

**BETHEL TOWNSHIP, DELAWARE COUNTY
SEWER AUTHORITY**
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RECORD OF MINUTES

**Minutes of the Regular Meeting of the BETHEL TOWNSHIP DELAWARE
COUNTY SEWER AUTHORITY, MAY 5, 2011**

The regular meeting was called to order by Felicia Kendus, Chairman at 7:00 p.m.. Those present were Paul Ware, Vice Chairman, Donna Vance, Board Member, Donna Vickers, Board Member, Patricia Petrosky, Secretary-Treasurer, Walter Fazler, Engineer, Laurence L. Smith, Solicitor. There being a quorum present, the Chairman declared that the meeting was ready to proceed with business. Pledge of Allegiance given at this time.

At this time, Cindy Leitzell, of Leitzell & Economidis, PC, Auditors for the Bethel Township Sewer Authority, presented the Audit for December 31, 2010, to the Board and audience. Cindy indicated the audit was very successful. The Authority is in a strong financial position. Net assets for the Authority are very strong and there are sufficient resources to repay debt. Authority's assets well exceed the liabilities. The Authority is run very well and operating very efficiently.
Motion by Paul Ware to approve the Audit. Seconded by Donna Vance. Unanimous.

MONTHLY ACTIVITY REPORTS

Motion by Paul Ware to approve minutes of regular meeting held April 6, 2011. Seconded by Donna Vance. Unanimous.

Motion by Paul Ware to approve Financial Statement for April 2011. Seconded by Donna Vickers. Unanimous.

MAINTENANCE /CONSTRUCTION COMMITTEE
Rob Sykes & Donna Vance

Donna Vance reported all was quiet.

SOLICITOR'S REPORT

Foxfield - The Developer is moving forward with dedication of sanitary sewer improvements and rights of way. Larry asked Walt if he has had any word from Foxfield. Walt reported he had received as built and legal descriptions in the mail. Manholes, lines, cleanouts etc. will be checked. Something he is noticing is a lot of the cleanouts are very close to the driveways. We are going to ask the developers to lower them below grade and cover with a cast iron cover. The cleanouts are targets for snow plows and large mowers. They are broken and the next thing we know we have a full

blown infiltration problem. Any one that is near a driveway or could be detrimental to the Authority by being damaged by someone's equipment, we are going to ask them to lower below grade. The Authority owns the first cleanout coming off the main. Anything subsequent to that is the homeowner's responsibility. Larry suggested that this be brought up to Matt Houtman so that in the future when plans are approved they have this requirement.

Delinquent Sewer Rents – Civil complaints for filing with the Magisterial District Court have been prepared for 29 accounts. A total amount of \$63,342.64. These accounts have overdue account balances exceeding \$500.00 as of March 31, 2011. All costs and attorney's fees for collection actions are assessed to accounts and reimbursed by owner(s) under Pennsylvania Law, Township Ordinances and Authority Resolutions. Larry has checked and double checked to make sure that the notifications etc. that we do, allows us to collect those fees. Meanwhile, we are in the final stages of preparing the semi annual lien list, so we anticipate during the next month filing liens as well, as we have normally done in the past. We will put into place, as soon as the computers are up to date, the assessment in accordance with the account numbers on the documents we have. That will show the costs for preparing complaint documents.

Insurance – Acceptance of a proposal for insurance coverage is subject to a vote by the Board for approval. The Board has some proposals in front of it. In Option 1, it is with the current insurer, the total premium is \$10,067. There is a \$2,500 deductible in a couple of the categories. For at least one or maybe both of those categories, the deductible has been reduced to \$1,000.00. Amongst the three insurance companies listed in this Option and as to another proposal by another broker, which was for roughly \$13,000. This option \$10,067 compared to \$11,077, \$16,248 is much cheaper. Option 4 is a self insured pool which is not insurance as the other policies are. It comes with a lot of ins and outs and is basically, as has been explained by the broker, is a last resort type option for entities that can't get insurance otherwise. It was recommended by the broker and is recommended by Larry to go with Option 1. Motion by Paul Ware to go with Option 1 in the amount of \$10,067, with our current insurer. Seconded by Donna Vance. Unanimous. Larry wanted to note that the great assistance of the insurance professionals who prepared these proposals for us, as well as Felicia worked very hard over the last month or so.

Claim Concerning Concord Road Sanitary Sewer Overflow – This is under investigation by Chester Water Authority. We are following up with that.

Claim Concerning Garnet Hills Damage – The claim has been sent to the responsible party. The sub-contractor for the contractor that performed the FIOS installation for Verizon is identified and has contacted us. We in turn have gathered together bills for the costs that were incurred by the Authority and are transmitting them to that same contractor.

ENGINEER'S REPORT

Garnet Hills Subdivision - Aqua began work on the inspection of all of the laterals.. We expect to have this wrapped up by the end of this month. Barring any unforeseen circumstances, weather or emergencies, we should be able to give a report on this next month.

PennDot - PennDot is requiring that the sewer line in front of Princess Ann Drive be relocated in order to accommodate the storm sewer system. Final Design is complete. Need a motion from the Board to advertise the project for bids. Additionally, we need a motion to authorize Chairman to execute agreement between Bethel Township Sewer Authority and PennDot for cost sharing. Motion by Donna Vickers to advertise the project for bids. Seconded by Paul Ware. Unanimous.
Motion by Donna Vance to authorize the Chairman to execute the agreement between Bethel Township Sewer Authority and PennDot for cost sharing. Seconded by Donna Vickers. Unanimous. Larry has asked that if there is a Resolution that needs to be signed, it be reviewed by Walt and Larry before signing. Motion by Donna Vance to have Larry and Walt review the Resolution before signing, and authorize the Chairman to sign a Resolution in a form approved by Larry and Walt under the next Resolution number in 2011. Seconded by Donna Vickers. Unanimous.

Zebley & Northbrook Pump Station Odor Control – The design of the odor control system is complete. Estimated costs in packet. The odor control system being proposed is Siemens Water Technologies Corp Bioxide dosing system. It is a non hazardous, non toxic chemical. Siemens will monitor and adjust chemical feeds to make sure we are not wasting chemicals. It will involve the installation of two chemical feed dosing systems and storage tanks at each station. The Bioxide system and first delivery chemicals would be \$55,000, Installation, \$4,000, Engineering Inspection \$5,000, Contingency \$4,500 for an approximate total cost of \$67,500. Walt recommended we bid the project and award it at the June meeting. Motion by Paul Ware to advertise the project for bids. Seconded by Donna Vickers. Unanimous.

Foxfield Subdivision - Received as built drawings in the mail. Will be inspecting the project in the next few months and preparing a punch list. Once all items are complete we will provide a recommendation to accept dedication.

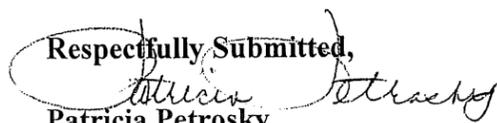
New Castle County – Their bill was not on the bill list since it was not received in time. Their consultant submitted the actual meter readings Wednesday afternoon. Need a motion from the Board approving payment of this invoice in the amount of \$94,519.92. Motion by Donna Vickers to approve payment. Seconded by Donna Vance. Unanimous. Walt stated that New Castle has raised their rate this year in the amount of 5%.

BOARD MEMBERS REPORT

NEW BUSINESS/UNFINISHED BUSINESS

Larry indicated it has come up that we need to complete the Capitol Budget planning and Capitol Budget for 2012. Motion is needed to authorize the Administration Committee to go forward with steps necessary for Capitol Budget 2012 planning. Motion by Paul Ware to proceed with the Capitol Budget Planning. Seconded by Donna Vickers. Unanimous.

There being no further business, the meeting was adjourned at 7:25 p.m. on a motion by Felicia Kendus . Seconded by Paul Ware. Unanimous.

Respectfully Submitted,

Patricia Petrosky
Secretary/Treasurer