

OXFORD AREA SEWER AUTHORITY  
BOARD MEETING MINUTES

August 15, 2007

Chairman, Bob Yeatman, called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Percy Reynolds, Frank Lobb, Neil Pagano, Larry Bonam, Joe Scheese, Philip Brenner. Also in attendance were Edward Lennex, Executive Director; Kathleen Gray, Esquire, Barley, Snyder; Jay Eaton and Joel Brown.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to attach the verbatim transcript of June 20, 2007 as submitted. (J. Scheese, F. Lobb)

Motion made, seconded and passed to approve the June 20, 2007 minutes as submitted. (J. Scheese, F. Lobb)

Motion made, seconded and passed to approve the July 18, 2007 minutes as submitted. (J. Scheese, N. Pagano) L. Bonam abstained from the vote.

**AUDIENCE COMMENTS:**

None.

**SEWER OPERATIONS REPORT:**

The average daily influent was 526,203 with a maximum day of 596,820 for a total of 17,618,000.

The average daily effluent was 652,519 with a maximum day of 1,407,000 for a total of 17,618,000.

***Lagoon Levels:*** #1 = 16.0', #2 = 11.0', #3 = 9.4'

***Pump Station Hours of Operation were:***

6<sup>th</sup> Street = 245.0

Grant Street = 117.4

8<sup>th</sup> Street = 214.2

Q1 = 3.9

Locust Street = 3.8

Locksley Glen = 86.9

Wiltshire = 101.4

**FACILITY EXPANSION COMMITTEE REPORT:** None. Has not met.

**OPERATIONS MANAGEMENT COMMITTEE REPORT:** None. Has not met.

**FINANCE AND BOND COMMITTEE REPORT:** No report. Has not met. Ed scheduled a meeting for September 5, 2007 @ 7:00 p.m. Ed will contact R. Cantarera to see if he is available.

**PERSONNEL COMMITTEE REPORT:** None. Has not met.

**PENSION COMMITTEE REPORT:** None. Has not met.

**CHAIRMAN'S ITEMS:** None.

**DIRECTOR'S REPORT:**

**1. Ongoing project status reports**

A. **Consent Order.** No further word on the CMP/CAP has been Received as of the writing of this report.

**Osborne Lagoon.** On July 27<sup>th</sup>, ARRO, TCI and Ed met with PADEP's Dams and Waterways section to discuss the remaining information they required before they would issue their approval letter. There were four (4) additional items of information they requested. ARRO and TCI delivered three (3) of the four (4) at that meeting. DEP was satisfied with the information supplied and once they received the fourth item, they would issue their letter. The remaining item was the amended copy of the specifications listing the appropriate changes they requested. That was delivered to the Department on August 7<sup>th</sup>. Now awaiting the issuance of their letter and once the Southeast Regional Office has received it an amended permit would be issued.

**Act 537 Plan.** There has been no acknowledgement to date received from DEP regarding the Act 537 Plan. Ed had sent to each Board member, a draft copy of the letter he composed addressed to DEP, which contains an alternative disposal method for our effluent. Since this alternative would require some extensive research, as a viable alternative, Ed did not want to delay the submission to include this. Ed is asking permission from the Board to send this letter to DEP and to begin exploring this possibility in more detail. Ed will state upfront that the Authority will probably have to go through the entire review and approval process again to get it included in the Plan. Motion made, seconded, passed and amended to allow Ed to submit the letter to DEP for consideration and to send copies to the agencies copied in the letter.

(P. Brenner, N. Pagano)

- B. **Developers Agreement:** No further work has transpired since the last meeting in early February.

**Future Disposal Fields:** On Tuesday, August 14<sup>th</sup>, ARRO, TCI and Ed will be meeting with Mary Ann Rossi to finalize the preparation for the Conditional Use hearing on the Ross Tract. Ed will update the Board at their meeting as to what has transpired at that meeting.

In regards to the Martin-Beiler tract, numerous briefs are now currently before the courts requesting the dismissal of the suit on the grounds it has no merit. No time schedule is yet available as to when this issue may be resolved.

**Pretreatment Regulations:** Ed has postponed work on this project due to more pressing issues. Ed will get back to this by late September after next year's budget has been adopted.

- C. **PP&L Gas Line:** Nothing to report at this time.  
D. **I/I Study:** Nothing to report at this time.  
E. **Emergency Action Plan:** Just waiting for final agencies signoff and the Plan is complete.  
F. **Acquisition of Property:** There has still be no satisfactory resolution to the outstanding issues regarding the Administration Building. It is somewhat frustrating because the realtor and attorney for the seller just don't seem to get the point as to what they need to do to resolve the issue.  
G. **Lincoln Village:** DEP has issued the Water Quality Part II permit for construction of the sewer system. Ed is awaiting word from Lower Oxford Township and their engineer as to the next steps that need to be taken and a schedule for construction.

## II. **Developer Activity**

- A. There is nothing to report at this time.

## III. **Operations Report**

### **-OASA Operations Report:**

7/2/07 - M&S replaced a bad surge protector at well #3.

7/12/07 - Rented a compressor to blow out the pipes in Lagoon #1.

7/13/07 - Hooked a Godwin Pump at the lift station so we can pump around the flow meter in order to install a rebuilt meter.

7/17/07 - M&S Services installed the flow meter while we controlled the pump around.

7/18/07 - Deltronics delivered the new pump for Tasty Bake pump station, installed it the next day.

7/20/07 - Replaced a bad board and a bad relay at the Brookside Pump Station. Later the same day, a fuse blew on the PECO pole on Rte. 472 Causing the breakers to trip at the pump station.  
7/23/07 - The second cutting of hay was started.  
7/30/07 - Found the #2 motor on Grant Street Pumping Station burned up, took it to Reel Motor to be repaired.  
7/31/07 - Replaced the batter in the generator at Brookside Pump Station.

Received 115 loads of septage for a total of 325,500 gallons, for an average of 11,500 gallons per day.

Received 132 PA#1 calls, 7 were in conflict and required marking.

Currently have 37.93 days of storage. As of 8/13/07.

#### **IV. Administration Report:**

- A. Customer Correspondence: Nothing to report.
- B. Personnel Issues: Employee Handbook: Nothing to report.
- C. Computer System: Nothing to report.
- D. Office Furniture: Nothing to report.

#### **E. Executive Directors Activities:**

July 25, meeting with ARRO and TCI regarding Ross Tract Conditional Use Hearing preparation & Osborne Lagoon  
July 27, meeting with DEP Dams & Waterways  
August 14, meeting with Mary Ann Rossi - Ross Tract

#### **V. Financial Report:**

- A. Financial reports are included in the Board packets.
- B. Septage Billing for July was \$9,114.00 representing 115 loads accepted for a total of 327,500 gallons.

**RESOLUTIONS:** None.

#### **LEGAL ITEMS:**

Kathy drafted the letter to the Union Fire Company which needs signed.

**CORRESPONDENCE:** None.

**TREASURER'S ITEMS:**

***General Fund Bills:***

Motion made, seconded and passed to pay the monthly bills in the amount of \$77,773.84. (J. Scheese, F. Lobb)

***Revenue Requisitions:***

Motion made, seconded and passed for Revenue Requisition #112 in the amount of \$100,000 to replenish working capital for payroll account. (F. Lobb, J. Scheese)

Motion made, seconded and passed for Revenue Requisition #113 in the amount of \$40,000 to replenish working capital for the Operating Account. (F. Lobb, J. Scheese)

***Bond Redemption & Improvement Fund:***

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #107 to Dell Marketing in the amount of \$1,018.12 for the purchase of a computer. (P. Brenner, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #108 to TCI in the amount of \$3,778.76 for the Osborne Lagoon and Brick Street. (P. Brenner, J. Scheese)

***Total Bond Redemption & Improvement Fund Requisitions: \$4,796.88.***

***2006 Project Fund:***

Motion made, seconded and passed to pay 2006 Project Fund Requisition #28 to ARRO Consulting in the amount of \$4,476.56 for professional services related to Ross Farm and Conditional Use Hearing. (L. Bonam, J. Scheese)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #29 to TCI in the amount of \$3,291.95 for professional services related to Ross Farm and Conditional Use Hearing. (L. Bonam, J. Scheese)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #30 to Conestoga Rovers & Associates, Inc. in the amount of \$9,578.98 for professional services relating to Oxford-Ross Farm Part 2 Bog Turtle Survey. (L. Bonam, J. Scheese)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #31 to Barley, Snyder in the amount of \$1,993.22 for professional services relating to the Administrative Building. (L. Bonam, J. Scheese)

***Total 2006 Project Fund Requisitions: \$19,340.71***

***OLD BUSINESS:*** None.

***NEW BUSINESS:*** None.

***ADJOURN:*** Motion made, seconded and passed to adjourn the meeting.

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

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