

**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, DECEMBER 6, 2012**

The regular meeting was called to order by Felicia Kendus, Chairman at 7:00 p.m.. Those present were Rob Sykes, Board Member, Donna Vance, Board Member, Donna Vickers, Board Member, Patricia Petrosky, Secretary-Treasurer, Laurence L. Smith, Solicitor, Walter Fazler, Engineer. 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 the Sewer Authority held its Reorganization Meeting to elect Officers and Professionals for the year 2013.

**Chairman:** Motion by Donna Vance to retain Felicia Kendus as Chairman for 2013.  
Seconded by Rob Sykes. Unanimous

**Vice Chairman:** Motion by Rob Sykes to nominate Donna Vance as Vice Chairman for 2013.  
Seconded by Donna Vickers. Unanimous

**Secretary/Treasurer:** Motion by Felicia Kendus to retain Patricia Petrosky as Secretary/Treasurer for 2013.  
Seconded by Donna Vance. Unanimous

**Professional Services:**

**Legal:** Motion by Felicia Kendus to retain Simon & Smith P.C., under the direction of Laurence L. Smith, Esquire, as Solicitor for the Authority for 2013.  
Seconded by Donna Vickers. Unanimous

**Engineering:** Motion by Felicia Kendus to retain Bradford Engineering Associates, Inc., under the direction of Walter Fazler, as Engineer for the Authority for 2013.  
Seconded by Donna Vance. Unanimous

**Accounting:** Motion by Felicia Kendus to retain Leitzell & Economedis, PC, under the direction of Cynthia F. Leitzell, as Accountants for the Authority for 2013.  
Seconded by Donna Vickers. Unanimous.

**Auditors:** Motion by Felicia Kendus to retain MervesAmon&Barsz LLC, under the direction of Peter R. Barsz as Auditor for the Authority for 2012.  
Seconded by Donna Vance. Unanimous

**Financia Institutions:**

**TD Bank for the Authority's General Account and CD Account, Capital Account, Master Escrow Account**

Motion by Felicia Kendus to retain TD Bank for the Authority's General Account and CD Account for 2013, Capital Account, Master Escrow Account  
Seconded by Donna Vickers. Unanimous.

**Treasurer's Bond: Arthur J. Gallagher Risk Management Services, Inc. as Bonding Agent for Treasurer's Bond in the amount of \$50,000.**

Motion by Donna Vance to retain Arthur J. Gallagher Risk Management Services, Inc. as Bonding Agent for Treasurer's Bond in the amount of \$50,000.  
Seconded by Rob Sykes. Unanimous.

**Meeting Day and Time: First Thursday of each month at 7:00 p.m. in the Authority's Office.**

Motion by Felicia Kendus for the Authority's monthly meeting to be held the first Thursday of each month at 7:00 p.m. in the Authority's Office.  
Seconded by Donna Vickers. Unanimous.

**Maintenance/Construction Committee for 2013**

Motion by Felicia Kendus to retain Donna Vance and Rob Sykes on the Maintenance Committee.  
Seconded by Donna Vickers. Unanimous.

The regular monthly meeting continued

**MONTHLY ACTIVITY REPORTS**

Motion by Donna Vance to approve minutes of regular meeting held November 8, 2012. Seconded by Felicia Kendus. Unanimous.

Motion by Donna Vance to approve Financial Statement for November 2012. Seconded by Felicia Kendus. Unanimous.

**ADMINISTRATION COMMITTEE**

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

Donna Vance read our Financial Report for November 2012- **Receipts** - Sewer Rents & Other - \$ 118,071 - Month to Date - \$1,795,160 - Year to Date - Tapping Fees - \$18,300 - Month to Date - \$194,050 -Year to Date -- Interest - \$- – Month to Date - \$736 -Year to Date – **Total Receipts** - \$136,371 - Month to Date – \$1,989,946- Year to Date – **Disbursements** – \$30,529 - Month to Date - \$1,884,104 -Year to Date **Net Cash Receipts (Disbursements)** \$105,842 - Month to Date – \$105,842 - Year to Date – **Cash at Beginning of Month** \$915,514 - Month to Date – \$915,514 -Year to Date – **Cash at End of Month** - \$1,021,356 - Month to Date - \$1,021,356 - Year To Date - **Operating Cash Account** - \$400,396 – **CD Bank Account** - \$214,296 – **Capital Account** - \$406,664 -**Total** \$ 1,021,356 - **Sewer Rents Receivable 11/30/12-** \$228,243 – **Accounts Payable** - \$34,012

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

**MAINTENANCE /CONSTRUCTION COMMITTEE**

**Rob Sykes & Donna Vance**

No Report

**SOLICITOR'S REPORT**

**Foxfield** - The Developer is moving forward with dedication of sanitary sewer improvements and rights of way. Dedication and easement/right of way documents have been prepared.

**Creekside Run** – The Developer is moving forward with dedication of sanitary sewer improvements and rights of way.

**Northbrook Phases 2, 3 & 4** – The developer is moving forward with dedication of sanitary sewer improvements and rights of way.

**Zebley Road Claim** – The insurance carrier issued an interim claim payment. We are following up concerning additional amounts to be documented.

**DVRFA Financing** – The closing occurred on November 15, 2012. The 2003 Bonds were redeemed and initial capital financing was received.

Rob Sykes discussed briefly with the Board, the Rock Creek spill from several years ago. Rob made a motion to have Rock Creek remain on our agenda monthly, until all fees are collected and their sewers are dedicated. Larry and Walt are in the process of working with the Developers who have not dedicated the sewers.

## ENGINEER'S REPORT

**Subdivision** Dedications – We are currently working on the following subdivision dedications: **Northbrook Phase 2,3 and 4.** Walt was notified the punch list work has been completed. This will be checked out. TV work is being finalized. **Foxfield all phases.** Walt and Larry are in the process of reviewing the Deed of Dedication and receiving the legal descriptions. **Creekside Subdivision** inspection is complete and we are waiting for the Developer to comply with the dedication requirements.

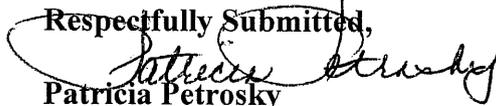
**Zebley Road Pump Station** – As requested, Walt has reviewed the Aqua bills for the past two years as it relates to maintenance issues at the Zebley Road pump station. Total charges for 2011 and 2012 were just over \$4,500. As mentioned at the last meeting, Aqua spends an inordinate amount of time at this station clearing rags. In August 2010, Aqua needed to replace a motor that became overheated as a result of the rags. It may be possible to speak to upstream customers to try and cull the problem, however this may not be a sustainable solution. A more effective solution will be to install a grinder in the station. The cost to perform this work is between \$80,000 and \$90,000. To try to come to a solution, the Authority agreed to have Larry and Walt discuss this problem with the administration of the specific entity suspected of causing the problem. They will put them on notice that should the problem continue they would be issued citations on a daily basis, and go from there.

**Dr. Tim Martin – Foulk Road** – There was a spike in the consumption of water at the Foulk Road property. Because of this, Chester Water Authority spoke to their foreman and confirmed the read on their meter. He states there is a leak somewhere on the water service line. Because of this, Walt has asked for Board permission to make an adjustment on Dr. Martin's account, based upon the previous four quarters. Motion by Felicia Kendus to have Walt make an adjustment to Dr. Martin's account. Seconded by Rob Sykes. Unanimous.

## BOARD MEMBERS REPORT NEW BUSINESS/UNFINISHED BUSINESS

**Dan Van Wyk, 3148 Booth Drive -** Announced that beginning with 2013, he would not be the liaison to the Sewer Authority. Beginning in January, Stacy Langin will be the new liaison for the Sewer Authority.

**There being no further business, the meeting was adjourned at 7:33 p.m. on a motion by Felicia Kendus. Seconded by Donna Vickers. Unanimous.**

Respectfully Submitted,  
  
Patricia Petrosky  
Secretary/Treasurer