

# **OXFORD AREA SEWER AUTHORITY**

May 21, 2008

Chairman, Bob Yeatman, called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Miller, Frank Lobb, Joe Scheese, Phillip Brenner. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Esquire, Barley Snyder; Blair Fleischmann; Marcella Peyre-Ferry, Daily Local News; Jane Shields, Michele Braas, Rettew Engineering, Jane Smeltzer, Kevin Doherty of Ryan Homes, Terri Dignazio, Michael Alexander, Oxford Area School District and Blair Fleischmann.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the April 16, 2008 minutes as amended. (P. Brenner, R. Miller)

## **APPEARANCES:**

Michael Alexander, who represents the Oxford Area School District was in attendance and gave an update on the school project and asked for a status from the Sewer Authority's side regarding EDU's. Ed will put together a history for the School District.

## **SEWER OPERATIONS REPORT:**

The average daily influent was 500,100 with a maximum day of 579,900 for a total of 15,003,200. The average daily effluent was 618,318 with a maximum day of 801,000 for a total of 13,603,000.

***Lagoon Levels:*** #1 = 17.4", #2 = 13.4', #3 = 15.8'

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

6<sup>th</sup> Street = 222.4

Grant Street = 127.5

8<sup>th</sup> Street = 259.8

Q1 = 1.5

Locust Street = 3.6

Locksley Glen = 83.8

Wiltshire = 98.9

**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:** On April 28, Michele Braas and Ed met with the representatives of DEP and discussed the 2007 Revised Corrective Action plan/connection Management Plan (CAP/CMP). Mr. Keith Dudley of DEP reviewed the CAP with Michele and Ed and said the Department would consider the request and provide a response. To date, Ed has not heard from anyone at the Department. The major issue is the proper process the Authority will need to follow for approval of the spray fields without an approved Act 573 Plan.

**Osborne Lagoon:** OSAFIELD is awaiting word from the Authority Regarding DEP's response to the CAP/CMP. They will begin construction, 45 days after we have received DEP approval of the CAP/CMP.

**Act 537 Plan:** Included in the Board packet is the letter we received from Kelly Sweeney at DEP in response to the clarification letter Ed had sent her. This response was one of the other topics of discussion Michele and Ed had with DEP on April 28. We reviewed her response with her and other DEP representatives and Michele and Ed now have a clear understanding of how to respond to her original review letter. We are working on preparing a presentation for the Facilities Expansion Committee and the municipal officials that are a part of our work group where we will explain the planned response process, clearly define the roles the municipalities will play in the response process, and formulate a timetable for completing the response. We are planning to have the meeting in early June. Notice of possible meeting dates will be sent to all participants before week's end.

**Developers Agreement:** Ed met with representatives of the developer's group to discuss the new treatment plant on May 6. Ed is preparing a report on the issues discussed at that meeting and will have a full report for the Board at the June meeting.

**Future Disposal Fields:** As Ed had reported earlier, we are awaiting word from DEP on what will be the process to follow to obtain approval for the Ross fields. When the Authority and the Ross family were negotiating the Agreement for the purchase of the land, discussion was held about the need to formally establish a right of way for the farmer adjacent to the property who has an access road to his property that crosses the corner edge of the property along Union School Road. This Right-Of-Way would not interfere with the spray field operation and the Authority had agreed at the time to grant the easement. Barley Snyder and Ed are working on the formal legal document to grant the easement.

**Pretreatment Regulations:** This work is still in progress.

**PP&L Gas Line:** Included with the Board packets is a Right-Of-Way

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agreement with PP&L Gas for the right to install a gas line along the back portion of the Sixth Street Pump Station Property. This is a different Right-Of-Way than the one previously discussed here for a line within our Lincoln Street Spray Fields. The proposed line would run approximately 3 feet onto the back edge of the pump station property within the fenced in area of the station. The proposed line route would in no way interfere with the pump station operation nor would it interfere with any possible station expansion that might need to occur in the future. Barley Snyder and Ed have reviewed the document and Ed would recommend the Board approve the the Right-Of-Way with PP&L pending the outcome of the meeting with PP&L. ( P. Brenner, F. Lobb)

***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 the project.

### ***II. Developer Activity:***

***Elkdale Green*** - Ed has included, in the Board packets a draft letter he proposes to send to Jane M. Shields and Jahan Shiekholeslami I response to the agreement they sent to the Board last month. As you can see by the letter, there are a number of items and issues that will need to be

addressed

before we can discuss the agreement. Upon approval by the Board, Ed will forward the letter to their attention and await their response. Ed feels it would be premature at this time for the Board or himself to further discuss the agreement with them since a number of items contained in his letter would impact sections of the agreement as they are currently written. Motion made, seconded and passed to allow Ed to send the letter out regarding current issues, the Elkdale Green. (J. Scheese, P. Brenner)

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

4-1-08 - called EMR Services to check the generator at the Wiltshire PS after it failed to start in auto for two weeks.

4-8-08 - pulled aerator #1 in Lagoon #1 and took it to Reel's Motor for repair.

4-9-08 - had to replace the level sensor (transducer) in the 6<sup>th</sup> Street PS. Had a spare on hand. Sent the bad one to be evaluated for possible rebuild.

4-10-08 - had to replace the starter on the fan belt on the tractor.

4-10-08 - installed aerator #3 in Lagoon #1.

4-14-08 - sent soil samples from all spray fields to Penn State to check for fertilizer needs. Results indicate we need to apply Potash to all fields after the first cutting of hay has been taken off.

4-16-08 - seeded a repaired area at the Osborn Farm with a mix of Reed

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Canary Grass and Perrenial Rye.

4-18-08 EMR Services replaced the radiator on the generator at the Wiltshire PS.

4-22-08 - had to replaced the pump that supplies water to the Lakeside Unite (septage).

4-24-08 - had to replace the belt and the idler pulley on the mower deck.

4-28-08 - replaced a bad float at the Tasty Bake pumping station.

4-30-08 - replaced a bad float at the plant lift station.

Received 156 loads of septage in April for a total of 461,250 gallons, for an average of 15,375 gallons per day.

Received 135 PA#1 calls in April. 5 were in conflict and required marking.

Currently have 21 days of storage.

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

A. ***Customer Correspondence:*** Ed has not received a response back from Mr. Jim Sumner regarding his May 2 letter responding to his request for information.

Ed received a request form the Oxford Area School District for a copy of the Chapter 94 Report which he has supplied to them, and they have requested to be placed on the agenda for the May Board meeting.

B. ***Personnel Issues:*** None.

C. ***Computer System:*** None.

D. ***Consulting Engineer:***

A) Professional Service Agreements

E. ***Executive Directors Activities:***

March 31, meeting with Rick Booth - Cedar Knoll Builders on building facade.

March 31, meeting with David Schlott - ARRO on Re-rating and Ross Farm Projects.

April 10, meeting with Michele Braas - Rettew regarding various projects.

April 10, meeting with OSDAFIELD.

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

A. Financial reports are included in the Board packets.

B. Septage Billing for April was \$12,971.00 representing 156 loads accepted for a total of 461,250 gallons.

C. The Annual Financial Report is included in the Board packets for formal Acceptance and approval.

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Motion made, seconded and passed to approve the Executive Director's Report as written. (J. Scheese, F. Lobb)

***RESOLUTIONS:*** After discussion was held, motion made, seconded and passed to approve Resolution No. 08-05-001 (Resolution approving a policy and rules governing public participation at public meetings of the Oxford Area Sewer Authority).

***LEGAL ITEMS:*** PP&L Gas Right-Of-Way - discussion held earlier in the 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 \$16,937.56 and the monthly bills in the amount of \$39,354.94 (J. Scheese, P. Brenner)

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

Motion made, seconded and passed for Revenue Requisition #129 in the amount of \$35,000 to replenish working capital for Payroll Account. (P. Brenner, R. Miller)

Motion made, seconded and passed for Revenue Requisition #130 in the amount of \$100,000 to replenish working capital for Operating Account. (P. Brenner, R. Miler)

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

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #140 to ARRO Consultants (Invoice #0000109490) in the amount of \$1,627.79 for professional services regarding Sanitary Sewer Conveyance System Capacity Evaluation and conveyance Strategy Plan. (F. Lobb, R. Miller)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #141 to Barley Snyder in the amount of \$170.00 for DEP 2008 Consent Order. (F. Lobb, R. Miller)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #142 to TCI (Invoice No. 0508-1055) in the amount of \$3,667.44 for professional services related to Ross Spray Site - Cont. on the Final Site Analysis Work regarding the Ross Spray Site Computer Modeling using additional Groundwater Data. Collecting All Groundwater Level Measurements for mounding analysis. (F. Lobb, R. Miller)

***Total Bond Redemption & Improvement Fund Requisitions: \$5,465.23***

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

Motion made, seconded and passed to pay 2006 Project Fund Request #44 in the amount of \$70.76 to transfer remaining balance to bond Redemption & Improvement Fund. (P. Brenner, F. Lobb)

***Total 2006 Project Fund Requisitions: \$70.76***

## ***Escrow Accounts:***

Nothing.

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

Motion made, seconded and passed to accept the Annual Financial Report year ending September 30, 2007 and 2006. (P. Brenner, F. Lobb)

***OLD BUSINESS:*** Tammy McIvor will be updating the website now. The website for the Authority is [www.oxfordsewer.org](http://www.oxfordsewer.org)

***NEW BUSINESS:*** Pamphlet from PMAA Conference is available.

***EXECUTIVE SESSION:*** None.

***ADJOURN:*** Motion made, seconded and passed to adjourn the meeting.

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