

**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, OCTOBER 10, 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, 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 September 5, 2013. Seconded by Kimberly Easter. Unanimous.

Motion by Kimberly Easter to approve Financial Statement for September 2013. Seconded by Donna Vance. Unanimous.

Motion by Donna Vickers to approve Payroll Summary prepared by Prime Pay for 8/25/13 – 9/7/13 and 9/8/13 – 9/21/13. Seconded by Donna Vance. Unanimous.

**ADMINISTRATION COMMITTEE**

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

Donna Vance read our Financial Report for September 2013- **Receipts** - Sewer Rents & Other - Month Ending September 30, 2013 - \$250,805 - Year to Date – 1,515,431- Tapping Fees - \$24,400 Month to Date - \$36,600 - Year to Date - Interest - \$3,826 – Month to Date - \$17,122 Year to Date – **Total Receipts** - \$279,031 - Month to Date – \$1,569,154 Year to Date – **Disbursements** – \$120,200- Month to Date - \$1,410,323- Year to Date **Net Cash Receipts (Disbursements) 158,831** - Month to Date – \$158,831 - Year to Date – **Cash at Beginning of Month** \$1,287,707 - Month to Date – \$1,287,707 -Year to Date – **Cash at End of Month** - \$1,446,538 - Month to Date - \$1,446,538 - Year To Date – **TD Checking** - \$623,805 – **CD Bank Account** - \$214,296 – **TD Capital Account** - \$437,694 – **TD Master Escrow Account** - \$170,742 -**Total Sewer Rents Receivable 9/30/13-** \$166,339 - **Accounts Payable** - \$36,589

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

**MAINTENANCE /CONSTRUCTION COMMITTEE**

**Rob Sykes & Donna**

Walt reported on an emergency call at 1042 High Meadow Lane in Waiting Rock. The resident called the emergency number for Aqua. He indicated his sewer was backing up. Standard procedure at night is to send a crew out and make sure the public sewer system is running properly, which it was. Aqua, as a courtesy, plunged his line and got him up and running. His sewer lateral was clogged. The gentlemen called Walt in the morning and said he feels his line is collapsed and he wants the Township or the Authority to pick up the cost to replace his lateral because the wrong pipe was used. Walt referred him to the Township. It is the building sewer, not the Authority responsibility portion of the line. It is past the curb.

### **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:** Walt will report on all of the dedications.

**Office Personnel Issues:** Employee Manual for the Board's review. Donna Vickers asked, under the unpaid leave of absence, is that at the Board's discretion? Larry replied yes. This tracks the Township manual. What they are talking about is forms of Governmental entities are subject to the Family and Medical Leave Act. Donna Vickers made a motion to approve the Employee Manual. Seconded by Donna Vance. Unanimous.

**Resolution Amending Resolutions 83-6** – Resolution 2013-01, establishing and adopting an amendment to prior Resolution 83-6 concerning payments for sewer rents and related charges to be deemed as being made within the required period. A vote will be required to adopt the Resolution. Donna Vickers made a motion to adopt Resolution 2013-01. Seconded by Kimberly Easter. Unanimous.

### **ENGINEER'S REPORT**

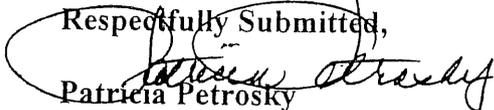
**Subdivision Dedications** – We are currently working on the following Subdivision dedications: Foxfield at this point is complete. Larry is wrapping up the legal portion, Deed of Dedication, Resolution of Acceptance. Possibly, next month we may have dedication of the Foxfield sewer. Northbrook Phase 2,3, and 4, Donald Subdivision, Creekside and Linton Farm Subdivision, the ball is in the hands of the developer. We are just waiting on them to do the work they need to do.

**Webster Farm** –As of this date, the entire sewer system has been installed and tested. An escrow release has been submitted by the developer. Recommend approval of Escrow Release #3, in the amount of \$2,921.00, leaving a balance of \$32,630.72. Motion by Donna Vickers to approve Escrow Release #3, in the amount of \$2,921.00, leaving a balance of \$32,630.72. Seconded by Donna Vance. Unanimous.

**BOARD MEMBERS REPORT**  
**NEWBUSINESS/UNFINISHED BUSINESS**

There being no further business, the meeting was adjourned at 7:19 p.m. on a motion by Felicia Kendus. Seconded by Kimberly Easter. Unanimous.

Respectfully Submitted,

  
Patricia Petrosky

Secretary/Treasurer