2006, had Weeds, Inc. spray weeds around lagoons and roadway.

June 2, 2006, did a lateral inspection at the old high school cafeteria.

June 3, 2006, had a bad storm overnight, 3.5" of rain and lost power at 8th Street, Grant Street, Twin Ponds and the Plant for about 3 hours. The generators supplied power during that period.

June 5, 2006, repaired a broken wire that operates the Zone 2 aerator.

June 7, 2006, took apart the sump pump in valve pit to clear a blockage.

June 12, 2006, used the Godwins' pump to pump out control manhole #1, but it would not pump the last four feet. Called Klein's Septage for prices to do the job.

June 13, 2006, cleaned and greased all of the 11 aerators in Lagoon #1. Had to remove Aerator #6 due to a bad bearing and sent it to be repaired.

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June 14, 2006, had Ross Eckman's Tire Service replace a flat tire on Pivot #1.

June 14, 2006, replaced a broken universal joint on Pivot #1.

June 15, 2006, Klein's Septage Services cleaned control manhole #1. They retrieved 5 riser rings from the manhole that had fallen in over the years. They also jetted the pipe from Lagoon #1 to Lagoon #2.

June 20, 2006, rented a large compressor to blow out the 3 lines in Lagoon #1 that feeds control manhole #1. The valve to Pipe #3 will not operate.

June 21, 2006, put markers for the 12 monitoring wells on the Ross Property and made pathways to the stream for routine sampling points.

June 23, 2006, replaced a bad float at the Brookside Pumping Station.

June 23, 2006, had Pipe Data View Services televise all three valve stems on the berm at Lagoon #1. The #3 appears to be collapsed.

June 26, 2006, The first set of monitoring well samples were collected at the Ross Property.

June 27, 2006, new employee, John Hawkes started today.

June 28, 2006, discovered a leak in the roof that created a hole in the ceiling in the shop. Received 7" of rain this week.

June 30, 2006, put the repaired aerator back in Lagoon #1.

Specific Comments:

The treatment plant received 108 loads of Septage in June for a total of 308,750 gallons or an average of 10,291 gallons per day. As of July 11, 2006, the plant had 22 days of storage left in the lagoons.

Received 91 PA#1 calls, 18 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.

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PERSONNEL COMMITTEE REPORT:

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

PENSION 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 -Nothing new to report at this time. Ed continues to prepare a updated Corrective Action Plan/Connection Management Plan for submittal to DEP. The one item Ed still needs is the construction schedule for the Osborne Lagoon. So every one understands, the Consent Order will not be lifted until the lagoon is finished, but I hope to develop a schedule for release of EDU's based on milestones being reached during the construction of the lagoon and submit that as part of the new plan.

Osborne Lagoon - Ed met on July 6, 2006 with a committee of the Board (B. Yeatman, P. Reynolds, J. Scheese & R. Cantarera) to discuss the review that was submitted by URS Corporation at the request of OSAFIELD. Based on the comments received at the meeting, Ed forwarded the review, along with a letter voicing the Authority's concerns to Matt Brown, President of ARRO. Ed had a meeting with Don Lavine and John Highby to discuss the issue and was informed that ARRO was preparing a response to URS's comments and once Ed has received it, he will schedule a meeting with ARRO and OSAFIELD to determine what steps are to be taken next. Ed also met with OSAFIELD

separately and are both in agreement that additional soils testing is needed and OSAFIELD has contracted with URS to conduct this and should have their report prior to the meeting with ARRO.

Act 537 Plan: Ed had a meeting on July 13, 2006 with Bill Bonner and John Highby to discuss the remaining outstanding issues regarding completion of the plan. The remaining outstanding items are:

1. Schedule for the sewerage of Lincoln University Village. Ed has a meeting set up for later this week with Lower Oxford Township to discuss this issue.
2. Updates on Hickory Hill, Meadowview Estates and the Wolfson Project. Ed will have that completed early next week.
3. Financial Data. Ed has completed that and sent it to ARRO.
4. Ross Tract. The information will be completed by late next week.
5. Martin Tract. The information will be submitted to OASA for review by the end of this week.
6. Wedgewood Road Tract. Received the information for review on July 16, 2006.

Once all of the information listed above has been completed and submitted to ARRO, they will prepare a final draft document for the Board to review. This would put us to the week of August

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21, 2006 and giving the Board time for review, we could hold a special board meeting the first week of September for the Board to approve. At that point, barring any major changes, we should be able to submit copies to the municipalities by the second week of September and hold a meeting with the municipalities toward the later part of September.

Developers Agreement: They are working on finalizing the RFP for engineering design work. One of the options they are proposing is a design build concept, where by one firm handles all of the work from design through construction. Since this is a private industry project, this is a far more economical method to use. They will be submitting proposals for Ed's review shortly from firms using this concept.

Future Disposal Fields: An application for conditional use is being submitted this week on the Martin Tract. As the ultimate owner, OASA is the applicant. The hearing will be scheduled for sometime in August and Ed will keep the Board updated as to the exact date. The Ross Tract work will be completed later next week and an application for conditional use should be ready for submission towards the end of the month with a probable hearing set for early September. The Wedgewood Road Tract looks to be on schedule for late August, early September and as with the Martin Tract, the Authority will be the applicant.

Tasty Baking Pump Station Dedication: All of the necessary paperwork has been forwarded to the Recorder of Deeds office and upon receipt of the recorded documents; the Authority will take formal possession and will begin the work of upgrading the station.

Brick Street Soils Testing: TCI has completed its work and a final submission is being readied for transmittal to DEP.

Storm Drain Channel Repair: Enclosed in your packet is a settlement agreement with Pfeifer to close out the project for a final cost of \$67,675. Kathy Gray has reviewed the agreement and she is satisfied with the document. Ed would recommend that the Board approve the settlement and Ed will forward it to Pfeifer for their signature. Due to a design flaw, there is still a problem with the channel (not the fault of Pfeifer) and ARRO is addressing it and will pay for the corrective measures that need to be undertaken, at their expense. Motion made, seconded and passed to accept the agreement in settlement with Pfeifer & Company in the amount of \$67,675. (J. Scheese, N. Pagano)

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

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. Hickory Hills: The developer would like to discuss the Basin Agreement. Ed has also received their submittal for the treatment facility with the changes requested by ARRO. Motion made, seconded and passed to accept the

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Declaration as submitted this date by Hickory Hills with no further changes by any other organization. (J. Scheese, N. Pagano)

- B. **Meadowview Estates:** The developer has submitted a planning module for Ed to review. Ed will have a recommendation for the Board at the Special Board Meeting in August.
- C. **Elkdale Green:** Ed will have a meeting July 16 with the developer and his representatives and will report the outcome to the Board at the meeting.
- D. **Small Flow Treatment Plants:** Ed has included information regarding this issue in the Board packet and would like to discuss the concept at the meeting. Tabled until next meeting.

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

III. Future Projects:

- A. **Financial Software Acquisition:** Last month, Ed submitted to the Board, a proposal for financial accounting software and would like to ask for approval to move ahead with the acquisition. Motion made, seconded and passed to let Ed proceed with the acquisition of financial software package. (J. Scheese, N. Pagano)

IV. Operations Report:

- A. **Oxford Borough Operations Report**
Refer to attached report for details.
- B. **OASA Report**
 - 1. **Treatment Plant Operations Problems:** Last month, Ed had reported to the Board that we were experiencing problems regarding the transfer problems that existed between Lagoon #1 and Lagoons 2 & 3. The work that was done to flush the lines and wet well have resolved the problem and the plant is operating as should be. Due to vacations, we have not had time to deal with the stuck valve and will be working over the course of the next month to see if it can be resolved. As this point, Ed is holding off on the RFP to see if the problem can be solved in-house.
 - 2. **Operations Building Roof:** During the storms of June, a rather significant leak developed in the roof of the building causing the ceiling to collapse in the work bay. We have had three contractors come in to prepare quotes. As of the writing of this report, we have received one quote for \$8,800, which would be a total replacement of the roof and repair of the damaged ceiling. The other two contractors have also recommended replacing the roof, as it is 20 years old. Ed will have their quotes by Board time, and would ask that the Board approve the necessary repair work. Motion made, seconded and passed to accept the proposal from Duncan Remodeling and Restoration to repair the Operations Building Roof and ceiling. (P. Reynolds, L. Bonam)
 - 3. **1994 Chevy Truck:** The truck engine is shot and in order to continue using the truck or to even be able to sell it, the engine must be replaced. Ed will have cost

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estimates available at the Board Meeting. Ed will obtain information regarding selling the truck and present it at the next meeting.

V. Administration Report:

- A. **Customer Correspondence:** Nothing to report.
- B. **Resolutions:** Nothing to report.
- C. **Personnel Issues:** Nothing to report.
- D. **Executive Director's Activities:**
 - 6/22 Meeting with Lower Oxford Township and Wolfson
 - 6/23 Meeting with OSAFIELD, URS Corporation and Andrews Excavating to discuss the Osborne Lagoon
 - 7/11 Meeting with engineer for Harris Metals
 - 7/11 Meeting with Lake, Roeder, Hillard to discuss small flow treatment facilities
 - 7/11 Meeting with Tommy Tinkers Too, Inc. to discuss their expansion plans
 - 7/12 Meeting with ARRO, Bill Beers and representative of OA Newton to discuss spray field layout on Ross Tract
 - 7/13 Meeting with OSAFIELD
 - 7/13 Meeting with ARRO on Act 537 Plan
 - 7/14 Meeting with Betsy Brantner
 - 7/14 Meeting with Don Lavine
 - 7/18 Meeting with representatives of the Wedgewood Road Tract
 - 7/18 Meeting with representatives of Elkdale Green

VI. Financial Report

- A. Financial reports are in the Board Packets.
- B. **Septage:** Billing for June was \$8,845 representing 108 loads accepted for a total of 308,750 gallons.
- C. Peoples Bank has extended the note date to September 1, 2006.
- D. **Bond Issue:** Board Members have received the Preliminary Bond offering and financial information regarding the upcoming bond issue. At this time, the bond issue is projected to be \$3,100,000. Based on conversations with Mike Wolf, our Financial Advisor, we will need to schedule a Special Board Meeting either August 9 or 10 for the Board to approve a resolution authorizing the sale of the bonds. Ed had a conference call scheduled for 7/18 with Standards and Poor and based on that conversation we will know if the Authority is able to issue the bonds just on credit worthiness or if we need to acquire the backing of the municipalities.

VII. Engineer's Report

There is no longer a separate Engineer's Report, but Ed will incorporate that information into his report as it pertains to the projects that are underway.

LEGAL ITEMS:

Nothing.

CORRESPONDENCE:

Nothing.

TREASURER'S REPORT/PRESENTATION OF BILLS:

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General Fund Bills

Motion made, seconded and passed to pay bills in the amount of \$56,577.12. (L. Bonam, P. Reynolds)

Revenue Requisitions

Motion made, seconded and passed for Revenue Requisition #93 in the amount of \$75,000 to replenish working capital. (L. Bonam, N. Pagano)

Motion made, seconded and passed for Revenue Requisition #94 in the amount of \$250,000 to transfer funds to the Bond Redemption & Improvement Fund. (L. Bonam, N. Pagano)

Bond Redemption & Improvement Fund

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #63 in the amount of \$1,080 to MacElree Harvey, Ltd. for professional services relative to the Ross Property. (L. Bonam, P. Reynolds)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Requisition Request #64 in the amount of \$20,750.10 to Lancaster Truck Bodies for the installation of a truck body and equipment on the new vehicle. (L. Bonam, P. Reynolds)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #65 in the amount of \$11,770.80 to TCI for professional services relative to the Ross Property application testing, Brick Street and Osborne Farm groundwater and lagoon. (L. Bonam, P. Reynolds)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #66 in the amount of \$1,450 to Barley Snyder for professional services relative to Real Estate Acquisition. (L. Bonam, P. Reynolds)

Escrow Accounts

Motion made, seconded and passed to pay Check #158 in the amount of \$175 to Barley Snyder. (P. Reynolds, J. Scheese)

Total Escrow Checks: \$175

Capital Accounts

No expenditures this month.

OLD BUSINESS:

None.

NEW BUSINESS:

There was a discussion regarding the acquisition of a vehicle for the Executive Director's use. The Board tabled the issue until Mr. Pagano and Ed could research vehicles and come back to the Board with a recommendation.

EXECUTIVE SESSION:

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The Board recessed to Executive Session at 8:50 p.m. to discuss Real Estate acquisitions.
Reconvene to Regular Meeting at 9:10 p.m.

ADJOURNMENT:

Motion made, seconded and passed to adjourn at 9:15 p.m.

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

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