

# OXFORD AREA SEWER AUTHORITY

## October 18, 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, Phil Brenner. Also in attendance were Ed Lennex, Executive Director; Kathy Gray, Solicitor; Joel Brown, Marcella Peyre-Ferry, Daily Local News; Blair Fleischmann and Teri Dignazio.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of September 19, 2006 as submitted. (J. Scheese, N. Pagano)

### **AUDIENCE COMMENTS:**

None.

### **SEWER OPERATIONS REPORT:**

The average daily influent was 570,957; maximum day was 756,000 for a total of 17,128,700. The average daily effluent was 303,217; maximum day was 1,005,000 for a total of 6,974,000

### **Lagoon Levels:**

Lagoon #1 - 16' deep      Lagoon #2 - 8.4' deep      Lagoon #3 - 5.6' deep

### **Pump Station Hours of Operations were:**

6th Street - 194	Grant Street - 130	8th Street - 234
Q.1 - 0.0	Locust Street - 5	Locksley Glen - 92
Wiltshire - 107.5		

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

#### **General Comments:**

September 6, 2006 - Eckman's Tire Service repaired flat on tractor.

September 7, 2006 - All public works employees attended a training class on Chlorine Gas Safety. The certified instructors were from Foxcroft Equipment. This gives the licensed operators credits toward license renewal.

September 8, 2006 - John Duncan treated the buildings siding.

September 11, 2006 - Pulled the channel grinder at the Sixth Street Pumping Station to fix a broken chain again. Got a price of about \$14,000 to upgrade to an all gear driven model.

September 12, 2006 - Replaced the broken pressure reducing valve in the chlorine room.

September 13, 2006 - Blew out the lagoon piping with a large compressor.

September 14, 2006 - Had Pipe Data View clean the transfer lines at the plant.

September 18, 2006 - A worker from PECO came to check a broken power line behind Lagoon #2 that we had reported.

September 19, 2006 - Weeds Inc. did a touch up spray around lagoons and fence line.

September 20, 2006 - Had Klein's Septic Services to clean Control Manhole #3 and remove blockages from both effluent pumps.

September 22, 2006 - Repaired a broken riser pipe in Zone 1A.

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September 25, 2006 - Pulled Pump #2 at the main plant lift station and replaced it with a spare. The damaged pump was taken to ITT Flyght Corp. to be evaluated. Have since learned that it is not economically feasible to be repaired. The price of a new one is \$9,835.

September 27, 2006 - Replaced an Aqua Matic Valve on Pivot #5.

September 28, 2006 - The 3<sup>rd</sup> cutting was started on the Osborne Farm and Zone #2 & #3.

Received 96 PA#1 calls. 22 were in conflict and required marking.

Received 110 loads of septage in September for a total of 309,250 gallons. An average of about 10,000 gallons per day.

## **FACILITY EXPANSION COMMITTEE REPORT:**

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

## **OPERATIONS MANAGEMENT COMMITTEE REPORT:**

The Committee met on October 12, 2006.

## **FINANCE AND BOND COMMITTEE REPORT:**

The 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** - 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 Ed hopes 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** - As Ed had previously reported, ARRO, OSAFIELD and Ed met to discuss the remaining outstanding issues regarding the design and construction of the lagoon. Based on that meeting, ARRO was instructed to re-examine the lagoon design to see if the amount of cut that needed to be disposed of could be reduced from the current estimate of 57,000 cubic tons and if the second liner could be eliminated. Based on an October meeting Ed had with Dave Schlott, three alternative layouts for the lagoon were prepared which due to the shallower depth would now require fill to be brought in (estimates range from 15,000 to 20,000 cubic yards) to build the berm. In addition, ARRO is still holding firm that they feel the

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second liner should remain. Ed has a meeting October 18 with Spence Address who represents OSAFIELD AND Ed will be discussing these issues with him and will report to the Board, the conversation at the meeting.

**Act 537 Plan:** Ed has submitted to the Board for review, the final draft of the Act 537 Plan. Ed will be asking the Board if there are any further changes they wish to make and based upon that discussion, would be requesting the Board's approval to accept the draft as presented and for authorization to send copies to the participating municipalities. With the Board's approval for forwarding the Plan, Ed would propose to schedule a Special Board meeting for Wednesday, November 1, at 7:00 p.m. inviting the participating municipalities to send representatives to the meeting to discuss the Plan. Based upon the outcome of that meeting, Ed would envision the following schedule for the remaining steps that would need to be taken prior to submission of the plan to DEP:

1. If no additional changes are required, the Plan would be submitted to the municipalities Planning Commission for review and to the Chester County Planning Commission for review. This in all likelihood would be upwards of a 60-day process.
2. After receipt and review of comments, the scheduling of the Public Comment meeting would be scheduled.
3. Thirty days after that meeting, a meeting would then be scheduled to address the comments and to have the municipalities approve resolutions adopting the Plan.
4. The Plan would then be submitted to PADEP. The best estimate for this final step is some time in late February, early March 2007.

Motion made, seconded and passed to forward the final draft of the Act 537 Plan to Municipalities for review. (J. Scheese, N. Pagano)

**Developers Agreement:** The working group is to meet on October 18, 2006 to review the various treatment plant designs that have been reviewed to date. Based on that meeting, the selection will be narrowed down. Ed will report more details at the Board meeting.

**Future Disposal Fields:** The Authority is now approximately half way through the Conditional Use hearings in Lower Oxford Township for the proposed spray irrigation fields and lagoon to be located on Martin Tract. To date, the proceeding are going well. There is a third hearing set for October 23 at 6:00 p.m. and a fourth if needed on November 6. Details are currently being finalized for the Ross property and the Conditional Use hearings should begin sometime in late November, early December. The drip irrigation fields proposed by the Marks Group has received approval from the East Nottingham Township Planning Commission and on the schedule for review with the Borough of Oxford.

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

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

**Emergency Action Plan:** Still under review with DEP.

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**Acquisition of Property:** In the Board packets are the agreements for the acquisition of the Wiley Tract, the Lindsey Tract and the settlement agreement with Barbara Wiley. Ed will be requesting the Board's authorization for all of the agreements to be approved and signed by the appropriate officers once the documents have been finalized. Joel Brown will be reporting on his discussions with all of the parties involved.

## 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 Part II WQM Permit Application to the Authority is currently under review.
- B. **Elkdale Green:** Ed has met with the Developer and they continue to discuss alternative solutions to meet his sewer needs. As Ed has explained to him and to East Nottingham Township, as it is currently designed it will not be accepted by the Authority.
- C. **Small Flow Treatment Plants - Ballymeade Subdivision:** The Operations Committee met with representatives of Ballymeade for a presentation of the proposed treatment facilities they currently are proposing for this subdivision. The Committee was concerned about the reliability of the service provider and requested the presenters to inquire as to whether or not a performance bond could be provided with the agreement. They had no answer at that time. Also, the various agreements submitted for Ed's review have not been given to the solicitor. Ed would await the Board's decision to forward them if that is their desire.
- D. **Oxford Crossing Shopping Center:** Ed has included in the Board's packet, an Amendment to the current agreement that is in place for this project. The amendment is written along the same lines as the one entered into with Meadowview Estates. Essentially, the developer is willing to forestall construction of a package treatment facility with drip disposal and instead build a pump station and force main if the Authority can meet the terms specified. Ed would ask for the Board's approval of this amendment pending review by the solicitor.

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

## III. Operations Report:

- A. **Oxford Borough Operations Report**  
Refer to attached report for details.
- B. **Amendment to Service Agreement:** Ed submitted a letter dated September 27, 2006 notifying the Borough of the Authority's intent to amend the current Service Agreement to have the Borough provide only customer service and billing services effective January 1, 2007. Ed explained that the Authority would assume responsibility for operation of the treatment plant, disposal facilities and collection system maintenance. Ed met with the Borough Manager, Betsy Brantner on October 17, to discuss the terms and conditions of their continued services and presented an amendment to the current agreement for her consideration. As part of that

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amendment, Ed stipulated that the contract should be on a month-to-month basis with a 90-day termination notice. Her immediate response would be for a yearly rather than monthly contract. She also submitted a proposed annual fee of \$61,938.21, which is double what Ed had envisioned in the budget. While Ed sees some justification for a higher value, he believes the current fee proposed is too high. Ed would look to the Board for their guidance as to how to proceed.

## C. OASA Report

1. **1994 Chevy Truck:** The Authority has received an offer of \$1,775.00 for the sale of the truck. Ed would recommend acceptance of the offer. Motion made, seconded and passed to accept the bid from Red Line Services, Inc. in the amount of \$1,775.00 for the sale of the 1994 Chevy Truck. (J. Scheese, N. Pagano)

## V. Administration Report:

- A. **Customer Correspondence:** Nothing to report.
  - B. **Resolutions:** Nothing to report.
  - C. **Personnel Issues:** Ed has placed an ad in the paper for the Bookkeeper's position and to-date have received 15 resumes'. Ed will wait until the end of the week of October 23, before beginning to schedule interviews. Ed would look to the Board for guidance as to what level of participation they wish to have in the process. Ed has spoken to the four current employees who work in the sewer system and they are all interested in becoming employees of the Authority. Ed is finalizing the policy manual and benefits package and should have it available for the Personnel Committee's review at the Board meeting. Ed would hope to have a meeting with the Committee early next week to discuss these items in preparation for the interviews.
  - D. **Executive Director's Activities:**
    - September 20 & 21 JET-Tech Seminar
    - September 25 Lower Oxford Township Conditional Use Hearing
    - September 25 meeting with Carroll Engineering
    - September 28 meeting with Elkdale Green
    - September 28 meeting with Rettew Engineering
    - October 2 Conditional Use Hearing
    - October 3 meeting with ARRO on 8<sup>th</sup> Street Pump Station
    - October 11 meeting with Mary Ann Rossi
    - October 12 Operations Committee Meeting
    - October 13 meeting with ARRO, 537 Plan and Osborne Lagoon
    - October 17 meeting with Betsy Brantner
    - October 18 meeting with Developer's Group
- A. Financial reports are in the Board Packets.
  - B. Engagement Letter for Annual Audit.
  - C. Septage: Billing for September was \$9,266.25 representing 111 loads accepted for a total of 311,250 gallons.

## LEGAL ITEMS:

Will be covered in Executive Session.

## CORRESPONDENCE:

Nothing.

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## TREASURER'S REPORT/PRESENTATION OF BILLS:

### **General Fund Bills**

Motion made, seconded and passed to pay bills in the amount of \$60,930.61. (N. Pagano, J. Scheese)

### **Revenue Requisitions**

Motion made, seconded and passed for Revenue Requisition #97 in the amount of \$150,000 to replenish working capital. (J. Scheese, N. Pagano)

### **Bond Redemption & Improvement Fund**

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #78 in the amount of \$1,570.00 to Barley Snyder for professional services relative to the Osborne Lagoon, Stream Channel Repair Project and land acquisition. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Requisition Request #79 in the amount of \$5,829.00 to TCI for professional service relative to Brick Street and Ross Farm spray investigation. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #80 in the amount of \$9,449.50 to ARRO Consulting Inc. for Professional Service relative to the Act 537 Plan, Stream Channel Repair Project and the Osborne Lagoon. (N. Pagano, J. Scheese)

### **2006 Project Fund**

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #1 to ARRO Consulting Inc. I the amount of \$11,712,50 for professional services relative to the Ross Property, Developer's Agreement and 8<sup>th</sup> Street Pump Station. (J. Scheese, N. Pagano)

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request #2 to Landmark Abstract in the amount of \$163,207.40 for the purchase of the Sheets Property at 150 Jubilee Road. (J. Scheese, N. Pagano)

### **Escrow Accounts**

Motion made, seconded and passed to pay with Check #105 in the amount of \$225.00 to Barley Snyder for professional services relative to the Meadowview Estates Project. (B. Cantarera, L. Bonam)

Motion made, seconded and passed to pay with Check #163 in the amount of \$55.00 to Barley Snyder for professional services relative to the Oxford Commons Project. (B. Cantarera, L. Bonam)

Motion made, seconded and passed to pay with Check #109 in the amount of \$24.50 to ARRO Consulting Inc. for professional services relative to the Reedville Village Project. (B. Cantarera, L. Bonam)

### **Capital Accounts**

No expenditures this month.

## OLD BUSINESS:

None.

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## **NEW BUSINESS:**

None.

## **EXECUTIVE SESSION:**

The Board recessed to Executive Session at 8:55 p.m. to discuss Real Estate acquisitions. Reconvene to Regular Meeting at 9:35 p.m.

Motion made, seconded and passed to extend Sheets for two weeks. (J. Scheese, N. Pagano)

Motion made, seconded and passed to have the Executive Director advertise the Special Meeting for October 26, 2006 at 7:30 p.m. (J. Scheese, N. Pagano)

## **ADJOURNMENT:**

Motion made, seconded and passed to adjourn at 8:38 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