

OXFORD AREA SEWER AUTHORITY

Board Meeting Minutes of

March 16, 2011

Chairman, Percy Reynolds called the meeting to order at 7:30 p.m. The following Authority Members were in attendance: Larry Bonam, Robert Yeatman, Robert Cantarera, Joe Scheese, Eric Todd, Phil Brenner. Also in attendance were Edward Lennex, Executive Director, Joe Chamberlain, Marcella Peyre-Ferry, Daily Local News, Teri Dignazio and Joel Brown.

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

Motion made, seconded and passed to approve the minutes of the February 16, 2010 meeting as amended. (J. Scheese, P. Brenner)

TREASURER'S ITEMS:

General Fund Bills:

Motion made, seconded and passed to pay the prepaid bills in the amount of \$9,832.75 and the monthly bills in the amount of \$23,218.58. (R. Cantarera, J. Scheese)

Revenue Requisitions:

Motion made, seconded and passed to approve Revenue Requisition #211 in the amount of \$15,000.00 to transfer to the Payroll Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #212 in the amount of \$14,000 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #213 in the amount of \$7,000 to transfer to the Operating Account. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to approve Revenue Requisition #214 in the amount of \$19,200 to transfer to the BRI Account. (R. Cantarera, R. Yeatman)

Bond Redemption & Improvement Fund:

Motion made, seconded and passed to pay Bond Redemption & Improvement Fund Requisition Request #227 to Samuel L. Ross in the amount of \$6,190.43 for March Rent. (R. Cantarera, P. Brenner)

Motion made, seconded and passed to pay Bond Redemption & Improvement

Fund Requisition Request #228 to Barbara H. Ross in the amount of \$13,070.41 for March Rent. (R. Cantarera, P. Brenner)

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

Motion made, seconded and passed to approve the Financial Summary (R. Cantarera, P. Brenner)

Escrow Accounts

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

A. Action Items: None..

B. Appearances: None.

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:** Nothing to report at this time.
 - 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 a summary of the discussion that was held on March 8, 2011 with Sue Gantz, Jeffrey Gatano and John Williams of the USDA-RUS. Bob Yeatman, Joe Scheese, Michele Braas and Kathy Gray were also in attendance. As you can see by the letter to USDA, the Authority has completed all of the necessary requirements of the Letter of Conditions and the last two major steps that need to be completed are finalizing the interim loan with Fulton Bank and the Connection Ordinances that are from the municipalities. As you will see from the letter, the Connection Ordinances will only need to

deal with new construction at this point and by the end of the year should also deal with existing on-lot systems.

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 571,443 with a maximum day of 758,756 for a total of 16,000,392.

The average daily effluent was 576,692 with a maximum day of 771,000 for a total of 7,497,000.

Lagoon Levels: #1 - 18.5" #2 – 18.9" #3 – 18.3"

Pump Station Hours of Operation were:

6th Street = 131.1 Grant Street = 181.4 8th Street = 285.9
Q1 = 3.0 Locust Street = 3.5 Locksley Glen = 87.5
Wiltshire = 254.7

OASA Operations Report:

2-4-11 Contacted DEP to ask for permission to use our spray fields, even though they still had some snow on them, if we ran out of storage in our lagoons.

2-7-11 Had to replace a bad motor starter on Pivot #5.

2-10-11 Contacted DEP to let them know how many storage days were remaining in the lagoons.

2-10-11 rented a transfer pump from Godwin to assist with the flow from lagoon #1 to Lagoon #2.

2-14-11 Had the heaters at the pump houses serviced.

2-17-11 Removed an overturned aerator from Lagoon #2 and sent it to be fixed.

2-18-11 Removed Aerator #5 from Lagoon #1 and cleared the impeller and reinstalled.

2-18-11 DEP Inspectors were here in reference to the upcoming permit renewal.

2-22-11 Found that the emergency generator at the Wiltshire Pumping Station would not keep running during exercise mode because the exhaust flapper was frozen closed, we made repairs, it is okay now.

2-28-11 Had an underground fault in the telemetry lines that operate the valves to the fixed nozzle spray fields. Had Kleins Construction dig up the line so we could make repairs.

We received 82 loads of septage for this month for a total of 211,750 gallons, for an average of 7,563 gallons per day.
Currently have 4 storage days remaining.
We received 47 PA #1 calls, 4 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: Nothing new.

5. **Financial Report:**

Financial Reports will be in your Board Packet.

Septage Billing for February was \$8,470.00 representing 82 loads accepted for a total of 211,750 gallons.

Audit – The Auditors have completed their work, and Ed is currently preparing the 2010 Annual Financial Report, the Auditors Report on Operations and their letter of Significant Audit Findings. Ed has also included a copy of last year's Auditor's Report on Operations. As you will see by comparing the two letters, staff has dealt with all of the major issues presented in last year's letter.

RESOLUTIONS: None.

LEGAL ITEMS: None

CORRESPONDENCE: None.

OLD BUSINESS: J. Scheese questioned the status of getting past due accounts up-to-date. Ed states 15 customers have contacted the Authority so far. 5 paid their balance. The remainder have been put on a payment plan. J. Scheese

asked what the timetable as to getting back on track with the Cell Phone Towers was. Ed will look in to it and get back to Joe. Also, questioned grant status with East & West Nottingham Townships. Ed will schedule. Status of the new walkway was questioned. There is nothing new at this time. Percy asked Ed how the public will be notified of the Rate Increase.

NEW BUSINESS:

PUBLIC COMMENT:

Non-Agenda Items – Joel Brown asked what the timeframe for bids was. Still waiting for the Approved Fulton Documents. Hopefully will have by mid April.

EXECUTIVE SESSION: None.

ADJOURN: Motion made, seconded and passed to adjourn at 7:55 p.m. (J. Scheese, P. Brenner)

Respectfully Submitted,

Donna M. Patrick
Recording Secretary