

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

June 15, 2011

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Larry Bonam, Robert Cantarera, Bob Yeatman, Joe Scheese, Eric Todd and John Schiable. Also in attendance were Edward Lennex, Executive Director, Kathy Gray, Solicitor; Joel Brown, T. D'Ignazio, Marcella Peyre-Ferry, Daily Local News; Blair Fleishmann and Randy Teel.

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

Motion made, seconded and passed to approve the Agenda. (E. Todd, J. Scheese)

Motion made, seconded and passed to approve the minutes of the May 18, 2010 meeting as amended. (L. Bonam, R. Yeatman)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$5,228.17 and the monthly bills in the amount of \$29,677.10. (R. Cantarera, L. Bonam)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #222 in the amount of \$30,000.00 to transfer to the Operating Account. (R. Cantarera, B. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #223 in the amount of \$42,000 to transfer to the Payroll Account. (R. Cantarera, B. Yeatman)

Motion made, seconded and passed to approve Revenue Requisition #224 in the amount of \$19,300 to transfer to the BRI Account. (R. Cantarera, B. Yeatman)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #233 to Samuel L. Ross in the amount of \$6,190.43 for June Rent. (R. Cantarera, L. Bonam)

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #234 to Barbara H. Ross in the amount of \$13,070.41

for June Rent. (R. Cantarera, L. Bonam)

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

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

Escrow Accounts

Public Comment Period: None.

A. Action Items:

- 1) Resolution No. 11-06-001 - Amending and Revising appendix C, "Rates and Fee Schedule" section 12 Rates and Fees Table of Rules and Regulations - Motion made, seconded and passed to amend date to say "Shall take effect with the billings dated October 1, 2011, or thereafter. (J. Scheese, B. Yeatman)
- 2) Baltimore Pike Sewer Alternatives - Motion made, seconded and passed that the Board give Ed Lennex authority to continue working with Ragan Engineering using alternative 6 with variations discussed and to finalize the feasibility study. (B. Yeatman, J. Scheese)

B. Appearances: None.

FACILITY EXPANSION COMMITTEE REPORT:

Committee Meeting of June 1, 2011 - Discussed in Action Items.

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: Nothing to report.

DIRECTOR'S ITEMS:

1. **Ongoing Project status reports**
Consent Order: Nothing to report at this time.
Osborne Lagoon: The Osborne Lagoon Bid Specifications are completed and will be submitted to USDA-RUS. Ed has included a copy of his review letter in the board Packets. Since ARRO originally designed the Lagoon, Ed has had to go back to them to obtain some of the documents necessary to respond to Mr. William's questions. Ed spoke with David Schlott at ARRO on Friday, June 10, 2011 and he was forwarding the necessary documents to Ed. Once they are received, Ed will take them to

RETTEW so they can finish their response. The following is a tentative schedule:

- A) prepare advertisement for and publish Bid - 1 week
- B) 30 day bidding period
- C) 1 week to review bids for accuracy and completeness
- D) Schedule Special Board Meeting for tentative Board Approval subject to USDA-RUS review and approval
- E) submit to USDA-RUS review and approval - 2 weeks
- F) final award of contract

Act 537 Plan: On June 1, 2011, the Act 537 Plan went on display for Public Comment. To this point, we have received only one comment which came from Mr. Frank Lobb. Since that comment was addressed to both OASA and Kathy Gray, and since it pertained to a number of legal issues, Kathy has prepared a draft response. Ed has included his original letter and Kathy's draft response. Since the official Public Comment Period will not expire until Jun 30, 2011, Ed will hold the response until we are ready to send all of the responses to all of the public comments received. At this point, we are still on schedule to meet the proposed submittal date to DEP.

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: Ed has included in the Board Packet, communication that has transpired between Kathy Gray, Fulton Bank and USDA-RUS. Based upon discussions and agreement between Kathy Gray and the solicitors for our member municipalities, it was agreed that each municipality should adopt an Ordinance approving the municipal guarantee agreements as opposed to Resolutions. This is the more proper way for the municipalities to approve such an agreement and due to the procedures that must be followed by a municipality to adopt an Ordinance, it would cause closing on the Fulton Loan to beyond June 30. Fulton has agreed to extend the closing date to August 1 in order for the municipalities to have the proper amount of time to adopt the Ordinances. Hopefully this will transpire by mid-July and closing can be before July 30.

Sewer Line Extension Requests: Ed has included in the Board Packets, a summary of the Facilities Expansion Committee Meeting from June 1, 2011. At that meeting, the Committee discussed alternatives for providing sewer extensions along Baltimore Pike. Ed has placed this item on the Board Agenda for discussion.

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: Ed has contacted the people regarding the cell towers and has scheduled a meeting for next week.

Operations Management Report: The average daily influent were 528,963 with a maximum day of 606,370 for a total of 16,397,841.
The average daily effluent was 678,333 with a maximum day of 994,000 for a total of 16,280,000.

Lagoon Levels: #1 - 19.2" #2 - 15.2" #3 - 17.4"

Pump Station Hours of Operation were:

6th Street = 250.7 Grant Street = 166.4 8th Street = 218.6
Q1 = 3.6 Locust Street = 3.8 Locksley Glen = 96.4
Wiltshire = 362.0

OASA Operations Report:

5/2/11 - decided to wait until the poles at the Walmart site are relocated to repair our telemetry lines. We will continue to operate the valves manually and change spray times.
5/3/11 - the first cutting of hay was started at the Osborne Farm.
5/9/11 - collected some hay and soil samples from Pivots 1, 4 & 5. They will be sent to the Lab for testing.
5/12/11 - had EMR Services replace the battery charger for the Generator at Brookside Pumping Station.
5/18/11 - reattached an aerator to its cable after it had broken Loose and wrapped in the electric cable.
5/23/11 - had Chuck's Tire Service repair a rear tire on the John Deere Tractor.
5/23/11 - BSC Labs did the monitoring well samples in the spray Zones, they said four of the lids had been removed from the wells At the Osborne Farm.

We received 188 loads of septage for this month for a average of 18,192 gallons per day. Currently have 11.5 storage days remaining which is 10

days behind this same time last year.

4. **Administration Report**
Customer Correspondence
Personnel Issues

Resolution - On the agenda is Resolution 11-06-001, which implements a rate increase effective October 1, 2011. The Board had requested after the rate increase in October 2010, that all future rate increases for the new fiscal year should be approved in June in order to provide sufficient time and notification to our customers. The proposed rate increase is in line with the projections that were used and presented as part of the USDA-RUS loan presentation and approval.

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

5. **Financial Report:**

Financial Reports will be in your Board Packet.

Septage Billing for May was \$23,530.00 representing 203 loads accepted for a total of 588,250 gallons.

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

RESOLUTIONS:

Resolution No. 11-06-001 - Amending and Revising Appendix C "Rates and Fee Schedule" Section 12 Rates and Fees Table of Rules and Regulations.

LEGAL ITEMS: Motion made, seconded and passed to authorize Kathy Gray to follow through with the 1 public comment of legal nature and work with the Member Municipalities Solicitors. (J. Scheese, R. Yeatman)

CORRESPONDENCE: None.

OLD BUSINESS: Information for PA Municipal Authority Association Annual Conference was distributed. Anyone who is interested should contact Ed as soon as possible to get registered, as there is an early registration discount. Ed will be attending. Michele Braas will be presenting. Kathy Gray will not be presenting this year.

NEW BUSINESS:

PUBLIC COMMENT:

Non-Agenda Items – Randy Teel questioned the change to Fulton Bank

Commitments. Kathy stated there has been no changes. Randy also questioned securing bonds. Ed states there is an option to secure bonds to pay off the loan with Fulton Bank or enter in to agreement with Fulton Bank. Marcella Peyre-Ferry questioned what happens if the costs exceed the amount of the current loan. Ed states that the Authority can go back to USDA and increase the loan amount.

EXECUTIVE SESSION: Recess to Executive Session. Reconvene at 8:55 p.m. Executive Session was held to discuss legal advise and strategy to deal with potential objectives and threats raised by members of the public in connection with the Sewer Project Financing.

ADJOURN: Motion made, seconded and passed to adjourn. (J. Scheese, E. Todd)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary