

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

April 21, 2010

Chairman, Bob Yeatman called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Larry Bonam, Robert Cantarera, Neil Pagano, Joe Scheese, Percy Reynolds, and Phil Brenner. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Barley Snyder, Solicitor; Michelle Braas, RETTEW; Teri Dignazio, Joel Brown and Blair Fleischmann.

Pledge of Allegiance was said and a Moment of Silence was observed.

Motion made, seconded and passed to approve the minutes of the March 17, 2010 meeting as submitted. (J. Scheese, L. Bonam) (N. Pagano abstained)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,227.19 and the monthly bills in the amount of \$142,552.32. (B. Cantarera, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #176 in the amount of \$42,688.22 to transfer to the BRI Account. (B. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #177 in the amount of \$120,000 to transfer to the Operating Account. (B. Cantarera, Scheese)

Motion made, seconded and passed to approve Revenue Requisition #178 in the amount of \$43,000 to replenish working capital for Payroll Account. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to approve Revenue Requisition #178 in the amount of \$30,225 to transfer to the Operating Account, as provisional requisition if needed. (R. Cantarera, J. Scheese)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #204 to Samuel L. Ross in the amount of \$6,190.43 for May Rent. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #205 to Barbara H. Ross in the amount of \$13,070.41 for May Rent. (R. Cantarera, J. Scheese)

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

Escrow Accounts – None.

Total Escrow Checks: \$0.00

Motion made, seconded and passed to approve the Financial Summary Report. (B. Cantarera, J. Scheese)

Motion made, seconded and passed to approve the Treasurer's Report. (J. Scheese, P. Brenner)

Public Comment Period: No one asked to speak at this point.

A. Action Items: East Nottingham Township Sewer Extension Request

B. Appearances – None.

FACILITY EXPANSION COMMITTEE REPORT: This Committee met on April 14, 2010. A report is in the Board Packet.

Act 537 Plan - Ed will contact each Municipality to see if they can act on the letter without having a special board meeting and he will contact Kelly Sweeney with the result. Motion made, seconded and passed that the Oxford Area Sewer Authority will send a letter of intent to meet the schedule as presented. (J. Scheese)

Cell Tower Proposal – It was suggested that OASA hold off on this proposal at this time.

Motion made, seconded and passed to approve the Facilities Expansion Committee Report. (J. Scheese, N. Pagano)

OPERATIONS MANAGEMENT COMMITTEE REPORT: None. Has not met.

FINANCE & BOND COMMITTEE REPORT: None. Has not met.

PERSONNEL COMMITTEE REPORT: None. Has not met.

PENSION COMMITTEE REPORT: None. Has not met.

CHAIRMAN'S ITEMS: Legal Update Seminar – Bob Yeatman, Frank Lobb and Ed Lennex will be attending this seminar next week.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**

Consent Order: Nothing to report at this time.

Osborne Lagoon: Nothing to report at this time.

Act 537 Plan: The Facilities Expansion Committee and member municipal representatives and their respective engineers along with Rettew met on March 18 as a workgroup to facilitate completion of the revised Act 537 Plan. Included in your Board packet is the agenda and meeting summary. The Executive Director and Rettew presented the municipalities with a list of information that needed to be updated or revised; a timetable for responses back; and a schedule of meeting dates and deadlines for each month through April 2010. As of March 18, 2010 Act 537 Plan workgroup meeting, Rettew and the Executive Director have been working to assemble the revised draft. Enclosed with your packet is the revised submittal schedule. Based on the letter from Kelly Sweeney at PADEP, the TAR and Plan of Study have been approved with one caveat, the Authority and member municipalities must confirm in writing that they will meet the August 20 submittal date. The Board will need to instruct the Executive Director with how they wish him to proceed. (See Facilities Expansion Committee Report Section)

Future Disposal Fields: Nothing to report at this time.

Pretreatment Regulations: Nothing to report at this time.

Lincoln/Brick Street Spray Field Analysis: Nothing to report at this time.

New Treatment Plant: Nothing to report at this time.

Funding Assistance: Enclosed with your Board packet is the update on the USDA Application that was presented to the Facilities Expansion Committee. Ed has received the enclosed e-mail from Susanne Gantz and as you can see they are committed to granting our loan request and only await final internal approval.

Sewer Line Extension Requests: Refer to the Facilities Expansion Committee report for an update.

2. **Developer Activity**

3. **Operations Report:**

Effluent Wet Well Valve Replacement Project: Due to weather conditions and the depth of the lagoons it has been agreed to that we will wait until Spring to undertake this project.

DEP Comprehensive Groundwater Monitoring: Brandywine Science Center has completed the well sampling and is now conducting the Lab testing. Carroll is awaiting the results in order to prepare the report.

Influent/Effluent Sampling: Brandywine Science on March 24 began collecting the samples.

Electricity Contract: Kathy Orcutt and Ed continue to work with the firm hired by the County on the possibility of the Authority piggybacking on the County's bid.

Cell Towers: Refer to the Facilities Expansion Committee Report for an update.

Operations Management Report: The average daily influent were 639,070 with a maximum day of 1,100,736 for a total of 19,811,175.

The average daily effluent was 679,231 with a maximum day of 1,005,000 for a total of 17,660,000.

Lagoon Levels: #1 - 19.2" #2 - 17" #3 - 18.3"

Pump Station Hours of Operation were:

6th Street = 263.0 Grant Street = 225.8 8th Street = 361.4
Q1 = 2.6 Locust Street = 4.4 Locksley Glen = 99.6
Wiltshire = 156.6

OASA Operations Report:

3/2/10 – Put the repaired pump in at 6th St. Pumping Station.

3/4/10 – Put #2 Aerator back in Lagoon #2.

3/10/10 – Pulled Aerator #2 from Lagoon #1 and sent it to be repaired.

3/17/10 – Had to replace the power cord on Aerator #1 in Lagoon #2 and reinstall.

3/18/10 – Took the Actuator Valve from Pivot #4 to Reels to be evaluated.

3/22/10 – Pulled the Channel Grinder from 6th Street and ordered parts to repair.

3/23/10 – Reels informed us it would not be cost effective to repair the Actuator, so we ordered a new replacement from JC Controls.

3/25/10 – Had a technician from OA Newton work on Pivot #1.

3/25/10 – Had Dolinger Electric replace the surge protector at the 8th Street Pump House.

We received 4 loads of septage this month to accommodate the haulers until they found another dumpsite, total gallons was 15,500.

We received 96 PA #1 calls in March, 5 of which were in conflict and required marking.

Currently have 6.2 storage days remaining.

4. **Administration Report**
Customer Correspondence

Personnel Issues

Resolution

Consulting Engineer: Engineer's Report is in the Board Packet.

Rules & Regulations: Nothing to report at this time.

Executive Director's Activities:

March 18 – Meeting with Carroll Engineering & Brandywine Science

March 18 – Act 537 Plan workgroup meeting

March 26 – Meeting with Rettew

April 1 – Meeting with Tower One

April 6 – District Justice Hearing

April 12 – H.A. Thompson Insurance renewal

April 14 – Facilities Expansion Committee Meeting

April 16 – Meeting with Betsy Brantner

5. **Financial Report:**

Financial Reports will be in your Board Packet.

Septage Billing for March was \$434.00 representing 5 loads accepted for a total of 15,500 gallons. It should be noted that as of February 19, we stopped accepting septage and will continue to do so until such time as the lagoons have been lowered to what Ed deems are safe operating levels. There have been some complaints from the haulers and the Board at some point may hear from them, but Ed felt it was only prudent in light of our condition to limit as much influent into the plant as he could.

Motion made, seconded and passed to approve the Executive Director's Report.
(J. Scheese, N. Pagano)

RESOLUTIONS: None.

LEGAL ITEMS: Kathy held a discussion regarding options to get Customers with Tardy Accounts to pay their bills. The Authority has an agreement with the Chester Water Authority to shut off water for unpaid accounts. The Authority is in the process of getting a similar agreement with the Borough.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – A question was raised regarding rental amounts for the Cell Phone Towers. Also, Joel Brown questions when the 537 Plan would be submitted. Ed stated around May 10, 2010.

ADJOURN: Motion made, seconded and passed to adjourn.

Respectfully Submitted,

Donna M. Patrick
Recording Secretary