

**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, NOVEMBER 7, 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, 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 Vance to approve minutes of regular meeting held October 10, 2013. Seconded by Donna Vickers. Unanimous.

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

Motion by Donna Vickers to approve Payroll Summary prepared by Prime Pay for 9/22/13 – 10/5/13 and 10/6/13 – 10/19/13 and 10/20/2013 – 11/02/2013. Seconded by Donna Vance. Unanimous.

**ADMINISTRATION COMMITTEE**

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

Donna Vance read our Financial Report for October 2013- **Receipts** - Sewer Rents & Other - Month Ending October 31, 2013 - \$373,508 - Year to Date – 1,498,575 - Tapping Fees - \$18,300 Month to Date - \$54,900 - Year to Date - Interest - \$847 – Month to Date - \$17,969 Year to Date – **Total Receipts** - \$392,654 - Month to Date – \$1,571,444 Year to Date – **Disbursements** – \$251,971 - Month to Date - \$1,430,760 -Year to Date **Net Cash Receipts (Disbursements) 140,684** - Month to Date – \$140,684 - Year to Date – **Cash at Beginning of Month \$1,446,538** - Month to Date – \$1,446,538 -Year to Date – **Cash at End of Month - \$1,587,222** - Month to Date - \$1,587,222 - Year To Date – **TD Master Escrow Account - \$87,472 -- TD Bank Checking - \$917,321 – TD Capital Account - \$455,604 -- CD Bank Account - \$214,296 – Sub-total cash - \$1,674,694 – Less: TD Master Escrow Account – (87,472) – Total Operational Cash - \$1,587,222** Sewer Rents Receivable 10/31/13- \$272,379 - Accounts Payable - \$313,117

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

### ENGINEER'S REPORT

**Subdivision Dedications** – We are currently working on the following Subdivision dedications: Foxfield, Northbrook Phase 2,3, and 4, Donald Subdivision, Creekside and Linton Farm Subdivision. All of the inspections are complete. At this point we are waiting on the developers.

**1463 Bethel Road** – The new property owner at 1463 Bethel Road is requesting that the Authority reduce the EDU allocation to his property. The previous owner utilized the back building as an apartment and the Authority was rightfully charging sewer rent. As indicated in the new property owner's letter, this apartment is no longer habitable and is essentially disconnected from the sewer system. The Authority will need to take action on the request. Walt stated this owner understands that once we grant reduction in EDUS, he is essentially disconnecting that apartment building from the sewer system. If in the future he wants to reconnect, he would have to pay a tapping fee of \$6,100.00 to the Authority to reactivate it. He was also informed that if it was ever put into service without telling the Authority, he would most likely be back-charged for sewer rent back to this date. He has put this in writing to the Authority. The owner of the property is Bradley Johnson. Larry indicated we will make this contingent upon him giving us a signed copy of his letter. A brief discussion followed. Donna Vickers stated she would like to see the \$6,100 mentioned in his signed letter, however, she would be more comfortable if he were to sign a letter from Larry, outlining this. Larry stated he would have to sign a letter approved by the Authority Solicitor and Engineer. It would be a signed letter and would include the figure of \$6,100 or whatever the tapping fee would be at the time. Donna Vickers suggested Walt physically look at the property and then Larry could draft the letter. Larry will carbon copy Tim Durham, Inspector for the Township, so that he could be aware of the potential use of that apartment and whether it conforms with current Township law. A reply to Mr. Johnson will be tabled until next month.

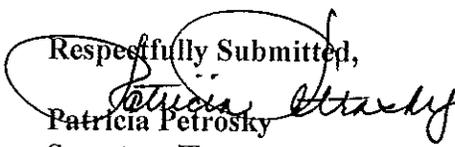
**Foulk Manor Estates** - Construction cost estimates were submitted by Iacobucci Properties for the Foulk Manor project. Walt has reviewed the estimates and have recommended a security amount of \$159,118. Need a motion from the Board approving the escrow amount and authorizing the Solicitor to prepare a Tri Party Agreement for the project. Motion by Donna Vance to approve the security amount of \$159,118 and authorizing our Solicitor to prepare the Tri Part Agreements. Seconded by Donna Vickers. Unanimous.

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

**John Camero, Bethel Township Board of Supervisors** -- Suggested the Authority purchase new phones to be tied into the Township phone system. We would have a cost to purchase the phones initially, but there would be no additional monthly costs. The Authority would have voice mail, speaker system and able to conference call people in. The Authority would still keep their same numbers. Motion by Donna Vance to purchase three (3) new phones for the Sewer Authority Office. Seconded by Donna Vickers. Unanimous.

There being no further business, the meeting was adjourned at 7:17 p.m. on a motion by Felicia Kendus. Seconded by Donna Vance. Unanimous.

Respectfully Submitted,

  
Patricia Petrosky  
Secretary/Treasurer