

**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, SEPTEMBER 8, 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 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.

MONTHLY ACTIVITY REPORTS

Motion by Donna Vance to approve minutes of regular meeting held July 28, 2011. Seconded by Donna Vickers. Unanimous.

Motion by Donna Vickers to approve Financial Statement for August 2011. Seconded by Donna Vance. Unanimous.

ADMINISTRATION COMMITTEE

Chairman - Vice Chairman - Secretary/Treasurer

Donna Vickers read our Financial Report for August 2011- **Receipts** - Sewer Rents & Other - \$95,119 - Month to Date - \$1,175,270 - Year to Date - Tapping Fees - \$ -0- - Year to Date - \$14,000 - CD Account Activity - \$533 - Month to Date - \$4,253 - Year to Date - **Total Receipts** - \$95,652 - Month to Date - \$1,193,523 - Year to Date - **Disbursements** - (\$354,933) Month to Date - (\$1,277,040) Year to Date **Net Cash Receipts (Disbursements)** (\$259,281) Month to Date - \$(83,517) - Year to Date - **Cash at Beginning of Month** \$726,287 - Month to Date - \$550,523 - Year to Date - **Cash at End of Month** - \$467,006 - Month to Date - \$467,006 - Year to Date - **Operating Cash Account** - **\$253,508** - **CD Bank Account** - **\$213,498** - **Total \$467,006**
Sewer Rents Receivable 8/31/11 - \$138,548 **Accounts Payable 8/31/11** - \$37,816

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

Larry reported the Administration Committee met with the Authority's Accountant, Engineer, and Solicitor to begin budget planning for 2012. There will be follow up meetings, including a budget information presentation of the Board on September 21, 2011 at 6:00 p.m. and another meeting, as was described earlier, on September 26, 2011.

MAINTENANCE /CONSTRUCTION COMMITTEE

Rob Sykes & Donna Vance

Rob & Donna stated there was a lot going on this month. Walt will report on this.

SOLICITOR'S REPORT

Foxfield - The Developer is moving forward with dedication of sanitary sewer improvements and rights of way. Review of as-built plans and legal descriptions of easements and rights-of-way is being conducted. There has been a request for more work to be done on the part of the Developer. Before dedication is accepted, verification will be required that all necessary easements and rights-of-way and title insurance for same have been provided.

Delinquent Sewer Rents – Liens have been filed for 29 accounts for a total amount exceeding \$60,000.00. These accounts have overdue account balances exceeding \$500.00 as of April 30, 2011. All costs and attorney's fees for lien filing are assessed to accounts and reimbursed by owner(s) under Pennsylvania Law, Township Ordinances and Authority Resolutions. Some of these properties are scheduled for foreclosure Sheriff Sale proceedings and we expect payment on some of these claims in the near future. Donna Vickers mentioned there was another home that was going into foreclosure and wanted to know if we were in line for payment when they go into foreclosure. Larry responded yes and asked Donna to let him know what property it is.

Claim Concerning Concord Road Sanitary Sewer Overflow

Claim Concerning Garnet Hills Damage

Claim Concerning 1505 Naamans Creek Road Line Break

Claim Concerning Zebley Force Main Break

These claims have been sent to the responsible parties. The parties or their insurers have contacted Larry. Information concerning the costs the Authority had to make these repairs has been provided. Will continue to update the Board on the progress.

Hurricane Irene Emergency Expenses – Procedures for presenting claims for reimbursement of extra expenses caused by the hurricane are being investigated and then will be followed. We are looking for the mechanism to get FEMA and PEMA money for the efforts that Walt is going to describe.

Delcora Treatment Standards – Larry was talking to the Township Solicitor and DELCORA has updated treatment standards that the Township will be adopting as an Ordinance. Larry is looking for the Board's approval to draft a Resolution amending the Authority's rules and regulations for enforcement of the new treatment standards.

The treatment standards and other documents contain ability to potentially stop some of the inflow and infiltration problems, sump pumps and drain pipes attached to the sanitary sewers that are causing financial and mechanical issues. Walt and Larry will collaborate on this.

Paul Ware made a motion to draft the Resolution amending the Authority's rules and regulations for enforcement of the new treatment standards. Seconded by Donna Vickers. Unanimous.

PennDot Master Casting Agreement – The Board members have Resolution 2011-06 in their packets, authorizing the Authority to enter into a three year Master Casting Agreement with PennDot for the years beginning October 1, 2011 through September 30, 2014. Our current contract will expire at the end of this month. Walt stated the contract basically outlines the costs for raising castings during road construction. Motion by Donna Vickers to accept Resolution 2011-06. Seconded by Rob Sykes. Unanimous.

ENGINEER'S REPORT

Garnet Hills Subdivision – With the hurricane and flooding, Aqua was unable to get us the report that we need. Hopefully we will have the report and report back to the Authority next month. Larry asked to be provided with the reports. That is something the sub contractor's insurance company will need.

PennDot - All manhole work was completed successfully by Aqua on Naamans Creek Road. The project overall cost did run over from what the preliminary estimate was, which was mainly due to the amount of work involved with raising the manholes. Some were raised almost forty inches. Aqua did a good job. In addition to raising the manholes another problem we solved was quite a bit of inflow and infiltration reduction. Basically, the method we used to seal them was a water tight joint formed between existing manholes & new chimneys and risers which were bolted down. The manholes were in really bad shape. Almost every one of them had evidence of inflow and infiltration in them. The over run was approximately \$30,000. PennDot will be reimbursing the Authority 50%. Walt will do a report on this for October.

Master Casting Agreement was submitted for review and approval. The Board approved the Resolution and Agreement.

Zebley Road Force Main Break Should have been Hurrican Irene -- The Authority faired pretty well during this hurricane. We lost power to most of the pump stations. All that had back up generation were okay. We had to vac sewage from the Luhmans Circle pump station. A rental backup generator was brought in to connect to the Luhmans Circle pump station until power was restored.

We had a tremendous amount of inflow and infiltration, especially in the Chartwell Subdivision. Heathfield Close Pump Station, for a relatively small service area that station saw a lot of clean flow.

We have already televised the public sewer system which is now tight against I & I. We need to potentially begin investigation of sources of I & I on private properties. Pyle

Road Pump Station saw so much I & I we actually lost sewage there at one point in the night. We had to report that to DEP. We were not the only municipality in the area that had problems with sanitary sewer overflows. It was not mechanical failures or sewer system failures, it was the sheer volume of water that overrode that pump station. A PR Campaign would be good to educate the people on what a strain it puts on a system when sump pumps are running into the sewers. Once the water is in our pipes it has to be treated. DELCORA put together a brochure with a link to a video that DELCORA made that could be put on the Bethel Township website that discusses this very issue. It explains what I & I is, house laterals and how bad it is to tie sump pumps into the system. We are going to have to work closely with the Township as to problems with laterals. If a public health issue is identified, we may be able to say we have a targeted area here. This will require a very close relationship with the Township Supervisors, to make sure everything is in place properly to do something like this. This will be a big cost to the Authority and an even bigger cost to the residents. Walt stated we had found problems in the public portion of the sewer system and we fixed them by sealing them. It does not mean that everything is fixed. It is a never ending battle trying to find and fix these things. Larry asked if there were public funds available to help the expenses of the Authority and a way the Authority could loan the money to the homeowners to make required repairs? Walt stated these are things that would have to be investigated. Walt mentioned that one of the things we could do on our sewer certifications, is include a form to be filled out by the homeowner, asking are your sump pumps connected to your sanitary sewer system. Walt would be able to put the form together and the Authority office would make it a part of the procedure when a sewer cert comes in. It would be faxed or sent to whoever is asking for the cert. Once they fill in the form, a cert would be issued. Walt asked if the Township did an inspection for the C.O's issued or a drive-by? Al stated they do an inspection, checking on the ground fault outlets, conditions of steps, sidewalks and handrails. Checking on the sump pump connections could easily be part of that. Walt stated it is more than just sump pumps. He would like to see roof drains, identify them and where do they discharge. Larry asked Al if it would be possible to arrange for a meeting with the Township inspector and perhaps arrive at some changes? Al sees no problem with this.

Walt stated another way is you could do a lateral inspection. When you get a sewer certification, part of your rules and regulations is to say we want that line televised. If they give you the okay to enter that property and televise that sewer, we would no longer have the issue of entering private property without authorization. This might be something else we would consider. Before you get your sewer certification, we want to televise your lateral, inspect the inside of your home to make sure everything is up to code. Larry stated that it is legal. It is a requirement of the Township and the Authority. We could try to do this with as minimal cost as possible to the homeowner to do this and look at the effect of hindering the sales in the Township. We don't want to go overboard. It is a balance. Walt feels it is a good thing to do. It will start to give the Authority a look at private laterals. This is a good first step. Every deed transfer you go in and look at the lateral. You may find 90% of the laterals are bad. We would then have enough evidence to give the solicitor to say we have a problem here. We have to do this project and inspect every single lateral. If we could find that kind of balance it would be helpful.

This may be a good start. Walt asked if the Board wanted to proceed with the lateral inspections. Felicia stated it would be discussed at the work session meeting on 9/21/11.

There was a brief discussion about another problem where there was a blockage and another problem was discovered. A C.O. inspection should have revealed the problem when the property was built. Larry stated that the duties of the Authority do not extend to the inspection of connection of the homeowner to the system. That is a Township plumbing permit.

1515 Partners - This project was approved back in 2006 by the Authority. The buildings that they have there now don't really rent as good as the type of buildings they are now proposing. They basically want to make a change to the Land Development Plan, to put bigger buildings in that are more office friendly. They are squashing them to make them longer which will require some regarding and redoing the storm sewer in addition to relocating the sanitary sewer system. There are twelve comments in the review letter. The majority of the comments were done back in 2006. One of the main items we have in the letter is access to our sewer between Arbor Drive and the old DuPont line. Now there is going to be a lot of steep slope. If we have a sewer problem, how do we get a truck in there. One comment is to give us a road down the steep slopes. Make sure we can get in and out with a vac truck. We are going to wait for the engineer to get back to us. We will probably have to do a site visit and evaluate it. We have to make sure we have good access, which is the major item. If the Authority concurs with the review letter a motion is in order to forward the letter to the Developer, Supervisors, Township Engineer and Township Solicitor and the Planning Commission. Motion by Paul Ware to forward the review letter. Seconded by Donna Vance. Unanimous.

Walt added that we will need water consumption updates to make sure that any additional tapping fees are needed. Will give recommendations to the Authority.

Line Blockage Responsibility - Rob Sykes mentioned he was on the Chester Water Authority website. Rob rents a property in Chester and somewhere there is a break in the line. The Chester Water Authority outlines where their responsibility starts and ends. He will email the link to the Board. Rob feels we should come up with the same thing, where our responsibility starts and stops on the sewer laterals. That way it is clear cut.

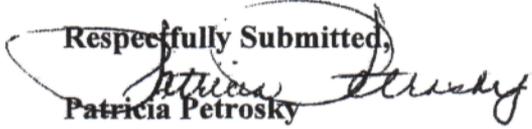
Al Groer, 1412 Trimble Road - Reported while driving around the Township he noticed at the corner of Kirk and Garnet Mine Road some workers had a manhole cover off and was working on it. He asked what was going on there? Walt reported that during the paving of Kirk Road, the inspector noticed one of the manholes was way too low. Matt Houtman was alerted. Matt called the contractor and asked them to raise the manhole. Walt's inspector did inspect this and the work was satisfactory.

BOARD MEMBERS REPORT

NEW BUSINESS/UNFINISHED BUSINESS

There being no further business, the meeting was adjourned at 7:38 p.m. on a motion by Felicia Kendus. Seconded by Paul Ware. Unanimous.

Respectfully Submitted,


Patricia Petrosky
Secretary/Treasurer