

RECORD OF MINUTES

Minutes of the Regular Meeting of the BETHEL TOWNSHIP DELAWARE COUNTY SEWER AUTHORITY, July 10, 2013

The regular meeting was called to order by Felicia Kendus, Chairman at 7:00 p.m.. Those present were Felicia Kendus, Chairperson, Donna Vance, Vice Chairperson, Robert Sykes, Board Member, Donna Vickers, Board Member, Kimberly Easter, Board Member, 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. Felicia stated that an executive session was conducted immediately before the regular meeting concerning personnel and litigation matters.

MONTHLY ACTIVITY REPORTS

Motion by Robert Sykes to approve minutes of regular meeting held June 6, 2013. Seconded by Kim Easter. Unanimous.

Motion by Kim Easter to approve Financial Statement for June 6, 2013. Seconded by Donna Vickers. Unanimous.

ADMINISTRATION COMMITTEE

Chairman - Vice Chairman - Secretary/Treasurer

Donna Vance read our Financial Report for May 2013- **Receipts** - Sewer Rents & Other - \$26,432, - Month Ending June 30, 2013- \$950,981 Year to Date - Tapping Fees - \$ -0- Month to Date - \$6,100 - Year to Date - Interest - \$1,141- Month to Date - \$4,851-Year to Date - **Total Receipts** - \$27,573 - Month to Date - \$961,932 - Year to Date - **Disbursements** - \$972,955- Month to Date - \$1,160,843 -Year to Date **Net Cash Receipts (Disbursements)** \$(11,023)- Month to Date - \$(11,023) - Year to Date - **Cash at Beginning of Month** \$1,160,843 - Month to Date - \$1,160,843 -Year to Date - **Cash at End of Month** - \$1,149,820 - Month to Date - \$1,149,820 - Year To Date - **TD Operating Checking** - \$468,082- **CD Bank Account** - \$214,296 - **TD Capital Account** - \$412,286 - **TD Master Escrow Account** - \$55,155 -**Total Sewer Rents Receivable 6/30/13**- \$252,800 - **Accounts Payable** - \$(49,011)

Motion by Kim Easter to approve the Financial Report. Seconded by Robert Sykes. Unanimous.

TD Bank Presentation: Kevin Curran of TD Bank gave a presentation concerning its Lockbox and Digital Express services. Lockbox allows for customer payments to be directly received by TD and deposited in to the Authority's TD operating account. Real time imaging, daily reports and monthly data uploads then are used for Authority financial record keeping. Digital Express is a scanner located at the office for checks

received by the Authority to be scanned in for deposit. Mr. Curran was thanked for his presentation.

The regular session of the meeting was temporarily adjourned at 7:35 pm for an executive session concerning personnel and litigation matters. The regular meeting was called back into session at 7:55 pm.

Financial/Office Issues:

- a. Donna Vickers made a motion to approve to have the TD lockbox and digital express for the authority. Donna Vance seconded the motion. Unanimous.
- b. Donna Vickers made a motion to approve to have Prime Pay Payroll start generating payroll as of July 1st for the authority. Kim Easter seconded the motion. Unanimous.
- c. A draft employee manual in the format used by Bethel Township was presented. It will be considered at the next month's meeting after the board members have reviewed it.
- d. Donna Vance made a motion to approve the audited financial statements prepared by Merves Amon and Barsz for the year 2012. Kim Easter seconded the motion. Unanimous.
- e. Donna Vance made a motion to approve the 10Tech Solutions proposal for purchase and installation of upgraded Quickbooks Enterprise Solutions version 13 in the amount \$2,330.00 and two replacement monitors in the amount of \$476.00. Kim Easter seconded the motion. Unanimous
- f. A discussion was made to look into the concepts of annual sewer rents billing and including sewer rents along with the township taxes. Further review is needed by authority professionals.

MAINTENANCE /CONSTRUCTION COMMITTEE
Rob Sykes & DonnaVance

Donna Vance received a call on her cell phone from Walt Fazler informing her that there was a problem with the Trotter's Lea Pump station. She instructed him to take the appropriate action to get the situation under control and fix the problem. Walt will address this in his report.

SOLICITOR'S REPORT

Foxfield /Creekside Run/ Northbrook Phases 2, 3 & 4 – The Solicitor stated that these items will be discussed during the Engineer's report.

ENGINEER'S REPORT

Subdivision Dedications – We are currently working on the following Subdivision dedications: Northbrook Phase 2,3, and 4, which has completed construction requirements, Foxfield, all phases and Donald Subdivision. Creekside and Linton Farm Subdivision inspection is complete and we are waiting for the Developer to comply with the dedication requirements.

25 Overlook- Walt said he received a call from BTSA at approximately 10:15am on June 20, 2013 regarding a sewer back up at 25 overlook circle. We checked the main and found no problem. We also jetted the authority lateral and found no problem. We also jetted the authority lateral and found no problem. Apparently there is a sag in the homeowner house connection. Whatever was lodged in the sag may have blocked the authority's lateral. We left the sewer in good operating condition.

Power Outages- Trotters lea pump station experienced a prolonged power outage. The authority received the call from the bethel township police department stating that sewage appeared to be coming out of the manhole at the intersection of trotters lea and pyle road. The sewage pump station for Trotters Lea was down along with the telephone service. This is why emergency personnel were not notified. The generator from Northbrook pump station was brought in to provide power. Power was restored the next day and telephone service was restored a few days later.

I&I – During the storms the heathfield close pump station was experiencing very high inflow of water to the station. We began investigating immediately and potential sources of the infiltration. What we found was a lateral very close to the station where the wye separated from the pipe. The estimated infiltration was approximately 15,000 gallons a day of groundwater. Due to the limited capacity at the pump station aqua was called in to make an immediate repair. The system is now in good operating condition.

Frescoln- This property owner escrowed money with the authority when he made connection to the sanitary system. The authority's policy is to escrow funds that the roads

are restored properly. This work was done nearly 3 years ago and is acceptable. Walt recommend release of all funds being held. Robert Sykes made a motion to release funds held in escrow. Donna Vance seconded the motion. Unanimous.

BOARD MEMBERS REPORT
NEW BUSINESS/UNFINISHED BUSINESS

There being no further business, the meeting was adjourned at 8:20 p.m. a motion by Donna Vickers. Seconded by Donna Vance. Unanimous.

Respectfully Submitted,

Patricia Petrosky
Secretary/Treasurer