

# OXFORD AREA SEWER AUTHORITY

October 17, 2007

Chairman, Bob Yeatman, called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Cantarera, Frank Lobb, Neil Pagano, Joe Scheese. Also in attendance were Edward Lennex, Executive Director, T. Dignazio, Blair Fleischmann and Joel Brown.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the September 19, 2007 minutes as amended. (J. Scheese, F. Lobb)

## **AUDIENCE COMMENTS:**

Blair Fleischmann was in attendance to address the issue of letters she previously sent to the Sewer Authority. Representatives from the Board offered to meet separately with Blair to address the issues she raised but she respectfully declined the offer. They then discussed with Blair the various items contained in the letters and responded that her letters would be attached to the minutes as part of the public record.

## **SEWER OPERATIONS REPORT:**

The average daily influent was 512,780 with a maximum day of 607,600 for a total of 15,383,400. The average daily effluent was 644,857 with a maximum day of 1,368,000 for a total of 18,056,000.

***Lagoon Levels:*** #1 = 16.7", #2 = 3.4', #3 = 6.3'

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

6<sup>th</sup> Street = 225.2

Grant Street = 122.3

8<sup>th</sup> Street = 206.7

Q1 = 3.2

Locust Street = 3.8

Locksley Glen = 90.4

Wiltshire = 92.7

**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.

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## DIRECTOR'S REPORT:

### **1. Ongoing project status reports**

**Consent Order:** According to PADEP, the Authority was to have received a letter By October 15 concerning the Corrective Action Plan/Connection Management Plan (CAP/CMP). As of the writing of this report, Ed has not received a letter or other communication. In addition, the Authority had requested the ability to spray 2.5" of effluent for the month of October rather than the permitted 2". A letter as requested by PADEP was e-mailed to their attention on September 28, the day after our meeting with them and they still have not responded to that.

**Osborne Lagoon:** According to PADEP, the Authority was to receive an amended permit by October 1; to date nothing has been received.

**Act 537 Plan:** On September 27, representatives of the Authority met with Representatives of PADEP's Southeast Regional Office to discuss the status of The Consent Order (CAP/CMP), the Osborne Lagoon and the Act 537 Plan. It was at this meeting that the above referenced dates were given to us by the Department. While the Department informally acknowledged at the meeting that they had received the Plan, they could not be forthcoming as to when they would acknowledge by an Administratively Correct Approved or Not Approved letter. Once they issue an administratively correct letter, the 120-day review period actually begins. They were very non-committal as to when that might occur.

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

**Future Disposal Fields:** A Conditional Use Hearing for the Ross Tract has been scheduled by Lower Oxford Township to begin on October 23 at 7:00 p.m.

**Pretreatment Regulations:** Ed has postponed work on this project due to more pressing issues.

**PP&L Gas Line:** Nothing to report at this time.

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

**Emergency Action Plan:** Just waiting for final agencies signoff and the Plan is complete.

**Acquisition of Property:** On October 4, Ed settled on the purchase of the Administrative Building at 14 South Third Street. Ed did agree to a change in the payment plan by moving the April 2008 payment up to December 2007 with the last payment still scheduled for October 2008. The furniture has been placed on order and the computer network server has been installed. Ed has enclosed in the Board packets, a sample of the sign he thought he would put on the window and a Bulletin Board (A) he would mount in the entrance way to announce the hours and Board meeting times and dates. Motion made, seconded and passed to allow Ed to purchase the sign for the window and bulletin board for posting hours of operation and meeting dates.

**Lincoln Village:** On October 4, Ed received the review and comments done by Carroll Engineering on the Plans and Specifications for this project. Ed has forwarded them to the Township's Engineer for the appropriate changes to be made.

### **II. Developer Activity**

**Jordan Manor:** Discussion of the proposed low pressure system for this

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development was tabled at the September meeting until the Board representatives from East Nottingham Township could discuss the area to the south of this project with the Township. Mr., Scheese reported that based upon Township information no additional development was likely to occur in that area. Therefore, the Board instructed the Executive Director to inform the engineer for the development that they could proceed with designing a low pressure sewer system and that the Executive Director would make sure that outstanding issues he had with the design would be addressed to his satisfaction.

### III. *Operations Report-OASA Operations Report:*

9/4/07 - replaced the impellers on both pumps at the Wiltshire pumping station. Went from a 5.75 to a 6", this increased the output by 75 GPM. The flow is now about 205 GPM.

9/5/07 - Cleaned wet wells at 6<sup>th</sup>, 8<sup>th</sup>, Grant and Tastybake.

9/8/07 - Kevin Martin baled the 3<sup>rd</sup> cutting of hay on zones 2&3.

9/11/07 - Began repair on the manhole in the cannery parking lot that was knocked down by them. Installed a new frame and lid and built the sides up with several coats of cement.

9/17/07 - Discovered a broken fan on the motor that drives effluent pump #1. Ordered new ones for both motors.

9/19/07 - Ordered new capacitors for the effluent pump drive units.

9/20/07 - Removed pump #1 at 8<sup>th</sup> Street pumping station to replace a bad gasket. Had to re-thread some of the bolt holes in the volute when we re-installed the pump.

9/24/07 - Replaced a bad motor/gear box and starter on pivot #2.

9/25/07 - Kevin Martin completed the 3<sup>rd</sup> cutting of hay on zones 1 & 1A.

9/27/07 - Used the bush hog to mow around the manholes on the Moran Farm and the Force Right-O-Way.

9/28/07 - Opened manholes for ARRO Tech so he could get invert measurements. We are concerned that the construction entrance has been started on the Pia property and is directly over our Force Main.

Received 86 loads of septage for a total of 246,250 gallons, for an average of 8,208 gallons per day.

Received 114 PA#1 calls in September. 8 were in conflict and required marking. One was an emergency at 2 a.m. after an auto accident, for pole replacement.

Currently have 53.26 days of storage.

### IV. *Administration Report:*

**Customer Correspondence:** Included in the Board packets are letters the Chairman received from Blair Fleischmann and a proposed response letter the Chairman asked Ed to write.

**Personnel Issues:** Ed has made an offer of Employment to Tamela McIvor and has included her resume with the Board Packets. 55 resumes were received for this Position. Packets were sent out to 10 candidates of whom 6 were interviewed, 2 were not interested and 2 did not respond.

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**Computer System:** The network server has been installed in the new building.

**Office Furniture:** The furniture has been ordered and we expect an early November delivery.

**Executive Directors Activities:**

September 24, 25, 36, PMAA Convention

September 26, meeting with ARRO

September 27, meeting with DEP

October 1, meeting with aeration equipment supplier

October 2 & 3, field work with portable flow meter

October 3, meeting with Spence Address

October 4, settlement on new Administration Building

October 5 & 8, vacation

October 9 & 10, Customer Service Representative interviews

October 12, meeting with Lower Oxford Township & Wolfson

October 12, network server installation

October 17, team meeting for Ross Tract Conditional Use Hearing

***V. Financial Report:***

A. Financial reports are included in the Board packets.

B. Septage Billing for September was \$6,895 representing 86 loads accepted for a total of 246,250 gallons.

***RESOLUTIONS:*** None.

***LEGAL ITEMS:*** None.

***CORRESPONDENCE:*** None.

***TREASURER'S ITEMS:***

***General Fund Bills:***

Motion made, seconded and passed to pay the bills including the prepaid bills in the amount of \$72,830.54 and the monthly bills in the amount of \$43,409.57. (N. Pagano, J. Scheese)

***Revenue Requisitions:***

Motion made, seconded and passed for Revenue Requisition #115 in the amount of \$25,000 to replenish working capital for Payroll Account. (F. Lobb, N. Pagano)

Motion made, seconded and passed for Revenue Requisition #116 in the amount of \$110,000 to replenish working capital for Operating Account. (F. Lobb, N. Pagano)

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

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #110 to TCI in the amount of \$2,511.87 for professional services regarding Brick Street. (N. Pagano, F. Lobb)

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Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #111 to ARRO Consulting in the amount of \$7,459.84 for professional services regarding various projects. (N. Pagano, F. Lobb)

***Total Bond Redemption & Improvement Fund Requisitions: \$9,971.71.***

## ***2006 Project Fund:***

Motion made, seconded and passed to pay 2006 Project Fund Requisition #34 to TCI in the amount of \$4,225 for professional services related to the Ross Farm and Conditional Use Hearing. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #35 to Conestoga-Rovers & Associates, Inc. in the amount of \$230 for professional services related to Oxford-Ross Farm P2 & BT Survey. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #36 to Barley Snyder in the amount of \$1,952.60 for professional services related to the Administrative Building and Ross Real Estate. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #37 to ARRO Consulting in the amount of \$4,167.84 for professional services related to Ross Property and Conditional Use Hearing. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #38 to MacElree Harvey in the amount of \$5,528.52 for professional services related to Conditional Use Approval, Lower Oxford. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay 2006 Project Fund Requisition #39 to Samuel McMichael in the amount of \$4,229.15 for Administration Office Taxes. (N. Pagano, J. Scheese)

***Total 2006 Project Fund Requisitions: \$20,333.11***

***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

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John Highby/Don Lavine, ARRO Engineer

Betsy Brantner, Borough Manager

Townships & Borough