

## OXFORD AREA SEWER AUTHORITY

December 17, 2008

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

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of November 19, 2008 as submitted. (P. Brenner, N. Pagano)

***PUBLIC COMMENT PERIOD:*** None.

### ***TREASURER'S ITEMS:***

#### ***General Fund Bills:***

Motion made, seconded and passed to pay the prepaid bills in the amount of \$10,006.81 and the monthly bills in the amount of \$60,256.25. (N. Pagano, J. Scheese)

#### ***Revenue Requisitions:***

Motion made, seconded and passed to approve Revenue Requisition #141 in the amount of \$25,000 to replenish working capital for the Payroll Account. (N. Pagano, R. Cantarera)

Motion made, seconded and passed to approve Revenue Requisition #142 in the amount of \$80,000 to replenish working capital for the Operating Account. (N. Pagano, J. Scheese)

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

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #161 to RETEW in the amount of \$3,473.88 for Engineering costs related to Headworks Analysis & Sprayfield Analysis. (N. Pagano, R. Cantarera)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #162 Oxford Area Sewer Authority in the amount of \$1,340.00 for reimbursement for payment made to Oxford Plumbing and Heating. (N. Pagano, R. Cantarera)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition request #163 to All American Roofing and Waterproofing in the amount of \$36,940.00 to complete roof as per proposal. (N. Pagano, R. Cantarera)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #164 ARRO Consulting, Inc. in the amount of \$3,661.50 for engineering costs related to Plant Re-Rating Permit. (N. Pagano, R. Cantarera)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition request #165 to Beiler Campbell Realtors in the amount of \$140,000.00 for payment of broker's commission. (N. Pagano, R. Cantarera)

***Total Bond Redemption & Improvement Fund Requisitions: \$185,415.38.***

***Escrow Accounts –***

Motion made, seconded and passed to approve payment to RETTEW for Invoice #71539 in the amount of \$31.56 (Check #104) for professional services pertaining to Oxford Commons Shopping Center Review. (N. Pagano, R. Cantarera)

Motion made, seconded and passed to approve payment to Barley Snyder for Invoice #371845 in the amount of \$175.00 (Check #108) for legal services pertaining to Oxford Commons Shopping Center Review. (N. Pagano, R. Cantarera)

Motion made, seconded and passed to approve payment to RETTEW for Invoice #71540 in the amount of \$57.38 (Check #115) for professional services pertaining to Elkdale Green Review. (N. Pagano, R. Cantarera)

***Total Escrow Checks: \$263.94***

***Public Comment Period*** - No one asked to make any comments.

***Action Items:***

**SEWER OPERATIONS REPORT:**

The average daily influent was 460,188 with a maximum day of 634,084 for a total of 13,805,648.

The average daily effluent was 559,000 with a maximum day of 1,040,000 for a total of 12,298,000.

***Lagoon Levels: #1 = 17.4" , #2 = 6.9' , #3 = 4.7'***

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

6<sup>th</sup> Street = 204.4

Grant Street = 134.5

8<sup>th</sup> Street = 292.5

Q1 = 0.8  
Wiltshire = 96.8

Locust Street = 3.2

Locksley Glen = 94.0

**FACILITY EXPANSION COMMITTEE REPORT:** Committee met tonight, before Board Meeting.

**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***

**Consent Order:** Refer to Act 537 Plan Section.

**Osborne Lagoon:** Refer to Act 537 Plan Section.

**Act 537 Plan:** Based on the motions approved at the Oxford Area Sewer Authority Board Meeting held November 19, 2008, Ed has begun work on preparing the Planning Modules. While this is only preliminary work to establish all of the participants and to meet individually with all of the parties involved, Ed is delaying beginning detailed work until the Facilities Expansion Committee and the Act 537 Plan workgroup can sit and discuss options. Ed has been trying unsuccessfully since the November Board Meeting to get a meeting scheduled. After numerous attempts, Ed believes he will have a final date by the meeting. So at this point, Ed is in a holding pattern until after this meeting.

**Developers Agreement:** No action has been undertaken. Ed spoke with representatives of the group and they are in agreement we will need to rewrite the agreement. It was also agreed to wait until we have established the exact course we are going to follow.

**Future Disposal Fields:** The Board, at the November meeting approved and authorized the Executive Director to execute the necessary documents for the lease purchase agreement for the Ross Tracts. At the time of the meeting we did not have the final documents and upon receipt of them Ed thought it prudent to send the Board a copy of Ms. Maria Elliott's e-mail so you could see the full terms and conditions we are agreeing to. Since there

will be a need to approve checks and requisitions for payments stipulated in the agreement before we got to this item in Ed's report, Ed thought it best to list them so you would be aware of what the payment requests were for.

**Pretreatment Regulations:** Nothing to report at this time.

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

**Emergency Action Plan:** Nothing to report at this time.

**Acquisition of Property:** Nothing to report at this time.

**Lincoln Village:** Working with a draft agreement Winnie Sebastian had provided Ed and Lower Oxford Township, Ed prepared his own draft and sent it to Winnie, Kathy Gray and Ed Fischer for their comment. Ed has not heard back from them to this point. The office is preparing Connection Permits for the properties in the Village and will be delivering them to the Township for their use.

**Funding Assistance:** Ed has enclosed in the packets, a copy of the H2O PA Program Guidelines. This is the program that was approved by the state for funding Sanitary Sewer Projects. Ed will be working closely with Rebecca Denlinger, Michele and others at Rettew to complete the necessary forms and applications to be considered for funding. Rebecca has also suggested and Ed agrees that we should also have a sit down meeting with representatives of PENNVEST. We will be rescheduling the meeting we had planned with the Commonwealth Financing Authority and setting up a meeting with PENNVEST in the near future. Ed would request that members of the Finance and Bond Committee attend these meetings to stay abreast of where we are going.

**Administration Building:** Just about all of the work to replace the Administration Building roof is complete. The cost to date is \$40,380.00.

## II. *Developer Activity*

**Elkdale Green:** Ed has enclosed in the packets, a copy of a draft letter he proposes to send to the developer related to the material he has supplied the Authority, in response to our May 22, 2008 letter. The Facilities Expansion Committee will be meeting on Wednesday prior to the regularly scheduled meeting and a report will be made to the Board. Motion made, seconded and passed authorizing the Executive Director to send the letter to Elkdale Green. (J. Scheese, P. Brenner)

## III. *Operations Report*

### *-OASA Operations Report:*

11/4/08 - found a riser pipe in Zone #1 Sprayfield was broken off under ground. Shut down the field to allow drying and called Kleinz Construction to schedule repair.

11/5/08 - had Pipe Data View clear a blockage in the line from the septage

receiving machine to the holding tanks.

11/6/08 - replaced the light in the wet well at the Grant Street Pumping Station. Also noticed that the roof is leaking slightly.

11/10/08 - Kleinz repaired the leak in Zone #1.

11/14/08 - had M&S Services make repairs to VFD #2 and adjust the timer on VFD #1, also he serviced the pumps @ the 6<sup>th</sup> Street Pumping Station.

11/18/08 - replaced the lights in the wet well @ the 6<sup>th</sup> Street Pumping Station.

11/19/08 - put 30 bales of hay around the septage machine to prevent freezing.

11/19/08 - used a rented compressor to blow out the lines in Lagoon #1, to transfer better to Lagoon #2.

11/20/08 - had Alger Oil Co. repair the heater at the 8<sup>th</sup> Street Pumping Station.

11/24/08 - pulled a motor off of Pump #1 @ 8<sup>th</sup> Street Pumping Station and sent it to Motor Technologies to be evaluated, after it continued to trip out on high AMPS, they determined it was not cost effective to rebuild.

11/26/08 - put a new motor on at the 8<sup>th</sup> Street Pumping Station.

Received 140 loads of septage in November for a total of 402,000 gallons for an average of 13,400 gallons per day.

Received 87 PA #1 calls, 12 of which were in conflict and needed to be marked.

Currently have 50 days of storage.

#### IV. *Administration Report:*

Customer Correspondence: Nothing to report.

Personnel Issues: Nothing to report.

Resolution: Nothing to report.

Consulting Engineer: Nothing.

Executive Directors Activities:

#### V. *Financial Report:*

A. Financial reports are included in the Board packets.

B. Septage Billing for September was \$11,256.00 representing 140 loads accepted for a total of 402,000 gallons.

Motion made, seconded and passed to approve the Executive Director's Report as submitted. (N. Pagano, F. Lobb)

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Ed reported that elections would be held at the January 2009 meeting for Board Positions and to reappoint the Solicitor and Consulting Engineer.

**PUBLIC COMMENT:** None.

**EXECUTIVE SESSION:** Adjourn to Executive Session to discuss Real Estate. Reconvene to regular meeting.

**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  
Betsy Brantner, Borough Manager  
Townships & Borough