OXFORD AREA SEWER AUTHORITY

FEBRUARY 21,2007

The meeting was called to order at 7:30 p.m. by Bob Yeatman, Chairman. The following Authority members were in attendance: Frank Lobb, Neil Pagano, Percy Reynolds, Joe Scheese. Also in attendance were Ed Lennex, Executive Director; 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 January 17, 2007 as written. (P. Reynolds, N. Pagano)

AUDIENCE COMMENTS:

None.

SEWER OPERATIONS REPORT:

The average daily influent was 564,142 maximum day was 768,300; for a total of 17,488,400.
The average daily effluent was 288,435; maximum day was 1,112,000; for a total of 6,634,000.

Lagoon Levels:

Lagoon #1 – 16.4' deep Lagoon #2 - 13.6' deep Lagoon #3 – 14.5' deep

Pump Station Hours of Operations were:

6th Street – 199.3 Grant Street – 145.6 8th Street – 264.1
Q.1 – 0.4 Locust Street – 3.7 Locksley Glen – 92.0
Wiltshire – 119.6

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 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.

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DIRECTOR'S REPORT:

I. Ongoing Project Status Reports:

Consent Order - The Corrective Action Plan/Connection Management Plan (CAP/CMP) is progressing. The only outstanding issue is a definitive construction schedule for the Osborne Lagoon and the equipping of the Ross Farm for spray irrigation. Ed now has all of the information needed to complete the Connection Management Plan.

Osborne Lagoon - ARRO has finalized the redesign of the lagoon and it is being given a final review. Once the review has been conducted to verify the accuracy of the redesign, a meeting will be scheduled to present the resubmission package to Dam Safety.

Act 537 Plan: All of the comments received from the member municipalities have been received and responded to. Letters have been received from both the Chester County Planning Commission and Health Department. Due to the length and complexity of both letters, it has taken Ed longer to responded than estimated. The responses have been completed and are ready to be mailed out. Ed is preparing a list of the changes will be made to the Act 537 Plan and will be getting together with ARRO the week of February 19 to go over them. Once Ed has the amended Plan, he will then proceed to schedule the public meeting for the opening comment period. Ed should have more definitive information on that schedule by the Board Meeting.

Developers Agreement: The working group has now completed four (4) work sessions on the design of the new treatment facility. Ed has also made a field trip to examine additional flow through oxidation ditch type process. Due to the weather and participants schedules, no meetings have been held since the last Board Meeting. The next meeting is February 28, 2007 and at this point, a preliminary cost estimate will be available.

Future Disposal Fields: The Lower Oxford Township Conditional Use hearing for the Martin-Beiler Tracts continues. The Supervisors have approved the Condition Use with a set of conditions. There was a discussion regarding the conditions attached to the granting of the conditional use. It was the consensus of the Board that the conditions were acceptable and the Authority would not appeal the Township's ruling.

Pretreatment Regulations: At the last Board meeting, there was a discussion regarding a discharger to the system and the issuance of an Industrial Waste Permit. Based upon a subsequent discussion Ed had with Kathy Gray regarding the Board's current regulations, it became apparent that they needed to be reviewed and updated. Ed has enclosed in the Board's packets, two (2) proposals he has received from Carroll Engineering and Rettew to conduct a review and make recommendations. This will only be the first phase. There will need to be additional follow-up work that will need to be done before a permit can be legally issued. Discussion held at the meeting. Motion made, seconded and passed to award the contract to update the Industrial Waste Regulations in the Boards Rules and Regulations to Rettew. (J. Scheese, N. Pagano)

PP&L Gas Line: Ed recently met with representatives from PP&L to discuss the possible routing of a gas main from the vicinity of Tasty Kake to Brick Street. One of the possible routes would utilize the setback area boarding the Lincoln Street Spray Fields and the Right-of-Way under the railroad tracks. PP&L has stated that they will compensate the Authority for the Right-of-Way. Ed would ask the Board for permission to continue his work with PP&L and to also involve our Solicitor as the discussions progress.

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

Emergency Action Plan: Nothing to report at this time.

Acquisition of Property: This is still a work in progress and Ed hopes to be able to update the Board at the meeting.

Motion made, seconded and passed allowing Bob Yeatman to sign the Agreement for Acquisition of Real Estate when it is ready, for the Administration Building. (N. Pagano, J. Scheese)

II. Developer Activity:

Nothing to report at this time.

III. Operations Report:

A. OASA Operations Report:

Included in the packets is the flow data for the month of January. As of February 16, 2007, there are 25 days of storage available. Operational items of note:

- The 8th Street Pump Station was repaired and is now fully operational.

B. 2007 Dodge Grant Caravan: The vehicle is scheduled for delivery on February 26th.

IV. Administration Report:

A. Customer Correspondence: Nothing to report.

B. Resolutions: There was one (1) resolution on the agenda for the Board's Approval.

1) Resolution No. 07-01-002: Tapping Fee Resolution. This resolution would put into effect a $2,600 Tapping Fee based upon the changes to the tapping fee law put into effect by Pennsylvania Act 57. Ed would recommend adoption by the Board. Motion made, seconded and passed to adopt the Tapping Fee Resolution No. 07-01-002 as presented. (J. Scheese, N. Pagano)

C. Personnel Issues: Nothing to report.

D. Computer System: Nothing to report.

E. Executive Director's Activities:

January 19 - meeting with developer of Sycamore Crossing
January 21 - Oxford Mainstreet Meeting
January 26 - Oxford Mainstreet Meeting
January 29 - meeting with equipment vendor for new treatment plant
January 30 - tour of potential Administration building site
February 1 - meeting with firm doing PNDI for new treatment plan site
February 5 - Lower Oxford Township Conditional Use hearing
February 8 - PP&L meeting
February 15 - meeting with Lower Oxford Township and Lincoln University regarding sewering of Lincoln Village
February 20 - picked up Van

V. Financial Report

A. Financial reports are in the Board Packets.

B. Septage: Billing for January was $7,560.00 representing 98 loads accepted for a total of 270,000 gallons.

LEGAL ITEMS:

Covered in the rest of the meeting.

CORRESPONDENCE:

Nothing.

TREASURER'S REPORT/PRESENTATION OF BILLS:

General Fund Bills

Motion made, seconded and passed to pay the monthly bills in the amount of $43,752.64. (F. Lobb, J. Scheese)

Revenue Requisitions

Motion made, seconded and passed for Revenue Requisition #101 in the amount of $105,000 to replenish working capital for the Operating Account; and Revenue Requisition #102 in the amount of $60,000 for the Payroll Account. (F. Lobb, J. Scheese)

Bond Redemption & Improvement Fund

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #86 in the amount of $6,217.50 for the purchase of MicroFund and Payforce computer software. (P. Reynolds, F. Lobb)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #87 in the amount of $3,239.56 to Dell Marketing for the purchase of computers. (P. Reynolds, F. Lobb)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #88 in the amount of $1,895.69 to TCI for professional services related to the Osborne Lagoon, Monitor Well, Ross and Brick Spray Field Investigation. (P. Reynolds, F. Lobb)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #89 in the amount of $2,280.88 to URS Corporation for professional services related to Job 20627012 BKC OASA. (P. Reynolds, F. Lobb)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #90 in the amount of $5,850.00 to Oxford Area Sewer Authority - Operating Account for reimbursement for payment of Chester County Conservation District Fees. (P. Reynolds, F. Lobb)

Total Bond Redemption & Improvement Fund Requisitions: $19,483.63

2006 Project Fund

Motion made, seconded and passed to pay 2006 Project Fund Requisition Request 12 to TCI in the amount of $5,076.76 for professional services related to The Ross Farm. (F. Lobb, N. Pagano)

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Total 2006 Project Fund Requisitions: $5,076.76

Escrow Accounts None.

Capital Accounts
No expenditures this month.

CORRESPONDENCE: Letter from Blair Fleischmann responding to the invitation for public comment regarding the Conditional Use Hearings for Spray Irrigation in Lower Oxford Township was attached for review by members.

OLD BUSINESS: None.

EXECUTIVE SESSION: None.

NEW BUSINESS: Ed needs Statement of Financial Interest forms completed by Board members and returned to him by May 1, 2007.

ADJOURNMENT:
Motion made, seconded and passed to adjourn. (J. Scheese, N. Pagano)

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