

**BETHEL TOWNSHIP, DELAWARE COUNTY
SEWER AUTHORITY**

1082 Bethel Road • Garnet Valley, PA 19060

Phone: 610-358-5893

FAX: 610-358-9101

RECORD OF MINUTES

**Minutes of the Regular Meeting of the BETHEL TOWNSHIP DELAWARE
COUNTY SEWER AUTHORITY DECEMBER 4, 2014.**

The meeting was called to order by Donna Vance, Chairman, 7:00 p.m.. Those present were Donna Vickers, Vice Chairman, Daniel Van Wyk, Board Member, William Litton, Board Member, Stephen Maugeri, 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 Vance announced there was an Executive Session prior to this meeting to discuss matters of potential legal claims.

Donna Vance announced there was an Executive Session immediately following the November 6, 2014 meeting to discuss matters of potential legal claims.

The meeting is being recorded for minute purposes.

At this time the Bethel Township Sewer Authority held its Reorganization Meeting for the election of Officers, Professionals, Financial Institutions, Treasurer's Bond, Meeting day and time and Committees for 2015.

OFFICERS - 2015

- CHAIRMAN -** Motion by Donna Vickers to retain Donna Vance as Chairman for 2015.
Seconded by Dan Van Wyk. Unanimous.
- VICE CHAIRMAN -** Motion by Stephen Maugeri to retain Donna Vickers as Vice Chairman for 2015.
Seconded by William Litton. Unanimous.
- SECRETARY/TREASURER -** Motion by Daniel Van Wyk to retain Patricia Petrosky as Secretary/Treasurer for 2015.
Seconded by Donna Vickers. Unanimous.
- RIGHT TO KNOW OFFICER -** Motion by Donna Vickers to retain Patricia Petrosky as Right to Know Officer for 2015.
Seconded by Stephen Maugeri. Unanimous.

PROFESSIONAL SERVICES

LEGAL –

Motion by Donna Vickers to retain Simon & Smith P.C., under the direction of Laurence L. Smith, Esquire as Solicitor for the Authority for 2015.
Seconded by William Litton. Unanimous.

ENGINEERING –

Motion by Daniel Van Wyk to retain Bradford Engineering Associates, Inc., under the direction of Walter A. Fazler, PE as Engineer for the Authority for 2015.
Seconded by William Litton. Unanimous.

ACCOUNTING AND CONSULTING -

Motion by Donna Vickers to retain Leitzell and Economidis, P.C. under the direction of Cynthia F. Leitzell, CPA as Accountants for the Authority for 2015.
Seconded by William Litton. Unanimous.

AUDITORS

Motion by Donna Vickers to retain MervesAmon&Barsz LLC, under the direction of Peter R. Barsz, CPA as Auditor for the Authority for 2015.
Seconded by Stephen Maugeri. Unanimous.

FINANCIAL INSTITUTIONS

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

Motion by Donna Vickers to retain TD Bank for the Authority's General Account and CD Account, Capital Account, Master Escrow Account for 2015.
Seconded by Stephen Maugeri. Unanimous.

B. Delaware Valley Regional Financing Authority and Wells Fargo Bank for loan

Motion by William Litton to retain Delaware Valley Regional Financing Authority and Wells Fargo Bank for the Authority's Loan.
Seconded by Stephen Maugeri. Unanimous.

TREASURER'S BOND

A. Arthur J. Gallagher Risk Management Services, Inc.

Motion by Stephen Maugeri to retain Arthur J. Gallagher Risk Management Services, Inc. as Bonding Agent for Treasurer's Bond in the amount of \$50,000. Seconded by Donna Vickers. Unanimous.

MEETING DAY AND TIME

A. FIRST THURSDAY OF EACH MONTH 7:00 P.M. AT THE AUTHORITY'S OFFICE

Motion by Daniel Van Wyk for the Authority's monthly meeting to be held the first Thursday of each month at 7:00 p.m. in the Authority's Office with the exception of the January, July and September meetings in 2015. January's meeting will be January 7, July's meeting will be July 7 and September's meeting will be held September 10, 2015.

Seconded by Donna Vickers. Unanimous.

COMMITTEES FOR 2015

MAINTENANCE/CONSTRUCTION

Motion by Stephen Maugeri for Daniel Van Wyk and Donna Vickers to be on the Maintenance/Construction Committee for 2015.

Seconded by Donna Vickers. Unanimous.

The regular monthly meeting continued at this time.

MONTHLY ACTIVITY REPORTS

Motion by Stephen Maugeri to approve minutes of regular meeting held November 6, 2014. Seconded by Daniel Van Wyk. Unanimous.

Motion by Daniel Van Wyk to approve bill list and credit memo for November 2014. Seconded by Donna Vickers. Unanimous.

Motion by Stephen Maugeri to approve Payroll Summary prepared by Prime Pay for 11/2/2014 – 11/15/14 and 11/16/14 – 11/29/14. Seconded by William Litton. Unanimous.

ADMINISTRATION COMMITTEE

Chairman – Vice Chairman-Secretary/Treasurer
Monthly Financial Highlights Attached

BETHEL TOWNSHIP SEWER AUTHORITY

Monthly Financial Highlights

For Period Ended November 30, 2014

	For the month Ending	Year-To-Date January 1, 2014 to
	<u>November 30, 2014</u>	<u>November 30, 2014</u>
<u>REVENUES</u>		
Sewer Rents and Other	\$ 3,039	\$ 1,842,928
Tapping Fees	12,200	61,000
Interest	<u>6,359</u>	<u>23,673</u>
TOTAL REVENUES	21,598	<u>\$1,927,601</u>
TOTAL DISBURSEMENTS	<u>219,273</u>	<u>765,691</u>
NET INCOME (LOSS)	<u>\$ (197,675)</u>	<u>1,161,910</u>

TD Master Escrow Account	245,702
TD Bank – Checking	840,449
TD Capital Account	1,432,043
CD – Bank Account	<u>214,296</u>
Total	<u>\$ 2,732,490</u>

As of 11/30/14

Sewer Rents Receivable	<u>\$ 267,458</u>
Accounts Payable	<u>\$ 84,108</u>

MAINTENANCE/CONSTRUCTION COMMITTEE

Donna Vance & Donna Vickers

SOLICITOR'S REPORT

Foxfield – Dedication work continues as to the last phase, Phase VI.

Creekside Run – The Developer is moving forward with dedication of sanitary sewer improvements and rights of way.

Northbrook Phases 2, 3 & 4 – The Developer has indicated it has completed dedication of sanitary sewer improvements and rights of way. Walt will have to confirm engineering requirements. Dedication documents are being finalized.

Donald Drive – The Developer has completed dedication of sanitary sewer improvements and rights of way. Dedication documents have been finalized. We have a signed Deed of Dedication and a Standby Letter of Credit in the correct security amount. In the Board member's binder there is a Deed of Dedication there and behind that is a Resolution Accepting the Deed of Dedication that the Board may consider at this point. Donna Vickers made a motion to accept Resolution 2014-04, Resolution of Bethel Township Delaware County Sewer Authority accepting dedication of sewers and easements in the Donald property aka Donald, Loveland Subdivision. Seconded by William Litton. Unanimous.

Patricia Donald, 1675 Village Avenue- Asked about further reimbursable costs. Larry explained there may be further reimbursable costs during the dedication period.

Marthas's Way – The Developer completed dedication engineering requirements and dedication documents are being finalized.

4453 Garnet Mine Road Connection -- We have an Inter-Municipal Agreement that is making the rounds. We are attempting to get it signed by four parties. Once it is signed by the other parties, Larry will present it to this Board for the Chairperson's signature.

ENGINEER'S REPORT

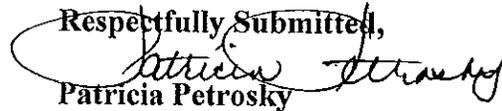
Subdivision Dedications – We are currently working on the following Subdivision Dedications: Northbrook Phase 2,3, and 4. Donald Drive can be taken off the list. Creekside, Martha's Way and Linton Farm Subdivision inspection is complete and we are waiting for the Developers to comply with the dedication requirements.

Rock Creek SSO – Cleanup work has been completed. DEP and Pennsylvania Fish and Boat has inspected the work. They are okay with the work that was done. We are working with the Solicitor on information needed for the insurance claim. We have contacted the local government liaison to set up a meeting with DEP. Did receive an email stating he is working on it and didn't forget about us. No date as of today.

BOARD MEMBERS REPORT
NEW BUSINESS/UNFINISHED BUSINESS

There being no further business, the meeting was adjourned at 7:20 p.m. on a motion by Daniel Van Wyk. Seconded by Stephen Maugeri. Unanimous.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Patricia Petrosky", is written over the printed name. The signature is enclosed in a large, hand-drawn oval.

Patricia Petrosky
Secretary/Treasurer