

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of January 19, 2011

Chairman, Bob Yeatman called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Larry Bonam, Robert Cantarera, Phil Brenner, and Joe Scheese. Also in attendance were Edward Lennex, Executive Director; Kathy Gray, Solicitor; Joel Brown; Eric Todd; Dudley Cummings; Teri D'Ignazio; Gerald Cox; Joe Chamberlin; Marcella Peyre-Ferry; and Jim Herr.

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

Motion made, seconded and passed to approve the minutes of the December 19, 2010 meeting as amended. (L. Bonam, P. Brenner) (J Scheese abstained)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$2,015.29 and the monthly bills in the amount of \$32,057.87. (R. Cantarera, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #205 in the amount of \$37,000.00 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #206 in the amount of \$30,000 to transfer to the Payroll Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #207 in the amount of \$19,000 to transfer to the BRI Account. (R. Cantarera, P. Brenner)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #223 to Samuel L. Ross in the amount of \$6,190.43 for January Rent. (R. Cantarera, J. Scheese)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #224 to Barbara H. Ross in the amount of \$13,070.41 for January Rent. (R. Cantarera, J. Scheese)

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

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

Escrow Accounts

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

A. Action Items:

1. Election of Officers

Chairman - Motion made, seconded and passed to nominate Percy Reynolds for Chairman for 2011. (B. Yeatman, B. Cantarera)

Vice-Chairman - Motion made, seconded and passed to nominate Bob Yeatman as Vice-Chairman for 2011. (B. Cantarera, P. Brenner)

Secretary - Motion made, seconded and passed to nominate Joe Scheese as Secretary for 2011. (B. Cantarera, L. Bonam)

Treasurer - Motion made, seconded and passed to nominate Bob Cantarera as Treasurer for 2011. (J. Scheese, P. Brenner)

Assistant Secretary - Motion made, seconded and passed to nominate Larry Bonam as Assistant Secretary for 2011. (J. Scheese, P. Brenner)

Assistant Treasurer - Motion made, seconded and passed to nominate Phil Brenner as Assistant Treasurer for 2011. (L. Bonam, J. Scheese)

2. Appointment of Committees - Bob deferred this until February when Percy as Chairman will appoint Committees.

3. Appointment of Solicitor - Motion made, seconded and passed to reappoint Barley Snyder as Solicitor for 2011. (P. Brenner, J. Scheese)

4. Appointment of Consulting Engineer - Motion made, seconded and passed to reappoint Rettew as the Consulting Engineer for 2011. (B. Cantarera, P. Brenner)

5. Board Meeting Dates & Times - Motion made, seconded and passed to keep the meetings on the 3rd Wednesday of each month, starting at 7:30 p.m.

6. Collection of Past Due Sewer Charges - To be discussed in Directors Report.

B. Appearances:

FACILITY EXPANSION COMMITTEE REPORT: None. Has not met.

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: None.

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:** Enclosed with your Board Packet is a copy of the letter Ed received from Kelly Sweeney at DEP notifying the Authority and Member Municipalities that effective January 10, 2011, the 2010 Act 537 Plan has been deemed administratively complete. Therefore, the 120 day review period commenced effective that date. Based on that date, the review period would end May 11, 2011. In addition, each municipality has submitted to Kelly, their responses to the December 7, 2010 letter requesting a response to the correspondence she received. Ed does not have copies of each municipalities responses, only West Nottingham's and a draft of the other three. Overall, the responses were positive and supportive of the process that was followed.
 - 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:** The Borough of Oxford has voted to support their portion of the loan guarantee (44%) and Ed has been informed that East Nottingham and Lower Oxford will follow suit. Ed is aware from a conversation with Eric Todd from West Nottingham that they will be discussing the percentage this month but he was not sure if action would be taken or if a special meeting will be held to finalize their position. Ed has instructed Kathy Gray to work with the solicitors from each municipality to finalize the loan agreement and to also move forward with a commitment letter from Fulton Bank for the interim loan.
 - Sewer Line Extension Requests:** Ed is still working on a draft response letter to East Nottingham Township. Ed also on October 13, 2010 received a similar request from West Nottingham Township.
2. **Developer Activity** – Nothing to report at this time.
3. **Operations Report:**
 - Effluent Wet Well Valve Replacement Project:** Nothing to report at this time.
 - DEP Comprehensive Groundwater Monitoring:** Carroll

Engineering is finalizing the report and it should be ready before the end of the month. When done, Ed will provide a copy to the Operations Committee for their review.

Spray Field Re-Permitting: Rettew has filed the required documents with DEP for the Re-Permitting.

Influent/Effluent Sampling: Nothing to report.

Cell Towers: Nothing to report at this time.

Operations Management Report: The average daily influent were 497,187 with a maximum day of 775,068 for a total of 15,412,787.

The average daily effluent was 427,313 with a maximum day of 619,000 for a total of 6,837,000.

Lagoon Levels: #1 - 16.8" #2 - 11.4" #3 - 12.4"

Pump Station Hours of Operation were:

6th Street = 231.4 Grant Street = 173.0 8th Street = 163.6
Q1 = 2.8 Locust Street = 4.4 Locksley Glen = 102.1
Wiltshire = 237.7

OASA Operations Report:

12/1/10 - Had M&S Services in to repair the control board in VFD #2, replace packing in both effluent pumps and switch out motor starters for the pumps at the 6th Street Pumping Station.

12/2/10 - Emailed the DEP to request permission to extend November spray rate through the month of December due to losing so many spray days while the valve replacement job was going on.

12/8/10 - Talked to the owner of 140 & 142 Grant Street about him having his lateral repaired or replaced due to a break in the line allowing ground water infiltration.

12/9/10 - Had Pipe Data View Services clean and televise a lateral on Delaware Avenue.

12/10/10 - One of the two aerators in Lagoon #2 flipped over due to high winds and ice build up.

12/14/10 - We received a letter from DEP allowing us to extend the November spray rate through December.

12/15/10 - One of the eleven aerators in Lagoon #1 flipped over.

We received 109 loads of septage in December for a total of 291,250 gallons, for an average of 9,395 gallons per day.

Currently have 31 storage days remaining.

We received 115 PA #1 calls in December, 11 of which required marking.

4. **Administration Report**
Customer Correspondence
Personnel Issues
Resolution
Consulting Engineer: Engineer's Report is in the Board Packet.
Rules & Regulations: Nothing to report.
Executive Director's Activities: None.
Collection of Past Due Sewer Charges: Included in the Board Packet is a memorandum discussing implementation of water shutoff and a proposed alternative for collection of past due sewer charges prior to starting water shutoff proceedings. This will be an item for discussion on the agenda. Motion made, seconded and Passed to authorize the Executive Director, when approved by the Sub-Committee and the Solicitor, to advertise the Water Shut-Off Policy in the newspapers. (J. Scheese, P. Brenner)

5. **Financial Report:**
Financial Reports will be in your Board Packet.
Septage Billing for December was \$11,650.00 representing 109 loads accepted for a total of 291,250 gallons.
Audit – The Auditors have completed their work, and Ed is currently preparing the Management Discussion and Analysis portion of the Financial Statement. The final Financial Statement should be available for Board approval in February.

Joe Scheese questioned regarding the Cell Tower status. Ed will contact involved parties and ask if they are still interested.

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

RESOLUTIONS: None.

LEGAL ITEMS: Kathy reported that under Ed's direction, she has been working with the Solicitors of the Member Municipalities to move forward to get the agreement approved. The West Nottingham Township Solicitor has requested a meeting with Kathy & Ed so that they may answer some questions they have.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

PUBLIC COMMENT:

Non-Agenda Items – Question was raised as to what ballpark figure the

Authority was expecting to collect on past due water/sewer bills. Ed reported that amount was approximately \$70,000.00 which extends over approximately 65 properties.

EXECUTIVE SESSION: None.

ADJOURN: Motion made, seconded and passed to adjourn at 8:18 p.m. (J. Scheese, P. Brenner)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary