

**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 5, 2013**

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

**MONTHLY ACTIVITY REPORTS**

Motion by Donna Vickers to approve minutes of regular meeting held August 8, 2013. Seconded by Donna Vance. Unanimous.

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

Motion by Donna Vickers to approve Payroll Summary prepared by Prime Pay for 7/28/13 – 8/16/13 and 8/11/13 – 8/30/13. Seconded Rob Sykes. Unanimous.

**ADMINISTRATION COMMITTEE**

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

Donna Vance read our Financial Report for September 2013- **Receipts** - Sewer Rents & Other - Month Ending August 31, 2013 - \$51,803 - Year to Date – 1,374,913- Tapping Fees - \$6,100 Month to Date - \$12,200 - Year to Date - Interest - \$4,085 – Month to Date - \$13,309 Year to Date – **Total Receipts** - \$61,988 - Month to Date – \$1,400,422 Year to Date – **Disbursements** – \$153,302- Month to Date - \$1,491,736-Year to Date **Net Cash Receipts (Disbursements)** (\$91,314) - Month to Date – \$(91,314) - Year to Date – **Cash at Beginning of Month** \$1,379,021 - Month to Date – \$1,379,021 -Year to Date – **Cash at End of Month** - \$1,287,707 - Month to Date - \$1,287,707 - Year To Date – **TD Checking** - \$604,486 – **CD Bank Account** - \$214,296 – **TD Capital Account** - \$413,714 – **TD Master Escrow Account** - \$55,211 -**Total Sewer Rents Receivable** 8/31/13- \$240,513 - **Accounts Payable** - \$42,164

Motion by Kimberly Easter to approve the Financial Report. Seconded by Rob Sykes. 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:** Nothing to report at this time.

**Office Personnel Issues:** We had outstanding, the draft Employee Manual for the Board's review. Through the end of next month, if anyone has any additions or suggestions, the Board could act on adopting the manual next month.

### 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. Northbrook 2, 3 & 4, the Developer has contacted us the punch list is complete. This needs to be verified. The same thing with Foxfield. We did a final inspection. All of the punch list items are complete. At this point, from an Engineering standpoint, Foxfield is ready for Dedication. A Deed of Dedication along with the Resolution of Acceptance, is needed. We will need to make sure all outstanding fees are paid prior to acceptance of Dedication. Larry indicated that in this particular sub-division, there will also be an overall dedication of everything in the road. Normally, we would have public right of way access, but those roads are privately owned by the Homeowner's Association.

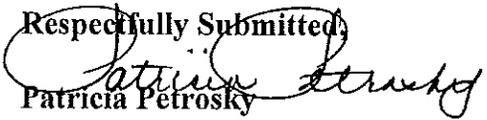
**Webster Farm** –As of this date, the entire sewer system has been installed. We are in the process of testing, which most has been done. An escrow release has been submitted by the developer. Recommend approval of Escrow Release #2, in the amount of \$81,439.81, leaving a balance of \$35,551.72. Motion by Donna Vance to approve Escrow Release #2, in the amount of \$81,439.81, leaving a balance of \$35,551.72. Seconded by Donna Vickers. Unanimous.

### BOARD MEMBERS REPORT

#### NEWBUSINESS/UNFINISHED BUSINESS

There being no further business, the meeting was adjourned at 7:09 p.m. on a motion by Felicia Kendus. Seconded by Donna Vickers. Unanimous.

Respectfully Submitted,

  
Patricia Petrosky

Secretary/Treasurer