

OXFORD AREA SEWER AUTHORITY

July 15, 2009

Chairman, Bob Yeatman, called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Larry Bonam, Robert Cantarera, Frank Lobb, Neil Pagano, Percy Reynolds, Joe Scheese and Phil Brenner. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor, Barley Snyder; Betsy Brantner, Spence Address, Terri Dignazio, Jim Price, Joel Brown and Bryan Campbell.

Pledge Allegiance and Moment of Silence.

Motion made, seconded and passed to approve the minutes of the Special Board Meeting held July 8, 2009 as presented. (J. Scheese, N. Pagano)

Motion made, seconded and passed to approve the minutes of the June 17, 2009 meeting as presented. (J. Scheese, R. Cantarera)

PUBLIC COMMENT PERIOD: None.

Appearances: Brian Campbell appeared before the Board to request allocation of available EDUs for his Twin Ponds project. He presented the Board with a brief history of his involvement with the Authority and hoped that this would assist with his request. Jim Price, Chairman of the OMI Economic Development Committee addressed the Board about the needs for EDU's within the Oxford Borough business district and requested that the Board give consideration to reserving a portion of the EDU's available for the Borough. Betsy Brantner, Oxford Borough Manager also spoke on the need for reserving EDU's for the Borough.

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,078.63 and the monthly bills in the amount of \$40,197.50. (N. Pagano, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #154 in the amount of \$25,000 to replenish working capital for the Operating Account. (N. Pagano, P. Reynolds)

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Motion made, seconded and passed to approve Revenue Requisition #155 in the amount of \$25,000 to replenish working capital for the Operating Account. (N. Pagano, J. Scheese)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition request #183 to Barbara H. Ross in the amount of \$13,070.41 for August rent. (N. Pagano, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition request #184 to Samuel L. Ross in the amount of \$6,190.43 for August rent. (N. Pagano, J. Scheese)

Total Bond Redemption & Improvement Fund Requisitions: \$19,260.84.

Escrow Accounts –

None.

Total Escrow Checks: \$0.00

Public Comment Period –

Operations Management Report -

The average daily influent was 524,685 with a maximum day of 642,156 for a total of 15,740,546.

The average daily effluent was 765,833 with a maximum day of 1,216,000 for a total of 18,380,000.

Lagoon Levels: #1 = 18.6", #2 = 10.7', #3 = 13.0'

Pump Station Hours of Operation were:

6th Street = 246.9

Grant Street = 156.9

8th Street = 225.5

Q1 = 2.4

Locust Street = 3.4

Locksley Glen = 89.7

Wiltshire = 107.8

FACILITY EXPANSION COMMITTEE REPORT:

None. Has not met.

OPERATIONS MANAGEMENT COMMITTEE REPORT:

None. Has not met.

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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:

Nothing.

DIRECTOR'S REPORT:

1. *Ongoing project status reports*

Consent Order: At this time, RETTEW and Ed are in close communication with representatives from PennVEST and the H2O PA grant funding program finalizing our applications for funding from one or both sources. Refer to Funding Assistance section of Ed's report for a further update. Ed did note that the Authority did receive a \$5 million grant the H2O Grant.

Osborne Lagoon: Refer to the Funding Assistance Section.

Act 537 Plan: To this point, we have not received a reply back from Keith Dudley to the letter RETTEW sent in June. Michele has spoken with Keith and they are working on developing a response but did not have a definite timeframe. Until we receive their reply we are not undertaking any further work on the plan.

Developers Agreement: No action has been undertaken.

Future Disposal Fields: Refer to the Funding Assistance Section.

Pretreatment Regulations: Nothing to report at this time.

I/I Study: Nothing to report at this time.

Lincoln/Brick Street Spray Field Analysis: In the packets is a memorandum of RETTEW's investigation of the Spray Operation at the Lincoln/Brick Street sites. As you can see from the memorandum we do have a problem which will require further investigation. At this time, the authority does not have the financial reserve to conduct further work. Ed is going to pursue other grant funding sources to see if we can get more readily available funds to do the investigation and eventually capital work to fix the problem.

Acquisition of Property: Nothing to report at this time.

Lincoln Village: The agreement was signed on June 18 and the first two hook ups to the system took place the week of July 6th. Ed is working with Lower Oxford Township on their dedication of the

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system to OASA, but in the mean time, our operations will oversee the operation of the system.

Funding Assistance: As reported earlier, RETTEW and Ed have been very active over the last month with filing, amending and fine tuning applications for the various funding sources that have become available through the State and Federal Stimulus package. The Commonwealth Financing Authority (H2O PA) will be rendering its first round funding decisions on July 14, 2009, and Pennvest will be making the approvals on July 21, 2009. Based upon the results, it will give the Authority a clearer picture of what we can do with respect to the Osborne Lagoon Project as well as the other projects necessary to comply with the Consent Order and to provide new capacity for growth.

Administration Building: Nothing to report at this time.

FOP Development Group: Kathy Gray, Michele Braas and Ed are working on the documents that the Board was presented at the July 8 Special Board Meeting. The three will be getting together on July 22 to discuss our individual comments and will be preparing a response back to FOP.

II. *Developer Activity*

Elkdale Green: No activity to report on.

Available Capacity: Last month the Board tabled discussion of how to allocate the remaining available EDU's that were released by DEP. Mr. Scheese had asked for a census of properties in the Borough that could potentially require EDU's for a business to occupy. Based on research by the staff, there are 12 potential buildings that fit this category. While ten buildings are probably inhabitable, two would take considerable work to be usable. Motion made, seconded and passed to hold 5 EDU's for Economic Building in the immediate area for existing buildings. (J. Scheese, N. Pagano) Amendment to the motion included allowing 6 EDU's for Twin Ponds.

III. **Operations Report**

-OASA Operations Report:

6/2/09 - replaced two broken valves on Pivot #1

6/3/09 - blew out the lines in all three lagoons

6/5/09 - M&S Services calibrated the 6th Street Flow Meter

6/10/09 - A factory Rep. From Lakeside Equipment evaluated our septic receiving machine and will follow-up with a written report

6/10/09 - O.A. Newton replaced the booster pump and motor on Pivot #5

6/16/09 - repaired a broken wire on Pivot #1

6/22/09 - replaced a bad float on Pivot #4 sump pump

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6/23/09 - two employees attended a class on gas chlorine safety and application
6/24/09 - collected hay and soil samples
6/25/09 - put the channel grinder back in at the 6th St. Pumping Station
6/26/09 - sent the Godwin Pump back
6/30/09 - dug up, by hand, and repaired a broken pipe in Zone #3

Received 206 loads of septage this month for a total of 626,750 gallons for an average of 20,892 gallons per day.

Received 141 PA #1 calls in June, 16 of which were in conflict and required marking.

Currently have 15 days of storage.

Osborne & Ross Farming Operations: Ed is still working on this and should have everything prepared by the August Board Meeting.

IV. ***Administration Report:***

Customer Correspondence: Nothing to report.

Personnel Issues: Nothing to report.

Resolution: Nothing to report.

Consulting Engineer: Nothing to report.

Rules & Regulations: Ed, Kathy Gray & Michele Braas continue to work on updates.

Executive Directors Activities:

June 18 - Lincoln Village Agreement signing

June 22 - EPA Webcast on Buy American

June 23 - Meeting with RETTEW

July 8 - Special Board Meeting

V. ***Financial Report:***

- A. Financial reports are included in the Board packets.
- B. Septage Billing for June was \$17,549.00 representing 206 loads accepted for a total of 626,750 gallons.

Ed also noted that the Identity Theft Policy needed to be voted on. Joe Scheese noted that if an employee were to leave the OASA, their passwords and accounts should be deleted. Motion made, seconded and passed to adopt the Identity Theft Policy. (P. Brenner, P. Reynolds)

Motion made, seconded and passed to approve the Executive Director's Report as submitted. (N. Pagano, P. Reynolds)

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RESOLUTIONS: 09-07-001 - Establishing the Lincoln Village Sewer District. Motion made, seconded and passed to approve Resolution 09-07-001. (F. Lobb, P. Brenner)

LEGAL ITEMS: Right of Entry and Temporary Construction Easement. The Borough has asked OASA to enter into a Right of Entry and Temporary Construction Easement in front of the OASA Building to allow repairs to the sidewalk. Motion made, seconded and passed to enter into the Right of Entry and Temporary Construction Easement with the Borough. (N. Pagano, P. Brenner) The motion was amended to authorize Ed to sign.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: Ed noted that he placed a brochure for anyone interested in attending the PMAA meeting.

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