

January 21, 2009

Chairman, Bob Yeatman, called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Robert Miller, Frank Lobb, Percy Reynolds, Philip Brenner and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Blair Fleischmann and Joel Brown.

Pledge Allegiance and Moment of Silence.

Election of Officers:

Motion made, seconded and passed to elect Robert Yeatman as Chairman for 2009. (P. Reynolds, J. Scheese)

Motion made, seconded and passed to elect Percy Reynolds as Vice Chairman for 2009. (J. Scheese, F. Lobb)

Motion made, seconded and passed to elect Joe Scheese as Secretary for 2009 (f. Lobb, P. Reynolds)

Motion made, seconded and passed to elect Neil Pagano as Treasure for 2009. (J. Scheese, F. Lobb)

Motion made, seconded and passed to elect the Executive Director, Ed Lennex as Assistant Secretary/Treasurer for 2009. (J. Scheese, F. Lobb)

Motion made, seconded and passed to approve the minutes of December 17, 2008 as submitted. (J. Scheese, P. Brenner) Mr. Lobb commented that he felt it was important that the minutes should record more of the discussion that took place regarding certain items presented for the Board's consideration and vote on. There was a lengthy discussion and the Board was unanimous in instructing the Executive Director to address the issue of having more detail included in the official minutes.

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

***TREASURER'S ITEMS:***

***General Fund Bills:***

Motion made, seconded and passed to pay the prepaid bills in the amount of \$29,335.98 and the monthly bills in the amount of \$50,448.24. (J. Scheese, P. Brenner)

***Revenue Requisitions:***

Motion made, seconded and passed to approve Revenue Requisition #143 in the amount of \$30,000 to replenish working capital for the Payroll Account. (J. Scheese, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #144 in the amount of \$60,000 to replenish working capital for the Operating Account. (J. Scheese, P. Brenner)

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

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #166 to Barbara h. Ross in the amount of \$13,070.41 for February rent. (J. Scheese, P. Brenner)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #167 Samuel L. Ross in the amount of \$6,190.43 for February rent. (J. Scheese, P. Brenner)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition request #168 to Oxford Area Sewer Authority in the amount of \$19,260.84 for reimbursement for payment made to Barbara L. & Samuel L. Ross for January rent. (J. Scheese, P. Brenner)

Motion made, seconded and passed to pay the Bond Redemption & Improvement Fund Requisition #169 RETTEW in the amount of \$563.94 for engineering costs related to Sprayfield Analysis. (J. Scheese, P. Brenner)

***Total Bond Redemption & Improvement Fund Requisitions: \$39,085.62.***

***Escrow Accounts –***

Motion made, seconded and passed to approve payment to Lower Oxford Township for in the amount of \$984.00 (Check #109) for Permit for Right of Way Occupancy for Oxford Commons Shopping Center. (P. Reynolds, P. Brenner)

Motion made, seconded and passed to approve payment to Borough of Oxford in the amount of \$1,825.00 (Check #115) for Permit for Opening and Excavation of Borough Streets for Oxford Commons Shopping Center. (P. Reynolds, P. Brenner)

Motion made, seconded and passed to approve payment to PA Department of Transportation in the amount of \$211.30 (Check #116) for Application for Highway Occupancy Permit for Oxford Commons Shopping Center. (J. Scheese, P. Brenner)

Motion made, seconded and passed to approve payment to RETTEW in the amount of \$459.04 (Check #117) for professional services related to Elkdale Green. (J. Scheese, P. Brenner)

***Total Escrow Checks: \$3,4793.34***

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

***Action Items***

**SEWER OPERATIONS REPORT:**

The average daily influent was 506,115 with a maximum day of 1,002,686 for a total of 15,689,563.

The average daily effluent was 422,889 with a maximum day of 632,000 for a total of 7,612,000.

***Lagoon Levels:*** #1 = 17.6" , #2 = 10.9 ' , #3 = 10.4 '

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

6<sup>th</sup> Street = 229.3

Grant Street = 173.8

8<sup>th</sup> Street = 269.4

Q1 = 2.6

Locust Street = 3.7

Locksley Glen = 96.2

Wiltshire = 117.1

**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:**

Motion made, seconded and passed to keep all Committees the same for 2009.

Motion made, seconded and passed to keep Barley Snyder LLC as the Solicitor for 2009. (P. Reynolds, J. Scheese)

Motion made, seconded and passed to retain RETTEW as the Consulting Engineer for 2009. (J. Scheese, P. Brenner)

**DIRECTOR'S REPORT:**

1. *Ongoing project status reports*

**Consent Order:** Ed has had a number of meetings with developer representatives whose projects are anticipated to be incorporated into the planning modules for the plant re-rating and Ross Spray Irrigation permit. Ed explained to them the process we will follow and requested that they finalized their planning modules. Work will continue through the end of January and early February to assemble the necessary documentation for planning module filings.

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

**Act 537 Plan:** As of January 19, 2009, Ed has not been able to schedule a meeting of the Act 537 Plan workgroup. Ed did send each member municipalities' representative, the municipalities' consulting engineers and the Facilities Expansion Committee, material that would have been in the meeting packet. The material consisted of a memorandum explaining the board's November motions and how they will affect our course of action for the next few months, explaining how we will fulfill our obligations under the Consent Order, provide for future expansion, complete an up to date Task Activity Reports ("TAR") and work with the Regional Comprehensive Planning Group to prepare a new Act 537 Plan. The material explained that the Authority retained the services of Timothy Staub of RETTEW to coordinate the gathering of and filing of an updated TAR and the preparation of a new TAR for the new Act 537 Plan. The memorandum also touched on the process that will need to be undertaken to withdraw the current Act 537 Plan.

**Developers Agreement:** No action has been undertaken.

**Future Disposal Fields:** ARRO is finalizing the documents necessary for the permit for the Ross Spray Irrigation Fields. RETTEW is finalizing their analysis of the existing spray fields and once it is presented, Ed will forward their findings on to the Board.

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

**Funding Assistance:** The staff from RETTEW and I have been busy preparing an application for grant funding under the H2O PA Program. As part of the application process, the Authority must adopt a resolution authorizing the filing of the application, Resolution #09-01-001 has been prepared for approval in accordance with the application requirements. A listing of the projects and estimated cost are included in your packet showing how the \$7,109,770 has

arrived at. We also met with PennVEST to have a kickoff meeting and will be preparing an application for their assistance also.

Administration Building: Nothing to report at this time.

## II. *Developer Activity*

Elkdale Green: In response to the Authority's letter that was approved for sending at the December Board meeting, the developer has deposited \$2,000 into the escrow account for review work.

## III. *Operations Report*

### *-OASA Operations Report:*

12/1/08 - we had stone delivered to Osborne Farm and the plant to fill in wheel tracks and drainage ditch.

12/8/08 - installed a replacement heater in the shop.

12/11/08 - repaired the gate at the Wiltshire pumping station.

12/13/08 - had to get Pipe Data Services to clean the main in front of the Oxford Diner after a blockage was reported. It turned out to be the diner's Lateral more so than the main.

12/15/08 - repaired a broken valve and riser in Zone #1.

12/16/08 - had EMR Power service the generator at the plant lift station.

12/17/08 - put the portable flow meter in a manhole on Grant Street to record flows.

12/18/08 - QC labs had to re-sample the monitoring wells for coliform due to an error they performed, we will be given a credit on the billing.

12/19/08 - had Pipe Data televise the lateral for the two properties next to the Grant Street Pumping Station to locate the cause of infiltration that has been observed there on several occasions during a rain event. It was determined there is a branch off the main lateral that is not connected, allowing ground water to enter a couple of sink holes next to the homes and into the main lateral to the pump station. We used dye to confirm.

12/23/08 - took Bill Beers to check Well #6 at the Osborne Farm after we found the pipe leaning. The inside pipe is not broken so it will not have to be redrilled.

12/23/08 - the valve in control manhole #3 coming from lagoon #2 will not close so we will have to control the flow from #2 to #3 from the transfer valves on the berm of lagoon #2.

Received 156 loads of septage in for a total of 447,750 gallons for an average of 14,444 gallons per day.

Received 71 PA #1 calls, 11 of which were in conflict and needed to be

marked.

Currently have 34.89 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:**

January 12 PennVEST meeting

January 13 Route 10 sewer service meeting

January 16 Oxford Mainstreet Inc. Economic Development Committee Meeting

January 16 meeting with representatives of Keystone Custom Homes (Langston Development)

**V. Financial Report:**

A. Financial reports are included in the Board packets.

B. Septage Billing for December was \$12,537.00 representing 156 loads accepted for a total of 447,750 gallons.

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

**RESOLUTIONS:** Resolution #09-01-001 Authorizing the application for H2) PA grant funding. Motion made, seconded and passed to authorize the Chairman and Executive Director to enter into application with PennVEST for Funding Assistance. (F. Lobb, J. Scheese)

**LEGAL ITEMS:** Kathy distributed the Right to Know Resolution #09-01-003 for the Board Members to review. Discussion will be held at the next meeting. Motion made, seconded and passed to elect Ed Lennex, Executive Director as the Right to Know Officer for the Authority. (J. Scheese, P. Reynolds)

**CORRESPONDENCE:** None.

**OLD BUSINESS:** After a lengthy discussion, brought up by Percy Reynolds, it was decided to continue with the Saturday morning coffee discussion with the Member Municipalities to discuss ongoing activities and updates. This will be held at the OASA Office. Start date to be determined.

***NEW BUSINESS:*** State Ethics Commission - Statement of Financial Interest - These have been included in the Board Members packets and Ed requests they be completed and returned to his as soon as possible.

***PUBLIC COMMENT:*** None.

***EXECUTIVE SESSION:*** None.

***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