

Oxford Area Sewer Authority  
February 20, 2008

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, Percy Reynolds, Joe Scheese, Phillip Brenner. Also in attendance were Edward Lennex, Executive Director; Marcella Peyre-Ferry, Daily Local News; T. Dignazio, Blair Fleischmann, and Michele Braas, Rettew Engineering.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the January 16, 2008 minutes as amended. (L. Bonam, R. Cantarera), J Scheese voted no to approving the minutes.

**AUDIENCE COMMENTS:**

None.

**SEWER OPERATIONS REPORT:**

The average daily influent was 506,019 with a maximum day of 544,300 for a total of 15,686,600. The average daily effluent was 383,450 with a maximum day of 573,000 for a total of 7,669,000.

***Lagoon Levels:*** #1 = 17.6", #2 = 12.6', #3 = 15.1'

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

6<sup>th</sup> Street = 215.3

Grant Street = 125.4

8<sup>th</sup> Street = 232.4

Q1 = 0.5

Locust Street = 3.8

Locksley Glen = 91.6

Wiltshire = 113.7

**FACILITY EXPANSION COMMITTEE REPORT:** Has met. Results will be shared later in the Director's Items.

**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:** On January 21, 2008 the Authority received a letter from Mr. Keith Dudley at DEP approving the 2006 Corrective Action Plan/Connection Management Plan (CAP/CMP). Under the terms and conditions of the letter, DEP released 32,000 gallons of capacity within the system to allow for new connections. There will be additional releases of capacity based upon construction of the Osborn Lagoon and finalization of the Act 537 Plan. Based upon DEP's letter, the Authority will be providing a revised CAP/CMP with the 2007 Chapter 94 Report. Ed has enclosed a copy of DEP's letter in the Board's packets.

**Osborne Lagoon:** Ed has met twice with OSAFIELD regarding the start of construction on the Lagoon. They have given Ed a tentative date of June 1, 2008. Ed is waiting for their arrangement of financing. Once that is in place, a more definitive total construction period can be determined.

**Act 537 Plan:** A number of meetings have taken place over the course of the last month. On January 31, the Facilities Expansion Committee, along With Rettew Engineering, met with representatives from each member municipality to discuss the DEP review letter for the Plan. The Executive Director made a presentation summarizing the letter and the points raised. A general list of task each member would be responsible for was discussed. A list of questions was also discussed for submission to DEP for clarification of issues. The Executive Director offered to meet with each municipality to discuss issues relevant to them. At this point, the Executive Director has met with Lower Oxford and West Nottingham Townships. Still waiting to hear from East Nottingham. A meeting was also held with the municipal work group working on a regional comprehensive plan and the Chester County Planning Commission. Once Ed have met with East Nottingham, Ed will consolidate all of the questions for DEP have the working group review them And then arrange for a meeting with DEP to discuss.

**DEP - Consent Assessment of Civil Penalty:** Charles Haws and Ed met with representatives of DEP to discuss the Assessment. Mr. Haws made a counter offer of \$36,000 for settlement. Attached is an e-mail from DEP with the counter. We will continue to negotiate with DEP to see if there is still some room to decrease this amount.

**Developers Agreement:** No further action.

**Future Disposal Fields:** On February 6, 2008 Ed sent all of the Board Members a copy of the Decision, Findings of Fact and Conclusions of Law used by Lower Oxford Township for the Conditional Use request for the Ross Farm. The Township has placed twenty (20) conditions on our use of the property. Ed would recommend the Board accept the conditions and authorize the Executive Director to communicate that acceptance to the Township.

Motion made, seconded and passed to approve the Lower Oxford Conditional Use Application to be accepted by the Oxford Area Sewer Authority. (J. Scheese, Fl. Lobb)

**Pretreatment Regulations:** Rettew is finalizing the changes to the Authority's Industrial Waste Regulations and will have them ready for the March meeting. To complete work on the regulations, we will need to establish local headwork limits. Enclosed in the Board Packets is a proposal for Rettew to do this work for a cost of \$10,000 and Ed would recommend the Board approve the contract.

Motion made, seconded and passed to approve Analysis Project #0807308-004 with the condition that the Executive Director get with Rettew Engineering and resolve the issues that the OASA will own the right to the documents once they are done and paid for. (P. Reynolds, J. Scheese)

Motion made, seconded and passed to have a representative from Rettew attend the OASA Board meetings. (F. Lobb, J. Scheese)

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

II. ***Developer Activity:*** Nothing.

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

1-3-08 Delivered a message to the police to have vagrants removed from the woods in Zone #3.

1-3-08 Retrieved information from the flow meter in the manhole on the Moran Farm.

1-7-08 Replaced a broken pipe on Pivot #3.

1-7-08 PECO checked on the broken neutral wire behind Lagoon #2 that we reported a year ago.

1-8-08 Installed no parking signs in the lot behind the new office.

1-8-08 Cleaned the aerators in Lagoon #1.

1-10-08 - Had Dolinger Electric replace the motor starter on Pump #1 at the 6<sup>th</sup> Street Pumping Station, we supplied the parts.

1-14-08 Took the GMC truck to Lancaster Truck Body to get a leak repaired in the top tool box.

1-17-08 Worked on the EDU list.

1-21-08 Worked on the EDU list.

1-25-08 M&S Services calibrated the influent and effluent flow meters, also trouble shooting a problem we are having in the control panel at the lift station.

1-25-08 Found that the check valve for Pump #1 at the lift station is broken

and that the bracket that secures the pipe to the floor is broken loose.  
Ordered a new check valve.

The roof at the Grant Street Pump House should be re-shingled this spring or summer.

Received 106 loads of septage for a total of 297,000 gallons, for an average of 9,580 gallons per day.

Received 69 PA#1 calls in January. 8 were in conflict and required marking.

Currently have 23.68 days of storage.

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

A. **Customer Correspondence:** None.

B. **Personnel Issues:** None.

C. **Computer System:** None.

D. **Consulting Engineer:**

A) Professional Service Agreements

E. **Office Furniture:** None.

F. **Executive Directors Activities:**

January 22, meeting with Rettew

January 22, meeting with Don Lavine

January 25, meeting with Doug White

January 25, meeting with DEP

January 28, meeting with Bill Beers

January 28, meeting with Oxford School District Facilities Expansion Committee

January 31, meeting with Ware

January 31, Act 537 Plan meeting

February 1, meeting with Lower Oxford Township

February 6, meeting with Regional Comprehensive Plan workgroup and Chester County Planning Commission

February 7, meeting with OSAFIELD

February 12, meeting with Lower Oxford Township

February 13, meeting with Financial Advisor

February 14, meeting with West Nottingham Township

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

A. Financial reports are included in the Board packets.

B. Septage Billing for January was \$8,316 representing 106 loads accepted for a total of 297,000 gallons.

Motion made, seconded and passed to approve the Executive Director's Report. (P.

Reynolds, N. Pagano)

**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 \$28,678.99 and the monthly bills in the amount of \$36,847.64 (N. Pagano, J. Scheese)

**Revenue Requisitions:**

Motion made, seconded and passed for Revenue Requisition #123 in the amount of \$25,000 to replenish working capital for Payroll Account. (N. Pagano, P. Reynolds)

Motion made, seconded and passed for Revenue Requisition #124 in the amount of \$40,000 to replenish working capital for Operating Account. (N. Pagano, P. Reynolds)

**Bond Redemption & Improvement Fund:**

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #129 to ARRO Consultants in the amount of \$4,517.27 for professional services. (N. Pagano, P. Reynolds)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #130 to Harris in the amount of \$165.00 for professional services regarding the Advantage Upgrade. (N. Pagano, P. Reynolds)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #131 to MacElree Harvey in the amount of \$150.00 for professional services regarding the Conditional Use Hearing. (N. Pagano, P. Reynolds)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #132 to TCI in the amount of \$4,984.88 for professional services. (N. Pagano, P. Reynolds)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #133 to Barley Snyder in the amount of \$5,495.00 for professional services. (N. Pagano, P. Reynolds)

**Total Bond Redemption & Improvement Fund Requisitions: \$15,312.15.**

**2006 Project Fund:**

Motion made, seconded and passed to pay the 2006 Project Fund Requisition Request #42

to Conestoga Rovers & Associates in the amount of \$552.00 for professional services. (N. Pagano, F. Lobb)

Motion made, seconded and passed to pay the 2006 Project Fund Requisition Request #43 to Barley Snyder in the amount of \$65.00 for professional services.

***Total 2006 Project Fund Requisitions: \$617.00***

***Escrow Accounts:***

Nothing.

***Total Escrow Checks: \$0***

Motion made, seconded and passed to approve the Financial Report. (F. Lobb, P. Reynolds)

***OLD BUSINESS:*** None.

***NEW BUSINESS:*** None.

***EXECUTIVE SESSION:*** Convene to Executive Session at 8:37 p.m to discuss legal issues. Reconvene to Regular Meeting at 9:07 p.m.

***ADJOURN:*** Motion made, seconded and passed at 9:07 p.m. to adjourn the meeting.

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

CC: Authority Members; Ed Lennex, Executive Director; Kathleen Gray, Solicitor; ARRO Engineer; Betsy Brantner, Borough Manager; Townships & Borough