

Oxford Area Sewer Authority
January 16, 2008

Chairman, Bob Yeatman, called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Rob Miller, Robert Cantarera, Frank Lobb, Percy Reynolds, Joe Scheese, Phillip Brenner. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Esquire, Barley Snyder; Marcella Peyre-Ferry, Daily Local News; T. Dignazio, Blair Fleischmann, Joel Brown, Larry Cole, Kevin Doherty and Gerald Cox.

Pledge Allegiance and Moment of Silence.

Mr. Yeatman introduced and welcomed the newest Member of the Board representing West Nottingham Township, Rob Miller. Rob is replacing Larry Bonam.

Mr. Yeatman announced the first order of business to conduct would be the Election of Officers for 2008. Mr. Yeatman opened the floor for nominations for the office of Chairman. Mr. Joe Scheese nominated Bob Yeatman for Chairman, Neil Pagano seconded the nomination. Mr. Yeatman asked for any further nominations and hearing none, asked for a vote. All Board members approved the appointment of Mr. Yeatman to another term as Chairman.

Mr. Yeatman then asked for nominations for the office of Vice Chairman. Mr. Joe Scheese nominated Percy Reynolds, Frank Lobb seconded. Mr. Yeatman asked for any further nominations and hearing none, asked for a vote. All Board members approved the appointment of Mr. Reynolds to another term as Vice Chairman.

Mr. Yeatman then asked for nominations for the office of Secretary. Mr. Reynolds nominated Joe Scheese, Neil Pagano seconded. Mr. Yeatman asked for any further nominations and hearing none asked for a vote. All Board members approved the appointment of Mr. Scheese to another term as Secretary.

Mr. Yeatman asked for nominations for the office of Treasurer. Mr. Brenner nominated Neil Pagano, Joe Scheese seconded. Mr. Yeatman asked for any further nominations and hearing none asked for a vote. All Board members approved the appointment of Mr. Pagano to another term as Treasurer.

Mr. Yeatman then asked for nominations for the offices of Assistant Secretary and Assistant Treasurer. Mr. Scheese nominated Edward Lennex, Neil Pagano seconded. Mr. Yeatman asked for any further nominations and hearing none asked for a vote. All Board members approved the appointment of Mr. Lennex to another term as Assistant Secretary and Assistant Treasurer.

Mr. Scheese made a motion to approve granting the Executive Director Authorization to sign checks as Assistant Treasurer along with one other Board member as designated by the Board. Neil Pagano seconded. The Board approved the motion.

The Board approved to continue with the current Board meeting schedule of the third Wednesday of the month at 7:30 p.m.. It was noted that the Board Meetings would be held at 14 South Third

Street, Oxford, PA.

The Board appointed Barley, Snyder specifically Kathleen Gray as the Authority's Solicitor.

The Board approved the retaining of the services of Rettew to act as the Authority's Consulting Engineer. There was a discussion of the Board regarding the terms and conditions of these services and certain expectations of service to be provided.

All Committees will stay the same with the exception that Rob Miller will replace Larry Bonam on the Personnel Committee.

Motion made, seconded and passed to approve the December 19, 2007 minutes as corrected. (P. Reynolds, F. Lobb)

AUDIENCE COMMENTS:

Blair Fleischmann asked that Committee Assignments be put in the minutes.

SEWER OPERATIONS REPORT:

The average daily influent was 524,987 with a maximum day of 684,200 for a total of 16,274,600. The average daily effluent was 413,750 with a maximum day of 756,000 for a total of 6,620,000.

Lagoon Levels: #1 = 18.5" , #2 = 8.9' , #3 = 118'

Pump Station Hours of Operation were:

6 th Street = 233.1	Grant Street = 162.8	8 th Street = 229.0
Q1 = 1.8	Locust Street = 3.5	Locksley Glen = 96.5
Wiltshire = 103.5		

FACILITY EXPANSION COMMITTEE REPORT: None. Has not met.

OPERATIONS MANAGEMENT COMMITTEE REPORT: Met to interview Engineering Firms.

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: Enclosed in the Board packets in an e-mail Ed received from Keith Dudley regarding the CAP/CMP. Ed has also enclosed his response back to Keith, which was sent via e-mail on Saturday, January 12. Ed hopes to have a response back from Mr. Dudley by Board Meeting time, but if not, Ed thinks this is positive news even if it is not quite what he have proposed in the CAP/CMP.

Osborne Lagoon: At this point, there is till no firm date for construction to begin. Ed is pursuing alternative solutions for construction and will keep the Board informed as issues develop.

Act 537 Plan: Enclosed in your Board packet is a brief description of the Action Plan Ed is proposing to address the issues raised in DEP's letter. If the Board is agreeable to this plan, Ed will contact the municipalities and arrange a meeting. Ed would ask for a Committee of the Board to be assigned to specifically work with him during this process.

The Executive Director asked for approval authorizing the Facilities Expansion Committee and the Executive Director to arrange a meeting with representatives of the municipalities to discuss the response letter received from DEP regarding the Act 537 Plan submission. The purpose of the meeting will be to collect responses from the municipalities or questions they may have for clarification; clearly delineate each parties role and level of involvement; coordinate responses into one document; arrange for meetings with County Regulatory Agencies to discuss joint response to DEP's questions; and to assist each municipality in completion of their given tasks. The final response back to DEP will be under a joint letter head of the municipalities, the Authority, and County Agencies. There was a discussion of the roles that will be played by all parties, but the Board made it clear they wanted the Executive Director to coordinate the effort.

Mr. Scheese made a motion to authorize the setting up of the joint meeting. Neil Pagano seconded.

Mr. Cantarera asked that an additional stipulation be placed in the motion. He wished to amend the motion to also include the Authority lending assistance to the municipalities for technical aspects of their needs analysis along with authorizing representatives from the Facilities Expansion Committee to meet and speak with their municipalities to coordinate responses. Also, to offer the service of our Executive Director and Consulting Engineer to assist the municipalities with their work.

Mr. Yeatman called for a motion to amend the original motion to include Mr. Cantarera's suggestions. Mr. Scheese made the motion, Neil Pagano seconded. The Board voted to approve the amendment.

Mr. Yeatman then asked for a vote to approve the original motion as amended

and all members voted for approval.

Developers Agreement: No further action.

Future Disposal Fields: As of this report, Ed has not received the final conditions from Lower Oxford Township for the Ross Farm.

Pretreatment Regulations: Ed is currently working with Rettew to finalize the regulations and should have the final regulations ready for the February Board meeting.

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:***

12/4/07 - had new tires put on the 2002 Ford truck.

12/5/07 - fixed two broken pipes on Pivot #6.

12/6/07 - picked up the tractor from the shop, the ring and pinion gear had to be replaced.

12/7/07 - worked on the new spread sheet for the computer.

12/10/07 - replaced the tubing on the influent sampler.

12/11/07 - changed the oil in the generator at Locksley Glen pump station.

12/20/07 - M&S Services started to replace the drive unit for effluent pump #1, they completed the job on 1/7/08, we should consider having pump #2 done soon Since they were both original equipment.

12/21/07 - had EMR Power service the lift station generator.

12/26/07 - started working on the EDU Project.

12/27/07 - put the flow meter back in the manhole at the Moran Farm.

12/27/07 - Alger Oil Co. fixed the heater at the Grant Street Pumping Station.

Received 120 loads of septage for a total of 339,500 gallons, for an average of 10,951 gallons per day.

Received 71 PA#1 calls in December. 10 were in conflict and required marking.

Currently have 34 days of storage.

IV. ***Administration Report:***

Customer Correspondence: None.

Personnel Issues: Ed has not worked on addressing the issues raised by the Board last month. Ed will have the revisions made prior to next months meeting.

Computer System: Ed is currently working with Mr. Yuri Evans of Becker Engineering to set up the Internet connections, network and interoffice e-mail. Our website address will be changing to www.OxfordSewer.org shortly and by the end of February you should be able to view an updated website.

Executive Directors Activities:

December 28 - worked with Becker Eng. On network and e-mail system.
January 2 - meeting with Cedar Knoll on Admin. Bldg. Façade design.
January 8 - meeting with ARRO.
January 8 - meeting with Government Specialist Inc.
January 10 - Interviews with Consulting Engineering Firms & Operations Committee.

V. Financial Report:

A. Financial reports are included in the Board packets.
B. Septage Billing for December was \$9,506 representing 120 loads accepted for a total of 339,500 gallons.

RESOLUTIONS: Resolution #08-01-001 "Resolution of the Board of Oxford Area Sewer Authority's Resolution of August 9, 2006 with Respect to Undertaking the 2006 Project". Kathy Gray explained to the Board, the need to amend the original resolution authorizing the types of expenditures and projects the 2006 Project Fund could finance. After a brief discussion the Board approved the Resolution. (N. Pagano, J. Scheese)

The Executive Director presented the Board with a Resolution from Fulton Bank authorizing the set up of Administrative Accounts with Fulton Bank and the Authorized check signers. The Board approved the signing of the documents. (J. Scheese, N. Pagano)

LEGAL ITEMS: At the last Board meeting, the Board discussed the possibility of having a public comment policy and Ms. Gray related how she had been researching possibilities when an article appeared in the latest PMAA Magazine by the Associations Solicitor on this very subject. After discussion, the Board decided to table the issue until Board members had time to read the PMAA article and to receive comments from Kathy Gray. The Board moved to discuss the issue at their February Board Meeting.

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 \$3,353.21 and the monthly bills in the amount of \$50,173.66. (N. Pagano, F. Lobb)

Revenue Requisitions:

Motion made, seconded and passed for Revenue Requisition #121 in the amount of \$30,000 to

replenish working capital for Payroll Account. (N. Pagano, P. Reynolds)

Motion made, seconded and passed for Revenue Requisition #122 in the amount of \$80,000 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 #125 to TCI in the amount of \$6,905.74 for professional services regarding the Ross Farm and Brick Street. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #126 to Harris in the amount of \$1,322.01 for professional services regarding the Utility Billing System. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #127 to MacElree Harvey in the amount of \$9,952.77 for professional services regarding the Conditional Use Hearing. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #128 to Herman Miller OP Spectrum in the amount of \$21,119.58 for furniture. (N. Pagano, J. Scheese)

Total Bond Redemption & Improvement Fund Requisitions: \$39,300.10.

2006 Project Fund:

Nothing.

Total 2006 Project Fund Requisitions: \$0

Escrow Accounts:

Nothing.

Total Escrow Checks: \$0

OLD BUSINESS: None.

NEW BUSINESS: Ed reminded the Board Members that he included the EPIX reporting forms in the Board packets and asked that they be completed and returned at their earliest convenience.

ADJOURN: Motion made, seconded and passed to adjourn the meeting at 8:55 p.m. (J. Scheese, N. Pagano)

Respectfully Submitted,

Donna M. Patrick, Recording Secretary

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