

# OXFORD AREA SEWER AUTHORITY

## Board Meeting Minutes of March 17, 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, Frank Lobb, Percy Reynolds, Phil Brenner. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Barley Snyder, Solicitor; Michelle Braas, RETTEW; Joel Brown, Kevin Martin, Dennis Breckbill 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 February 17, 2010 meeting as submitted. (P. Brenner, L. Bonam)

Motion made, seconded and passed to approve the minutes of the March 4, 2010 Special Board Meeting. (P. Reynolds, L. Bonam) 1 abstained.

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

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

Motion made, seconded and passed to pay the prepaid bills in the amount of \$6,871.52 and the monthly bills in the amount of \$41,489.16. (B. Cantarera, P. Reynolds)

#### **Revenue Requisitions:**

Motion made, seconded and passed to approve Revenue Requisition #173 in the amount of \$35,000 to replenish working capital for Operating Account. (B. Cantarera, L. Bonam)

Motion made, seconded and passed to approve Revenue Requisition #174 in the amount of \$30,000 to replenish working capital for Payroll Account. (B. Cantarera, L. Bonam)

Motion made, seconded and passed to approve Revenue Requisition #175 in the amount of \$20,000 to transfer to the BRI Account. (B. Cantarera, L. Bonam)

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

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #202 to Samuel L. Ross in the amount of \$6,190.43 for April Rent. (R. Cantarera, L. Bonam)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #203 to Barbara H. Ross in the amount of \$13,070.41 for April Rent. (R. Cantarera, L. Bonam)

**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, L. Bonam)

Motion made, seconded and passed to approve the Treasurer's Report. (P.  
Reynolds, F. Lobb)

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

**A. Action Items:** None.

**B. Appearances** – Blair noted that the January 2010 minutes do not reflect the letter she presented to the Board. Ed stated that it would be reflected in this month's minutes.

**FACILITY EXPANSION COMMITTEE REPORT:** None. Has not met.

**OPERATIONS MANAGEMENT COMMITTEE REPORT:** None. Has not met.

**FINANCE & BOND COMMITTEE REPORT:** The Finance & Bond Committee Met on March 2, 2010. Minutes of this meeting were attached to the Board Packets for tonight's meeting. Motion made, seconded and passed to accept the minutes of the Finance & Bond Committee Meeting of March 2, 2010 as written. (P. Brenner, F. Lobb)

**PERSONNEL COMMITTEE REPORT:** None. Has not met.

**PENSION COMMITTEE REPORT:** None. Has not met.

**CHAIRMAN'S ITEMS:** None.

**DIRECTOR'S ITEMS:**

1. **Ongoing Project status reports**  
**Consent Order:** Nothing to report at this time.  
**Osborne Lagoon:** All renewed permits have been received and the Bid Specifications have been finalized.  
**Act 537 Plan:** The Facilities Expansion Committee and member municipal representatives along with RETTEW met on February 18 as a workgroup to facilitate completion of the revised Act 537 Plan. Included in the 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 you will see by the Summary Report a number of items were due back to the Authority by March 1. The most critical of which was a formal agreement to the new EDU allocation projections. To date, we have received confirmed numbers from the Borough, East Nottingham Township and West Nottingham Township. Lower Oxford has not responded. EDU allocation is critical to finalizing the draft of the Report as everything is based on those numbers. We had informed everyone at the meeting that after March 1, the numbers are frozen and we will proceed to write the draft. We had also requested completion of the municipalities' responses to DEP's letter, we have received those from everyone and we are now compiling that into one document. Finally, we had given each municipality pages from their Needs Assessment sections that we felt needed to be amended to coincide with the new draft. They have until March 18 to submit those. To date we have received the Borough's and East Nottingham's. At this point, both Rettew and Ed are working on the draft of the revised Plan and should have that complete by the end of March for the Facilities Expansion Committee's review and comment.

**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:** With the Board's decision on December 2, RETTEW has begun work on the design of the new mechanical treatment plant.

**Funding Assistance:** Michele Braas, Steve Gabriel (Rettew), Bob Yeatman, Joe Scheese and Ed Lennex met on March 10 with representatives from the USDA. Enclosed in the Board Packet is a summary of that meeting. While Ed would offer his opinion that the Authority will receive approval of the loan request, Mr. Korah Abraham, the reviewer of the Environmental Report section of our application is requiring the Authority to provide quite a bit of information that is well above a normal application process. Ed believes that Bob & Joe would agree with him when he says that due to the persistent contact of a small group of citizens, wanting to review the submittal, Mr. Abraham is insisting all of the bases be covered. Based upon the timeframe laid out by USDA at the meeting, we are looking at June or July before we could have final approval. Ed has been informed that Mr. Abraham is to have his review comments finalized by March 12 and there is a conference call with Rettew set for Tuesday, March 16 to discuss his findings and the final list of additional information we will need to provide.

**Sewer Line Extension Requests:** Ed plans on trying to have a meeting of the Facilities Expansion Committee sometime in early April to discuss East Nottingham's request so that recommendations can be made to the Board at our April Board Meeting.

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.

**Lagoon Storage:** As you can see by the monthly lagoon storage report we are down to nine days of storage. We are currently holding at around the 10 to 12 day mark. With the beginning of March, our spray rate triples from 0.5 inches per day to 1.5 inches per day. On the days we can spray this allows us to dispose of 1 ½ days of influent so we will slowly begin to gain ground and the imminent danger of having to stream discharge has abated. While DEP did allow us to spray while there was still snow on the ground, the amount of effluent we needed to dispose of and the fact that there was still snow on the ground was a violation of our discharge permit and we will probably hear about this at some point in the future. Ed has included in the Board Packet, a letter that he wrote to DEP at their request explaining our situation.

**DEP Comprehensive Groundwater Monitoring:** On March 18 the operators and Ed will be meeting with Carroll Engineering and Brandywine Science to begin work on the groundwater monitoring report. Ed will update the Board on the results of that meeting.

**Influent/Effluent Sampling:** Ed will also be discussing with Brandywine, at the above referenced meeting, implementation of the influent/effluent sampling and instructing them to begin effective March 22.

**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. One point Ed will make to the Board that he didn't in last month's report, is the fact that the Authority, by Law should really be bidding our electricity supply needs. Due to the fact that we spend more than \$10,000 a year for electricity it has to be bid. So, we really have only two choices; we prepare a bid package and go out on our own to get bids for our use, or we piggyback on the County's bid and save ourselves the cost of bid specification preparation, advertising and legal.

**Cell Towers:** Kathy Gray and Ed had a telephone conference with Nicholas Pullen who represents Tower One, to discuss the points raised by the Board and also his and Kathy's concerns. We will

continue to work with them to have a proposal package ready for the Board to consider probably by April.

**Operations Management Report:** The average daily influent were 541,443 with a maximum day of 837,759 for a total of 15,160,413.

The average daily effluent was 592,4221 with a maximum day of 848,000 for a total of 11,256,000.

**Lagoon Levels:** #1 - 18.2" #2 - 17.8" #3 - 16.0"

**Pump Station Hours of Operation were:**

6<sup>th</sup> Street = 206.3 Grant Street = 164.9 8<sup>th</sup> Street = 245.3  
Q1 = 2.7 Locust Street = 5.2 Locksley Glen = 88.0  
Wiltshire = 122.7

**OASA Operations Report:**

2/1/10 – pulled pump #2 at the 6<sup>th</sup> Street Pumping Station and sent it in to be repaired at Deckman's and asked for a quick turnaround.

2/5/10 – got 24" of snow and very windy Friday into Saturday, had shut aerators off due to serious ice build up.

2/9/10 – received permission from the DEP to spray on the snow due to 10 days storage remaining in our lagoons.

2/10/10 – got another 20" of snow and blizzard like conditions.

2/16/10 – shoved out the wheel tracks at some of the pivots so we could spray at the Osborne Farm and repaired a broken riser in Zone #1.

2/22/10 – repaired a broken universal joint and flat tire on Pivot #5.

2/23/10 – Lagoon #1 level was getting too high so we rented a Godwin Pump to assist in the transfer from #1 to Lagoon #2.

2/25/10 – stopped receiving hauled septage.

2/26/10 – got an additional 6" of snow, bringing the total to 50" for the month.

We received 39 loads of septage in February for a total of 123,000 Gallons. We received 39 PA #1 calls in February, 3 of which were in conflict and required marking.

Currently have 11 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:**

February 18 – Act 537 Plan Workgroup Meeting  
February 19 – Met with Fulton Bank Representatives  
February 26 – Met with Buchart Horn  
March 1 – Met with Carroll Engineering  
March 2 – Finance Committee Meeting  
March 9 – USDA Meeting  
March 10 – Met with Kathy Gray  
March 16 – Met with Keystone Custom Homes  
March 16 – USDA Conference Call

5. **Financial Report:**

Financial Reports will be in your Board Packet.  
Septage Billing for February was \$3,444.00 representing 39 loads accepted for a total of 123,000 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 come 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.  
F. Lobb, L. Bonam)

**RESOLUTIONS:** None.

**LEGAL ITEMS:** None.

**CORRESPONDENCE:** None.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**PUBLIC COMMENT:**

**Non-Agenda Items** – Blair questioned handouts regarding sewer projections for 2010 – 2011. Ed explained how the increase is calculated. She also questioned how the average sewer bill is calculated.

**ADJOURN:** Motion made, seconded and passed to adjourn at 8:22 p.m.

Respectfully Submitted,

Donna M. Patrick  
Recording Secretary