

**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, DECEMBER 5, 2013.**

The reorganization meeting was called to order by Donna Vance, Vice- Chairman at 7:00 p.m.. Those present were Donna Vickers, Board Member, Daniel Van Wyk, Board Member, William Litton, Board Member, Laurence L. Smith, Solicitor, Walter Fazler, Engineer. There being a quorum present, the Vice Chairman declared that the meeting was ready to proceed with business. Pledge of Allegiance given at this time.

Donna announced there was an executive session prior to the meeting to discuss matters of potential litigation and personnel matters.

**At this time the Authority reorganized for 2014**

Motion by Donna Vickers to appoint Donna Vance as Chair pro tem for the reorganization meeting. Seconded by Dan Van Wyk. Unanimous.

Donna Vance made a motion to nominate Felicia Kendus as *Emeritus* Chair. Seconded by Donna Vickers. Unanimous.

Motion by Donna Vickers to nominate Donna Vance as Chairman for 2014. Seconded by Dan Van Wyk. Unanimous.

Motion by Donna Vance to nominate Donna Vickers as Vice-Chairman for 2014. Seconded by Dan Van Wyk. Unanimous.

Motion by Dan Van Wyk to nominate Pat Petrosky as Secretary/Treasurer for 2014. Seconded by Donna Vickers. Unanimous.

Motion by Dan Van Wyk to nominate Pat Petrosky as Right to Know Officer for 2014. Seconded by Donna Vickers. Unanimous.

**Professional Services**

Motion by Dan Van Wyk to nominate Laurence L. Smith for Legal Consultant for 2014. Seconded by Donna Vickers. Unanimous.

Motion by Donna Vickers to nominate Walter Fazler, of Bradford Engineering Associates for 2014. Seconded by William Litton. Unanimous.

Motion by Donna Vickers to retain Cindy Leitzell as Accounting and Consulting for 2014. Seconded by William Litton.

Dan Van Wyk asked if it should be the firm or the person who is nominated? Larry responded it is the firm.

Amended Motion by Dan Van Wyk to nominate Simon & Smith as Solicitor for the Authority for 2014. Seconded by Donna Vickers. Unanimous.

Amended Motion by Donna Vickers to nominate Bradford Engineering Associates as the Authority Engineer for 2014. Seconded by Dan Van Wyk. Unanimous.

Amended Motion by Donna Vickers to nominate Leitzell & Economidis, PC as the Authority Accounting and Consulting Firm for 2014. Seconded by William Litton. Unanimous.

Motion by Donna Vickers to nominate MervesAmon&Barsz LLC as the Authority Auditors for 2014. Seconded by William Litton. Unanimous.

#### **Maintenance Contractor**

Aqua Wastewater Management is under contract with the Authority for maintenance for three years.

#### **Financial Institutions**

TD Bank for the Authority's General Account, Capital Account, CD Bank Account, Master Escrow Account

Motion by Dan Van Wyk to nominate TD Bank for the Authority's General Account, Capital Account, CD Bank Account, Master Escrow Account. Seconded by Donna Vickers. Unanimous.

Delaware Valley Regional Financing Authority and Wells Fargo Bank for Authority's loan for 2014.

Motion by Donna Vickers to nominate Delaware Valley Regional Financing Authority and Wells Fargo Bank for Authority's loan for 2014. Seconded by Dan Van Wyk. Unanimous.

#### **Treasurer's Bond**

Motion by Dan Van Wyk to nominate Arthur J. Gallagher Risk Management Services, Inc., for the Treasurer's Bond. Seconded by Donna Vickers. Unanimous.

### Meeting Day and Time

Motion by Donna Vickers to keep the Authority's monthly meeting on the First Thursday of each month, 7:00 p.m. at the Authority's Office. Seconded by Dan Van Wyk. Unanimous.

### Maintenance/Construction Committee for 2014

Motion by Dan Van Wyk to nominate Donna Vickers and Donna Vance to serve on the Maintenance/Construction Committee for 2014. Seconded by William Litton. Unanimous.

**John Camaro, 3150 Stillwood Lane** – Congratulated Felicia Kendus on her Emeritus status as prior Chairperson for her incredible service to the Township and the Sewer Authority. She provided unbelievable and commendable service to the Township. On behalf of the Supervisors, we wish her well and we miss her and hopefully she will be able to be back here.

We also want to thank Rob Sykes and wish him well with his health. Also, Kim Easter and her son and entire family for all they have contributed over the years to the Sewer Authority and the entire community. We wish them well.

We welcome William Litton to the Sewer Authority Board and welcome Dan Van Wyk back to the Board as well.

Congratulations to Donna Vance and Donna Vickers for being appointed Chairman and Vice Chairman.

Motion by Dan Van Wyk to adjourn the Reorganization Meeting for 2014. Seconded by Donna Vickers. Unanimous.

At this time, the regular monthly meeting for the Sewer Authority for December 5, 2013 was called to order.

**2014 Budget** – Upon review of the 2014 Budget, Dan Van Wyk made a motion to approve the 2014 Budget as presented to the Board. Seconded by Donna Vickers. Unanimous.

Larry stated a motion is in order to approve a Resolution of the Authority establishing and adopting an amended rate for sewer rents. It would be Resolution 2013-02. Donna Vickers made a motion to approve Resolution 2013-02 establishing and adopting an amended rate for sewer rents for 2014, at \$10.00 per quarter. Seconded by William Litton. Unanimous.

## MONTHLY ACTIVITY REPORTS

Motion by Donna Vickers to approve minutes of regular meeting held November 7, 2013. Seconded by William Litton. Unanimous.

Motion by Dan Van Wyk to approve Financial Statement for November 2013. Seconded by Donna Vickers. Unanimous.

Motion by Donna Vickers to approve Payroll Summary prepared by Prime Pay for 11/03/13 – 11/16/13 and 11/17/13 – 11/30/13 Seconded by Dan Van Wyk. Unanimous.

## ADMINISTRATION COMMITTEE

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

Donna Vickers read our Financial Report for November 2013- **Receipts** - Sewer Rents & Other - Month Ending November 30, 2013 - \$2,377- Year to Date -1,386,390 - Tapping Fees - \$-0- Month to Date - \$54,900 - Year to Date - Interest - \$4,741 – Month to Date - \$20,760-Year to Date – **Total Receipts** - \$7,118 - Month to Date – \$1,462,050 – Year to Date – **Disbursements** – \$246,214 - Month to Date - \$1,701,146 -Year to Date **Net Cash Receipts (Disbursements) (239,096)** - Month to Date – \$(239,096) - Year to Date – **Cash at Beginning of Month** \$1,587,222 - Month to Date – \$1,587,222 -Year to Date – **Cash at End of Month** - \$1,348,126 - Month to Date - \$1,348,126 - Year To Date – **TD Master Escrow Account** - \$87,472 - **TD Bank Checking** - \$678,225 – **TD Capital Account** - \$455,604 -- **CD Bank Account** - \$214,296 – **Sub-total cash** - \$1,435,598 **Less: TD Master Escrow Account** – (87,472) – **Total Operational Cash** - \$1,348,126 **Sewer Rents Receivable 11/30/13-** \$224,757 - **Accounts Payable** - \$41,139

Motion by Dan Van Wyk to approve the Financial Report as read. Seconded by William Litton. Unanimous.

## MAINTENANCE /CONSTRUCTION COMMITTEE

Donna Vance

Donna reported there was an incident with the Zebley Road Force Main that Walt will report on in his 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 descriptions for off-site improvements for a bill of sale and homeowner's association documents for sale easements/rights of way. The Developer is in the process of obtaining title insurance for dedication.

**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. Had contact with the Developer the past month concerning legal descriptions being forwarded to the engineer for review.

**Foulk Manor Estates** – The construction security has been approved by the Board. A motion is necessary to permit the Chairperson or Vice-Chairperson to sign a Developer's Contract and Public Site Improvement Fund Agreement in a form approved by the Authority Solicitor upon the Developer returning signed originals along with cash escrow funds and payment of tapping fees to the Authority. Motion by Dan Van Wyk to authorize the Chairman or Vice Chairman sign the Developer's Contract and Public Site Improvement Fund Agreement. Seconded by Donna Vickers. Unanimous.

**Road-Con Dispute** – A motion is necessary to direct the Authority Solicitor to defend the claim brought by Road-Con and bring a counter claim against Road-Con for line damage. Motion by Donna Vickers for the Solicitor to defend the claim brought by Road-Con and bring a counter claim against Road-Con for line damage. Seconded by Dan Van Wyk. Unanimous.

Donna Vickers asked Larry if the Developer is finished with getting the descriptions for the rights of way for Foxfield? Larry responded it is done.

Donna Vickers asked if Foulk Manor went from twelve to fifteen homes? Walt responded there are twelve plus one existing home to be sewerd by them. Walt & Larry stated they were approved for twelve new homes by the Authority and the Township.

**Ed Miles, 93 Robins Road** – Assured the Board the Planning Commission would not have allowed additional lots without the Authority approval.

### **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. We are waiting for the Developers to comply with the dedication requirements.

Walt reported the Tuohey Subdivision, Martha's Way, became a little more active. We are expecting them to televise the sewer system and provide as built plans. In the next few months they may be coming in. The homes were put in around six years ago. They never got around to dedicating the sewer system.

**Zebley Road Force Main** – We received a call from Pat indicating that a resident behind Sharon, contacted the Township on November 16, 2013, Saturday stating they believed sewage was entering a stream behind the Sharon subdivision. Upon further investigation, we found the Zebley Road force main broke. The pump station was immediately shut down to stop the sewer overflow. Mobilized Aqua's crew to come out and make repairs.

There is an SSO Report in everyone's packet. It would have been done sooner if we had known about it, however, we did not know about it.

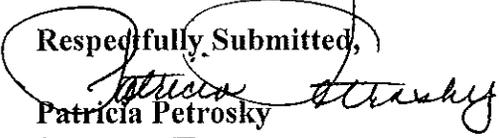
The meeting went into executive session at 7:30 p.m. to discuss matters of potential litigation.

At 7:45 p.m. the regular meeting continued.

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

There being no further business, the meeting was adjourned at 7:48 p.m. on a motion by Donna Vickers. Seconded by William Litton. Unanimous.

Respectfully Submitted,

  
Patricia Petrosky

Secretary/Treasurer