

OXFORD AREA SEWER AUTHORITY  
BOARD MEETING MINUTES

July, 18 2007

The meeting was called to order at 7:30 p.m. by Bob Yeatman, Chairman. The following Authority Members were in attendance: Percy Reynolds, Robert Cantarera, Frank Lobb, Neil Pagano, Joe Scheese, Philip Brenner. Also in attendance were Edward Lennex, Executive Director; Kathleen Gray, Esquire, Barley, Snyder; John Highby, ARRO Consulting; Blair Fleischmann and Joel Brown.

Pledge Allegiance and Moment of Silence.

Approval of June 20, 2007 minutes was tabled until August meeting until Ed can listen to the tapes and get exact wording on a discussion held due to a difference in re-collection of discussion. Kathy Gray also stated that copies of Resolutions should be attached to the packets. Ed assured all in attendance that all papers from each meeting go in the book with the minutes.

**AUDIENCE COMMENTS:**

None.

**SEWER OPERATIONS REPORT:**

The average daily influent was 571,930 with a maximum day of 669,900 for a total of 17,157,900.

The average daily effluent was 638,800 with a maximum day of 1,479,000 for a total of 19,164,000.

***Lagoon Levels:*** #1 = 16.9', #2 = 14.2', #3 = 9.8'

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

6<sup>th</sup> Street = 232.5

Grant Street = 114.8 8<sup>th</sup> Street = 189.8

Q1 = 1.9

Locust Street = 3.9 Locksley Glen = 86.0

Wiltshire = 109.8

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

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

**FINANCE AND BOND COMMITTEE REPORT:** None. Has not met.

**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.
- B. ***Osborne Lagoon:*** No further word has been received as of the writing of this report.
- C. ***Act 537 Plan:*** All of the member municipalities have approved the Plan and the Plan was hand delivered to DEP on July 6, 2007.
- D. ***Developers Agreement:*** No further work has transpired since the last meeting in early February.  
***Future Disposal Fields:*** No further activity has transpired regarding the Conditional Use challenge made on the Martin-Beiler Tract. Ed has received a verbal report from Conestoga-Rovers that the Ross Tract does not have Bog Turtles. Once the final report is received, Ed will prepare the Ross Tract for a Conditional Use submittal. ARRO and Tetrahedron Consultants have completed work on the material needed for the submittal. There will be a meeting with Mary Ann Rossi before the end of July to finalize the presentation.  
***Pretreatment Regulations:*** Ed is waiting for Barley, Snyder's review and comments. Once he has received them, Ed will pass all of the information on to the Board Committee that will be working with him (Mr. Brenner, Mr. Cantarera and Mr. Yeatman) and they will schedule a meeting to review the documents. Ed would still anticipate having something ready for the August Board Meeting.
- E. ***PP&L Gas Line:*** Nothing to report at this time.
- F. ***I/I Study:*** Nothing to report at this time.
- G. ***Emergency Action Plan:*** Just waiting for final agencies signoff and the Plan is complete.
- H. ***Acquisition of Property:*** The first payment for the new Administration Building has been delayed due to an outstanding

issue regarding the deed. All parties involved are working diligently to resolve the issue.

- I. ***Lincoln Village:*** Ed has sent to DEP, the Water Quality Part II Permit Application on July 6, 2007. Ed had received back from DEP on July 16, 2007, a General Permit Acknowledgement and will be contacting Lower Oxford Township and their engineer to gather the additional information DEP has requested in their letter.

## II. ***Developer Activity***

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

## III. ***Operations Report***

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

- 6/2/07 - Replaced the pump start float at the plant lift station.
- 6/5/07 - Pulled Pump #2 at the Tasty Bake Pumping Station and sent to Deltronics to be evaluated.
- 6/7/07 - Eckman's Tire Service replaced two bad tires on Pivot #1.
- 6/8/07 - Took the tractor to Atlantic Tractor to have the deck gear box repaired.
- 6/12/07 - Ordered two spare wheels for the pivots so we can minimize down time from flat tires.
- 6/14/07 - Cleaned and greased all of the aerators in Lagoon #1.
- 6/15/07 - Ordered manhole lids and risers from Monarch Supply.
- 6/19/07 - Replaced the block heater on the generator at Locksley Glen Pump Station.
- 6/20/07 Replaced a bad pressure reducing valve and ball valve in the pump room.
- 6/21/07 - Took the flow meter off of Pivot #2 and sent to O.A. Newton for repair. Will estimate the flow at 500 GPM in the mean Time.
- 6/26/07 - The first cutting of hay was started on the Ross Property.
- 6/27/07 - Had Pipe Data Services clean wet wells at Brookside, Wiltshire, Tasty Bake and the 6<sup>th</sup> Street Pumping Stations.
- 6/28/07 - Lightning struck near Well #3 and blew out a control board that operates the automatic valves for all of the fixed nozzle spray fields. Operated the valved manually until repairs were made.
- 6/29/07 - Replaced two broken universal joints on Pivot #4.

Hay samples from the spray fields have been sent to Agri

Analysis.

Received 131 loads of septage for a total of 357,250 gallons, for an average of 11,908 gallons per day.

Received 118 PA#1 calls, 17 were in conflict and required marking.

Currently have 31.55 days of storage. As of 7/10/07.

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

A. Customer Correspondence: Nothing to report.

B. Personnel Issues:

Employee Handbook: Nothing to report.

C. Computer System:

Revised Proposals for Computer Server Equipment and Installation of Equipment and Network have been received and Ed has provided a separate analysis in the Board Packets. Motion made, seconded and passed to award the contract for purchase of the computer system to Stratix Systems. (N. Pagano, P. Brenner)

D. Office Furniture:

Included with the Board meeting packet is a layout for furnishing the new office with furniture and filing. All of the furniture is being purchased off the PA State procurement contract therefore no bidding is required. Motion made, seconded and passed to authorize Ed to purchase office furniture in the amount of \$20,166.86, contingent on resolution of real estate purchase being finalized. (J. Scheese, N. Pagano)

E. **Executive Directors Activities:**

June 21, 2007 - meeting with People's Bank of Oxford

June 22, 2007 - PMAA sponsored meeting with DEP Southeast Regional Office

June 23, 2007 - meeting with Paychex regarding Employee Manual

June 26, 2007 - meeting with office furniture vendor

June 27, 2007 - meeting with ARRO

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

A. Financial reports are included in the Board packets.

B. Septage Billing for June was \$10,003.00 representing 131

loads accepted for a total of 357,250 gallons.

***LEGAL ITEMS:***

Legal Items are discussed within the rest of the meeting.

***CORRESPONDENCE:*** None.

***TREASURER'S ITEMS:***

***General Fund Bills:***

Motion made, seconded and passed to pay the monthly bills in the amount of \$71,273.18. (P. Brenner, N. Pagano) (F. Lobb abstained from the vote)

***Revenue Requisitions:***

Motion made, seconded and passed for Revenue Requisition #110 in the amount of \$40,000 to replenish working capital for payroll account. (F. Lobb, J. Scheese)

Motion made, seconded and passed for Revenue Requisition #111 in the amount of \$25,000 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 #104 to TCI in the amount of \$1,871.63 for professional services. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #105 to ARRO consulting in the amount of \$3,820.71 for the Osborne Lagoon. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #106 to Harris in the amount of \$12,461.25 for Training/Project Management and Application Fees. (N. Pagano, J. Scheese)

***Total Bond Redemption & Improvement Fund Requisitions: \$18,153.59.***

***2006 Project Fund:***

Motion made, seconded and passed to pay 2006 Project Fund Requisition #25 to Conestoga-Rovers & Associates Inc. in the amount of \$2,876.37 for professional services related to Oxford-Ross Farm P1 BT Habitat. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #26 to TCI in the amount of \$2,520.27 for professional services related to Ross Farm and Conditional Use Hearing. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #27 to ARRO Consulting in the amount of \$2,148.50 for professional services relating to Ross Farm and Conditional Use Hearing. (N. Pagano, J. Scheese)

***Total 2006 Project Fund Requisitions: \$7,545.14***

***OLD BUSINESS:*** None.

***NEW BUSINESS:*** The Union Fire Company Station #21 has sent a request to sponsor a hole in their Annual Golf Tournament. After some discussion, it was decided that Kathy would write a letter to the Fire Company explaining their situation of feeling uncomfortable in sponsoring a hole, but that the Authority would be happy to send a donation. Motion made, seconded and passed to send a donation to Union Fire Company Station #21 for \$150.00. (F. Lobb, J. Scheese)

***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