

# OXFORD AREA SEWER AUTHORITY

**June 21, 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, Percy Reynolds, Joe Scheese, Neil Pagano, Phil Brenner and Larry Bonam. Also in attendance were Ed Lennex, Executive Director; John Highby, ARRO; Joel Brown; Marcella Peyre-Ferry, Daily Local News; Sean McCauley, JoJo Campbell and Blair Fleischmann.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the May 17, 2006 minutes as presented. (J. Scheese, P. Brenner)

## **AUDIENCE COMMENTS:**

JoJo Campbell was in attendance to discuss the report she presented to the Board previously. Ms. Campbell asked if there were comments on the report. There were none. Mrs. Campbell posed additional questions and comments to the Board, which the Board responded to.

## **SEWER OPERATIONS REPORT:**

The average daily influent was 498,006; maximum day was 578,100; for a total of 15,438,200. The average daily effluent was 511,160; maximum day was 968,000 for a total of 12,779,000.

## **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 - 157.3

Grant Street - 126.7

8th Street - 247.0

Q.1 - 2.5

Locust Street - 4.1

Locksley Glen - 82.2

Wiltshire - 100.5

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

### **General Comments:**

May 3, 2006, McGoverns cleaned the holding tanks in septage receiving.

May 4, 2006, Kevin Martin started the first cutting of hay on the fixed nozzle zones.

May 6, 2006, The first cutting of hay was started at the Osborne Farm.

May 9, 2006, M&S Services put the repaired board back in the effluent pump controller. They also removed a board that was storm damaged at the Twin Ponds pumping station that operates the flow meter.

May 10, 2006, Repaired aerator back in Lagoon #2.

May 16, 2006, pulled aerator #1 from Lagoon #1 for repairs.

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May 19, 2006, replaced a bad float at the main lift station.

May 22, 2006, repaired 2 broken riser pipes in Zone 1A.

May 30, 2006, had Zone 1 & 1A spread with lime and aerated.

## Specific Comments:

The treatment plant received 119 loads of Septage in April for a total of 321,500 gallons or an average of 10,363 gallons per day. As of June 14, 2006, the plant had 21 days of storage left in the lagoons.

Have collected hay samples from all zones and sent them to Agri Analysis to be tested.

Received 99 PA#1 calls, 14 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.

## **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** -While DEP did not specifically request an updated Connection Management Plan (CMP), Ed has begun working on an updated one. Once Ed has the specific time schedule for the start and anticipated completion of the Osborne Lagoon, he intends to submit a CMP and put a proposed schedule for the release of EDUs during the construction period. The CMP will also include a previously reviewed re-rating of the treatment lagoon and a schedule for implementing the use of a portion of the Ross Spray Fields to match the re-rating.

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**Osborne Lagoon** - Ed has been meeting on a weekly basis with the representatives of OSAFIELD and are continuing to move the project ahead. OSAFIELD has requested additional time to have the lagoon construction drawings reviewed by their engineer. They have a concern that not enough soil testing was done to determine whether or not the soil is usable for construction of the berm. This could have a major impact on the cost of construction if additional soils must be brought in for use in constructing the berm. I felt this was a reasonable request and their engineer was to have completed their review by June 24, 2006. There will also be some changes in the construction plans for the removal of equipment in a proposed third pump station as it will not be needed at this time. Lastly, we are also waiting on ARRO's proposal for engineering services. Motion made, seconded and passed to approve ARRO's Contract for Special Services in the amount of \$8,500 for the Conditional Use Hearing. (J. Scheese, N. Pagano)

**Act 537 Plan:** Ed has completed his review of a document and the documents submitted by the participating municipalities. Ed has sent his changes to Bill Bonner so he could amend the document. Ed is working on the final financial sections that need to be incorporated into the document and will have them to Bill by June 24, 2006.

Three particular elements associated with the *Get Well Plan* still need to be finalized and added to the plan.

1. The testing and submittal of the data for the Ross Property must be completed. Bill Beers estimates we are still 30 to 40 days from completion and submittal to DEP.
2. The information for the Martin Tract is still not finalized; and
3. The information for the Wedgewood Tract is still not finalized.

Each of these issues is nearing completion and in coordination with Mary Ann Rossi, are preparing to submit a conditional use request to the municipalities during the month of July.

**Developers Agreement:** Nothing to report at this time.

**Tasty Baking Pump Station Dedication:** The final agreements are at Tasty Baking for their signatures.

**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. ARRO has submitted a draft report to DEP and we are waiting for their response.

**Acquisition of Property:** This will be discussed in Executive Session.

**PA DEP Meeting:** On May 24, 2006, Ed attended a meeting with DEP to update them on the status of the work being done by the Authority. Also in attendance were John Highby and Spence Andress, Brian Campbell and Joe Riper. Ed presented the *Get Well Plan*, the agreements for the lagoon and treatment plant, the work being done on the Ross, Martin and Wedgewood Tract. They

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comments very favorably on the progress being made, understand the timetable and elements needed to complete the Act 537 Plan. They committed to giving it a high priority when it is submitted. Mr. Clinton Cleaver clarified the issue regarding an EDU and stated that he was comfortable with an EDU value of 220 gallons per day and would support its use in the Get Well Plan.

## 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:** There has been no action on the transfer of the pump station since last meeting.
- B. **Hickory Hills:** Ed has had no communication from the developer since the May Board meeting so there is no proposed action on the agreement they had submitted.
- C. **Century Oak - Phase 1:** A Sewer Extension Agreement is being presented for approval for this phase of the subdivision. Phase 1 consists of nine (9) single family residential units that will initially be built with on-lot septic systems and as a condition of approval, the developer is installing a low pressure system that all nine units will have to connect to when their on-lot system fails. ARRO and Ed has reviewed the project and Ed recommends it for approval.

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 at this time.

#### B. Resolutions

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 June.

#### D. Executive Director's Activities

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

- 5/18 Meeting with OSAFIELD
- 5/18 Meeting with ARRO & Tetrahedron
- 5/22 meeting with Insurance Provider for renewal of insurance coverage
- 5/23 Meeting with Tasty Baking regarding transfer of station

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- 5/24 Meeting with PADEP
- 5/24 Meeting with Mike Wolf regarding bond issue
- 5/31 Meeting with Peoples Bank of Oxford regarding bank note
- 6/8 Meeting with Meadowview Estates
- 6/12 Meeting with Keith Dudley at DEP
- 6/19 Meeting with Dutchland, Inc.

## V. Financial Report:

Financial Reports will be available in the Board meeting packets.

Septage: Billing for May was \$8,659 represent 119 loads accepted for a total of 321,250 gallons.

The Peoples Bank of Oxford has agreed to extend the bank note date to September 30 to allow for the Authority to issue the necessary bonds to pay the note off.

### Capital Purchase

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

## VII. Engineer's Report

Included as part of this report.

## LEGAL ITEMS:

Nothing.

## ENGINEER'S ITEMS:

Items were included in Director's Report.

## CORRESPONDENCE:

Received a letter regarding Meadowview Estates. They will submit a new plan to the Authority.

East Nottingham Township received a letter that is requesting clarification of an article that was published in the Chester County Press on a Long Term Sewage Handling problem. The Board approved, without a motion that Ed should answer this letter and clarify the situation at hand.

## TREASURER'S REPORT/PRESENTATION OF BILLS:

### General Fund Bills

Motion made, seconded and passed to pay bills in the amount of \$82,923.40. (N. Pagano, J. Scheese)

### Revenue Requisitions

Motion made, seconded and passed for Revenue Requisition #92 in the amount of \$100,000 to replenish working capital. (L. Bonam, J. Scheese)

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## **Bond Redemption & Improvement Fund**

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #58 in the amount of \$2,139 to MacElree Harvey, Ltd. for professional services relative to the Ross Property. (J. Scheese, N. Pagano)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Requisition Request #59 in the amount of \$7,208 to Thomas G. Keyes, Inc. for well drilling on the Ross Property. (J. Scheese, N. Pagano)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #60 in the amount of \$4,560.87 to Lake, Roeder Hillard & Associates for professional services relative to the Ross Property. (J. Scheese, N. Pagano)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #61 in the amount of \$20,837.54 to ARRO Consulting, Inc. for professional services relative to the 8<sup>th</sup> Street and Tasty Baking Pump Stations, Ross Property, Osborne Lagoon and Stream Channel Repair project. (J. Scheese, N. Pagano)

## **Escrow Accounts**

Motion made, seconded and passed to pay Check #156 in the amount of \$380 to ARRO Consulting Inc. for professional services relative to the Hickory Hill Project; Check #157 for \$314.25 to TCI, Inc. for professional services relative to the Hickory Hill Project; and check #155 for \$233.40 to ARRO Consulting, Inc. for professional services relative to the Century Oak Project. (J. Scheese, N. Pagano)

**Total Escrow Checks:** \$927.86

## **Capital Accounts**

No expenditures this month.

## **OLD BUSINESS:**

None.

## **NEW BUSINESS:**

None.

## **EXECUTIVE SESSION:**

The Board recessed at 8:45 pm for an Executive Session to discuss Real Estate acquisitions. Reconvene to Regular Meeting at 8:50 p.m.

## **ADJOURNMENT:**

Motion made, seconded and passed to adjourn at 8:55 p.m. (J. Scheese, N. Pagano)

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

# OXFORD AREA SEWER AUTHORITY

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