

**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, AUGUST 8, 2013**

The regular meeting was called to order by Felicia Kendus, Chairman at 7:00 p.m.. Those present were Donna Vance, Vice Chairman, Donna Vickers, Board Member, Kimberly Easter, Board Member, 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 Vickers to approve minutes of regular meeting held July 10, 2013. Seconded by Donna Vance. Unanimous.

Motion by Donna Vickers to approve Financial Statement for July 2013. Seconded by Donna Vance. Unanimous.

Motion by Donna Vance to approve Payroll Summary prepared by Prime Pay for 6/30/13 – 7/13/13 and 7/14/13 – 7/27/13. Seconded by Donna Vickers. Unanimous.

ADMINISTRATION COMMITTEE

Chairman - Vice Chairman - Secretary/Treasurer

Donna Vance read our Financial Report for August 2013- **Receipts** - Sewer Rents & Other - Month Ending July 31, 2013 - \$418,542 - Year to Date – 1,309,391 - Tapping Fees - \$ -0- Month to Date - \$6,100 - Year to Date - Interest - \$3,847 – Month to Date - \$9,224 Year to Date – **Total Receipts** - \$422,388 - Month to Date – \$1,324,715 Year to Date – **Disbursements** – \$193,187 - Month to Date - \$1,106,537 -Year to Date **Net Cash Receipts (Disbursements)** \$229,201 - Month to Date – \$218,178 - Year to Date – **Cash at Beginning of Month** \$1,149,820 - Month to Date – \$1,160,843 -Year to Date – **Cash at End of Month** - \$1,379,021 - Month to Date - \$1,379,021 - Year To Date – **TD Checking** - \$702,397 – **CD Bank Account** - \$214,296 – **TD Capital Account** - \$407,126 – **TD Master Escrow Account** - \$55,202 -**Total Sewer Rents Receivable** 7/31/13- \$286,466 - **Accounts Payable** - \$295,981

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

MAINTENANCE /CONSTRUCTION COMMITTEE

Rob Sykes & Donna

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. The Developer has submitted updated legal descriptions for easements/rights of way.

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.

Additional Subdivision Dedications: Larry reported on this under the Engineer's Report.

Office Personnel Issues: Potential Board action is necessary as to Personnel Issue, Employee Manual for review. Larry is looking for any additional suggestions to the draft employment manual that everyone received at last month's meeting. If everyone wants to take a look at it, we can then move towards getting it adopted. Copies are available for anyone who does not have a copy. This will be on the agenda for next month.

New DELCORA Regulations: DELCORA issued for comments, new regulations that will go into effect in the fall. At that time, the Authority will amend its' Rules and Regulations accordingly.

ENGINEER'S REPORT

Due to Walt's absence, Larry read the Engineer's Report.

Subdivision Dedications – We are currently working on the following Subdivision dedications: Northbrook Phase 2,3, and 4. 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.

Scots Glen Pump Station: Aqua received a call from the Scots Glen Pump Station on Saturday, July 21, 2013. Upon arrival at the site they found no power to the entire station. Further investigation revealed that the PECO meter box had sustained damage. The cause is unknown but an electrical surge or lightning strike is likely. Aqua immediately called PECO to see if electric service could be restored. PECO was unable to immediately send a crew, therefore an electrician was called to hook up temporary power. In addition, vac truck service was mobilized to aid in dewatering the pump station. During mobilization of the crews, a small amount of sewage overflowed from the station. Dep was notified and an SSO report was filed. Monday morning PECO arrived at the site and restored permanent power.

Webster Farm – Work began on this project last month. The sewer was connected on Zebley Road and brought into the site. Approximately 1100 feet of sanitary sewer has been installed to date. Escrow Release #1 has been submitted by the Developer in the amount of \$107,609.90, leaving a balance of \$116,991.53. Walt recommends approval of the escrow release. Motion by Donna Vickers to approve Escrow Release #1 in the amount of \$107,609.90, leaving a balance of \$116,991.53. Seconded by Donna Vance. Unanimous.

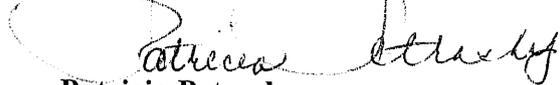
BOARD MEMBERS REPORT

There was a brief discussion on sanitary sewer line inspections when properties are sold.

NEW BUSINESS/UNFINISHED BUSINESS

There being no further business, the meeting was adjourned at 7:12 p.m. on a motion by Felicia Kendus. Seconded by Donna Vance. Unanimous.

Respectfully Submitted,



**Patricia Petrosky
Secretary/Treasurer**