

**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, NOVEMBER 3, 2011**

The regular meeting was called to order by Felicia Kendus, Chairman at 7:00 p.m.. Those present were Paul Ware, Vice Chairman, Rob Sykes, 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.

**MONTHLY ACTIVITY REPORTS**

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

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

**ADMINISTRATION COMMITTEE**

**Chairman - Vice Chairman - Secretary/Treasurer**

**Paul Ware** read our Financial Report for October 2011- **Receipts** - Sewer Rents & Other - \$299,180 - Month to Date - \$1,499,849 - Year to Date - Tapping Fees - \$-0- - Month to Date - \$17,500 -Year to Date -- Interest - \$415.00 - Month to Date - \$5,148 -Year to Date - **Total Receipts** - \$299,595 - Month to Date - \$1,522,497 - Year to Date - **Disbursements** - (\$40,014 ) Month to Date - (\$1,359,107) Year to Date **Net Cash Receipts (Disbursements)** (\$259,581) Month to Date - \$(163,390) - Year to Date - **Cash at Beginning of Month** \$454,332 - Month to Date - \$550,523 - Year to Date - **Cash at End of Month** - \$713,913 - Month to Date - \$713,913 - Year to Date - **Operating Cash Account** - \$500,061- **CD Bank Account** - \$213,852 - **Total \$ 713,913**  
**Sewer Rents Receivable 10/31/11** - \$211,382 -- **Accounts Payable 10/31/11** - \$295,626

**Motion by Rob Sykes to approve the Financial Report. Seconded by Donna Vickers. Unanimous.**

Felicia stated the Board had agreed to the following transactions: The Sovereign Money Market Bank Account, in the amount of \$112,652.40 was closed out and the funds were transferred to a new Sovereign Checking Account for Capital Expense purposes. CD#2445019900, in the amount of \$104,869.72 was cashed out and the funds transferred to the new Sovereign Account for Capital purposes. These transactions were done on October 3, 2011. Motion by Donna Vickers to approve moving the monies to a capital account. Second by Paul Ware. Unanimous.

The Chairman indicated that our present postage meter is being taken out of service. We have looked into replacing the machine with something comparable to what we now have. It is the IM440, which also has an automatic envelope feeder. To go along with the postage meter, is the PS40 machine that folds and inserts the bills into the envelope. The cost would be \$287.67 per month. Included in this payment are the machines, maintenance and rate change protection, along with the Postage Discount Program. The Board is in agreement with this proposal.

Felicia informed the Board that Connective Business Solutions, the company that we contracted with to service our copier and printers has gone out of business. The customers are being picked up by Superior Data Corp. They will upgrade our copier to a Canon and will provide service, toner and parts for the copier and printers for a cost of \$105.00 per month. The Board is in agreement with this proposal.

Felicia stated we are planning to have our 2012 Budget completed in December.

We will also be reorganizing in December for the year 2012.

Everyone has the professional proposals for 2012 in their packets. Felicia asked the Board to review them and if there were any questions concerning them, please contact her.

**MAINTENANCE /CONSTRUCTION COMMITTEE**  
**Rob Sykes & Donna Vance**

Rob Sykes reported there was an I & I problem at the Pyle Road pump station. Walt will report further on this.

## **SOLICITOR'S REPORT**

**Foxfield** - The Developer is moving forward with dedication of sanitary sewer improvements and rights of way. The developer will be submitting legal descriptions of easements and rights-of-way for facilities in private properties (in addition to those already submitted for facilities located in or near the streets of the community), as well as homeowners association governing documents granting access to the association for such facilities with an assignment of that access to the Authority. Before dedication is accepted, verification will be required that the developer has complied with the latest engineering review and that all necessary easements and rights-of-way and title insurance for same have been provided. They are concerned that all of the rights-of-way and easements are picked up. We have been in communication with the Foxfield Transition Committee and have been reporting the progress to them.

**Delinquent Sewer Rents** – Lien warning notices are being sent for overdue accounts.

**Claim Concerning Concord Road Sanitary Sewer Overflow**

**Claim Concerning Garnet Hills Damage**

**Claim Concerning 1505 Naamans Creek Road Line Break**

These claims have been submitted. Additional information has been obtained. The bills for each of the claims are being submitted to the responsible parties, so the Authority can be reimbursed.

**Hurricane Irene Emergency Expenses** – Mr. Fazler and I attended a meeting with FEMA officials on October 26, 2011 and will make application for reimbursement of extra expenses caused by the hurricane. At the meeting we made the initial claim for hurricane Irene and potentially tropical storm Lee claims. We received more extensive applications that will require the documentation. We will be attending a meeting on Monday to get us started with the local representative who will be handling our claim.

**New Pretreatment Regulations** – Once the Township adopts the new pretreatment regulations, the Authority Board will have for its consideration a resolution enacting the new regulations as its rules and regulations. Ed Miles said it was taken care of by Supervisors and sent out.

**Connection Compliance** – A suggested letter to the Supervisors, following up on the progress of that is in everyone's packet. If the Board is so inclined, a motion to authorize the Chairperson to sign and send the letter would be necessary. Motion by Rob Sykes to have the Chairperson sign and send the letter to the Supervisors. Seconded by Paul Ware. Unanimous.

Larry reported when the Zebley Road sanitary sewer was repaired, our easement went through the homeowner's garden and shrubs. She consented to our going through an open area of her yard that was not on our right-of-way. The work was all done and there was a little restoration that had to be done. An estimate was obtained to have the work done for \$575.00. That amount was approved by the Board. A release has been prepared that the owner will sign, releasing the Authority and the Township.

Rob Sykes stated that the amount of monies due the Authority, 90 days or more, is more than 50%. Larry explained that in addition to the filing of the liens we do, we are progressing in small claims court, cases against the most grievous offenders. The lien notices will go out for amounts of \$200 or more overdue. Amounts of \$500 or more we are pursuing in court. There are some who have filed bankruptcy. We will follow up with that.

Larry suggested the Board give him the threshold amount, the properties would be identified and will go through the official process of water company shutoff notification. Larry could also send a letter stating we are initiating the process. That might work for some right in the beginning. Along with the lien notice letters we could send notification that there will be action taken concerning water shutoff. Felicia stated you cannot turn the water off in the homes where there are sick people. Larry stated that water utility shutoff notices strictly comply with all Utilities Commission requirements and gives the people the recourse to call the utility which then would notify us that they made a claim that they are ill. If there are people who have financial or health problems they should contact us and the Authority could work with them.

Ed Miles suggested writing a letter that he could read at the Supervisor's meeting since there is a reporter there from the Daily Times. Also, another avenue would be to put a letter on the web.

Rob Sykes made a motion for the following:

Commence water shutoff as to accounts where it is either public water and over \$200 or 90 days over and that we send a letter to the Township asking Mr. Miles to advise the public that water shutoff and other measures are being taken and authorize Larry to send independent notice from this office that the water shutoff process will be commencing on those accounts in addition to the utilities. Seconded by Donna Vickers. Unanimous.

### **ENGINEER'S REPORT**

**Garnet Hills Subdivision** – Work is complete. Will have report for next month's meeting.

**Pyle Road Pump Station** – During our inspection of all the pump stations in Bethel Township, we found the Pyle Road pump station had an I & I leak. The estimated flow was between 10,000 and 15,000 gallon per day. Aqua was called in to make the repair. The savings to the Authority is estimated at \$12,000 to \$15,000 per year.

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Walt reported that our I & I efforts have been very successful. When we look at the proposed budget, the New Castle County budget, compared to what we spent, is approximately \$40,000 less.

The work that was done on Naamans Creek Road was a big success. When we looked at the meter readings from New Castle for the past month, Walt thought they would be high because of Hurricane Irene and the tropical storm. The readings were actually level with what we saw in the summer. We made some serious headway with I & I. We are not only saving money but extending the life of the sewer system.

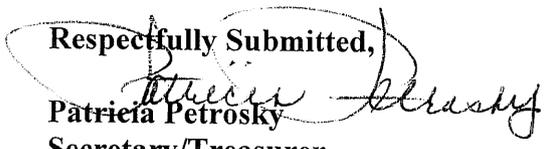
**Foxfield** – Did do a review of the as built plans. We had some comments that were sent back to the developer's engineers. We have not heard back from them to date. A punch list inspection is being completed for the project. We will update the Board once all dedication requirements have been met.

## BOARD MEMBERS REPORT

### NEW BUSINESS/UNFINISHED BUSINESS

**There being no further business, the meeting was adjourned at 7:29 p.m. on a motion by Felicia Kendus. Seconded by Paul Ware. Unanimous.**

Respectfully Submitted,

  
Patricia Petrosky

Secretary/Treasurer