

## OXFORD AREA SEWER AUTHORITY

July 16, 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, Percy Reynolds, Joe Scheese, and Phillip Brenner. Also in attendance were Edward Lennex, Executive Director; Kathleen Gray, Esquire, Barley, Snyder; Michele Braas, Rettew, T. Dignazio, Blair Fleischmann, David Ross and Joel Brown.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the June 18, 2008 minutes as amended. (P. Brenner, J. Scheese) (R. Miller abstained)

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

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

Motion made, seconded and passed to pay the prepaid bills in the amount of \$35,699.83 and the monthly bills in the amount of \$15,866.24. (N. Pagano, P. Reynolds)

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

Motion made, seconded and passed to pay Revenue Requisition Request #131 in the amount of \$30,000 to replenish working capital for the Payroll Account. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay Revenue Requisition Request #132 in the amount of \$75,000 to replenish working capital for the Operating Account. (N. Pagano, R. Cantarera)

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

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #144 (Invoice #0000111031) in the amount of \$408.00 and Invoice #0000110611 for \$1,224.00 are for professional services related to Plant Re-Rating Permit. Invoice #0000110608 for \$85.94 is for professional services related to the Wastewater conveyance Strategy Plan. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #145 to TCI (Invoice #0708-1067) in the amount of \$3,275.94 for professional services related to Ross spray Site - continued on the Final Site Analysis Work regarding the Ross Spray Site Computer Modeling. Collecting additional Groundwater Level Measurements for site mounding analysis, review of Revised Ross Area B Area due to the Conditional Use Buffer Conditions agreed to by the Authority.

**Total Bond Redemption & Improvement Fund Requisitions: \$4,993.88.**

**Escrow Accounts** – None.

**Total Escrow Checks: \$0**

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

**Action Items:** None.

**APPEARANCES:**

None.

**SEWER OPERATIONS REPORT:**

The average daily influent was 496,617 with a maximum day of 580,500 for a total of 14,898,500.

The average daily effluent was 744,565 with a maximum day of 1,600,000 for a total of 17,125,000.

**Lagoon Levels:** #1 = 15.1", #2 = 11.3', #3 = 13.5'

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 214.3

Grant Street = 125.9

8<sup>th</sup> Street = 218.3

Q1 = 1.5

Locust Street = 3.4

Locksley Glen = 85.2

Wiltshire = 81.6

**FACILITY EXPANSION COMMITTEE REPORT:** None. Has met and will be reported on later in the 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.** Ed has copied the Board on an e-mail he received from Keith Dudley at DEP regarding the CAP/CMP and his response to that e-mail. At this point, the Authority has only one course to follow and that is completing the response to DEP and receiving an approved Act 537 Plan. To pursue the other alternative presented by DEP would not be in the best interest of the Authority and to file a planning module for a subdivision including the re-rating and Ross Spray fields would be counterproductive and take longer than having the Act 537 Plan approved.

**Osborne Lagoon.** At this point, the project is still on hold. Ed has copied Spence Andress on Keith Dudley's e-mail, he has not had a definitive reply back from OASFIELD as to where they stand. Ed's intuition is that Mr. Dudley's reply will not be sufficient enough for them to obtain financial backing and will delay their ability to start the Lagoon. Ed will discuss later where he thinks the Authority should head and the path we should follow.

**Act 537 Plan.** Under a separate mailing, Ed has sent the Board a packet of information that has been worked on by the Act 527 Plan Workgroup. Ed will cover the information contained in that packet and what steps need to be taken from here at the Board meeting. With respect to the Plan and DEP's e-mail response to the CAP/CMP, Ed has drafted a letter that he would like to mail to the member municipalities, updating them on where the situation stands and reinforcing the urgency of their responses back to the Authority. The workgroup is attempting to put together another work session on July 23<sup>rd</sup> or 24<sup>th</sup> to cover the Task Activity Report process and to certainly discuss DEP's e-mail and the urgency of our work. Motion made, seconded and passed to authorize Ed to send the letter to the Member Municipalities from the Sewer Authority Board updating them on the situation. (J. Scheese, N. Pagano)

**Developers Agreement.** Nothing to report at this time.

**Future Disposal Fields.** As per Ed's response to DEP, ARRO and Ed will continue to prepare the necessary paperwork to file for the permit and hopefully submit it as requested during DEP's review of our response to their comments.

**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:** Lower Oxford Township has begun construction of the force main and pump station portion of this project.

## II. *Developer Activity*

**Elkdale Green:** Earlier this month, Ed sent the Board a copy of the letter he received from Ms. Jane Shields. The letter asked for clarification of two issues that were contained in the Authority's previous reply letter and the discussions held at the meeting held on June 26<sup>th</sup>. Included with the letter is a memo Ed wrote explaining the issues raised by Ms. Shields. Ed, as well as the Finance and Bond Committee are in agreement that the Board can not respond to the use of the 10 acre issue simply because they do not know definitively how much land will actually be required for the primary and replacement field. Since one of the issues raised in Ed's letter of May 22 to Ms. Shields address this very issue, it would be premature at this time to address the issue of using the remaining available land within the 10-acre requirement and leave that question to be answered when the authority has the proper information to formulate a reply. With respect to the 100 home minimum requirement, neither Kathy Gray nor Ed could find any resolution or regulation on the books to set forth this type of requirement therefore a simple reply that no such restriction exists should suffice to address this issue.

## III. *Operations Report*

### *-OASA Operations Report.*

6/5/08 - replaced a broken butterfly valve on Pivot #5.

6/10/08 - installed a new volute for Pump #1 at the 8<sup>th</sup> Street Pumping Station but found the pump would not fit. Sent the pump back to be retro fitted.

6/12/08 - sent hay samples from all the fields to Agra Analysis to be tested for relative food value as well as other parameters.

6/13/08 - mowed the right-o-way from Grant Street Pump House to Twin Ponds.

6/16/08 - Weeds Inc. Sprayed for weed control around the lagoons, fence line, swale, and Zone #3 Roadway.

6/18/08 - replaced the water heater at the plant.

6/18/08 - had to replace one of the chloromatic valves in the chlorine room.

6/18/08 - cleaned we wells at Brookside, Tasty Bake, 6<sup>th</sup> Street and Wiltshire, with the help of Septic Solutions Vac Truck.

6/20/08 - Cochranville Ag Services applied fertilizer at the Osborne Farm, about 50 acres.

6/26/08 - met the new engineers from Rettew and showed them the fixed

nozzle fields.

Received 135 loads of septage in June for a total of 379,500 gallons for an average of 12,650 gallons per day.

Received 124 PA #1 calls, 8 of which were in conflict and needed to be marked.

Currently have 32 days of storage.

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

**Customer Correspondence:** Nothing to report.

**Personnel Issues:** Nothing to report.

**Computer System:** Nothing to report.

**Consulting Engineer:** Lincoln/Brick Street Spray Operations - Rettew met with staff members on June 26 to begin preparation of a scope of services to review the operation of the spray fields.

#### **Executive Directors Activities:**

June 23<sup>rd</sup> - Kathy Orcutt and Ed attended PMAA sponsored seminar regarding Open Records Act Changes.

June 26<sup>th</sup> - meeting with Elkdale Green and Rettew.

July 10<sup>th</sup> meeting with Cedar Knoll Builders.

July 10<sup>th</sup> - Copperfield Subdivision Field Meeting.

July 10<sup>th</sup> - Rettew Funding Assistance Kick-off Meeting.

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

A. Financial reports are included in the Board packets.

B. Septage Billing for June was \$11,102.00 representing 135 loads accepted for a total of 379,500 gallons.

**RESOLUTIONS:** None.

**LEGAL ITEMS:** Motion made, seconded and passed to authorize Ed to sign the Easement Agreement. (J. Scheese, N. Pagano)

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

***PUBLIC COMMENT:*** No comments.

***NEW BUSINESS:*** Administration Building Façade - After much discussion, it was decided to table the Cost Estimate Proposal totaling \$100,000.00 for the Administration Building Façade. Motion made, seconded and passed to have the 4 cables replaced at a much lower cost than replacing the Building Front. (J. Scheese, N. Pagano)

***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