

**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 3, 2015.**

The meeting was called to order by Donna Vance, Chairperson, at 7:00 p.m.. Those present were Donna Vickers, Vice Chairperson, Daniel Van Wyk, Board Member, Stephen Maugeri, Board Member, Kimberly Easter, Board Member, Laurence L. Smith, Solicitor, Walter Fazler, Engineer. Board of Supervisor's Liaison, John Camero was present at the meeting. There being a quorum present, the Chairperson declared that the meeting was ready to proceed with business. Pledge of Allegiance given at this time.

The meeting is being recorded for minute purposes.

The Chairperson announced there was an executive session prior to this meeting to discuss matters of potential litigation.

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 2016.

**OFFICERS - 2016**

- CHAIRMAN -** Motion by Stephen Maugeri to retain Donna Vance as Chairman for 2016.  
Seconded by Donna Vickers. Unanimous.
- VICE CHAIRMAN -** Motion by Stephen Maugeri to retain Donna Vickers as Vice Chairman for 2016.  
Seconded by Daniel Van Wyk. Unanimous.
- SECRETARY/TREASURER -** Motion by Donna Vickers to retain Patricia Petrosky as Secretary/Treasurer for 2016.  
Seconded by Stephen Maugeri. Unanimous.
- RIGHT TO KNOW OFFICER -** Motion by Donna Vickers to retain Patricia Petrosky as Right to Know Officer for 2016.  
Seconded by Kimberly Easter. Unanimous.

## PROFESSIONAL SERVICES

### **LEGAL**

Motion by Daniel Van Wyk to retain Simon & Smith P.C., under the direction of Laurence L. Smith, Esquire as Solicitor for the Authority for 2016. Seconded by Donna Vickers. Unanimous.

### **ENGINEERING –**

Motion by Donna Vickers to retain Bradford Engineering Associates, Inc., under the direction of Walter A. Fazler, PE as Engineer for the Authority for 2016. Seconded by Stephen Maugeri. Unanimous.

### **ACCOUNTING AND CONSULTING -**

Motion by Daniel Van Wyk to retain Leitzell and Economidis, P.C. under the direction of Cynthia F. Leitzell, CPA as Accountants for the Authority for 2016. Seconded by Kimberly Easter. 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 2016. Seconded by Daniel Van Wyk. Unanimous.

## FINANCIAL INSTITUTIONS

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

Motion by Daniel Van Wyk to retain TD Bank for the Authority's General Account and CD Account, Capital Account, Master Escrow Account for 2016. Seconded by Stephen Maugeri. Unanimous.

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

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

**MEETING DAY AND TIME**

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

Motion by Donna Vickers 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.  
Seconded by Kimberly Easter. Unanimous.

**COMMITTEES FOR 2016**

**MAINTENANCE/CONSTRUCTION**

Motion by Stephen Maugeri for Daniel Van Wyk and Donna Vickers to be on the Maintenance/Construction Committee for 2016.  
Seconded by Kimberly Easter. Unanimous.

The regular monthly meeting of the Bethel Township Sewer Authority continued at this time.

**MONTHLY ACTIVITY REPORTS**

Motion by Donna Vickers to approve minutes of regular meeting held November 5, 2015.  
Seconded by Kimberly Easter. Unanimous.

Motion by Stephen Maugeri to approve bill list for November 2015. Seconded by Daniel Van Wyk. Unanimous.

Motion by Kimberly Easter to approve Payroll Summary prepared by Prime Pay for 10/18/2015 –10/31/2015 and 11/01/2015 – 11/14/2015 . Seconded by Stephen Maugeri. Unanimous.

**ADMINISTRATION COMMITTEE**

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

**Monthly Financial Highlights Attached**

Motion by Stephen Maugeri to approve the Authority's 2016 Budget, with no increases.  
Seconded by Donna Vickers. Unanimous.

**MAINTENANCE/CONSTRUCTION COMMITTEE**

**Donna Vickers & Daniel Van Wyk**

Daniel Van Wyk reported there was a small SSO yesterday. Walt is on top of this and has had it taken care of.

Walt stated that all of our pump stations need electrical preventative maintenance. They are in need of the contactors being replaced.

Daniel Van Wyk reported we have a cost of approximately \$8,000 for parts and labor to do this. Motion by Donna Vickers to have the contactors replaced at the pump stations for approximately \$8,000, parts and labor. Seconded by Daniel Van Wyk. Unanimous.

### 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 is completing dedication of sanitary sewer improvements and rights of way. Dedication documents are being finalized.

Resolution 2015-02 – We have Resolution 2015-02 for the Board's consideration, authorizing the Filing of a Declaration of Taking for Rights-of-Way and Easements on or near the property known as 1420 Bethel Road. Motion by Stephen Maugeri to accept Resolution 2015-02. Seconded by Donna Vickers. Unanimous.

### ENGINEER'S REPORT

Subdivision Dedications – We are currently working on the following subdivision dedications: Northbrook Phase 2, 3 and 4, Creekside and Linton Farm Subdivision inspection is complete and we are waiting for the Developer to comply with the dedication requirements.

2015 CCTV Project – Approximately 5500 feet of sewer has been cleaned and televised, including laterals. We are reviewing the CCTV videos and reports. We have not found anything major. A list of recommended repairs will be generated from the videos. Will have an update next month.

### BOARD MEMBERS REPORT

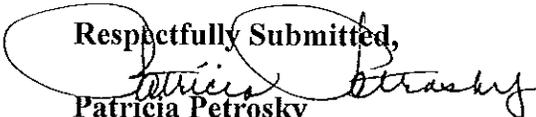
Daniel Van Wyk reported Walt had handed out a list of Capital projects. Recommends everyone should take a look at it and come back with any ideas on what we would like to prioritize. We can have a short discussion on this next month.

Donna Vance asked this to be put on the agenda for next month.

### NEW BUSINESS/UNFINISHED BUSINESS

There being no further business, the meeting was adjourned at 7:13 p.m. on a motion by Donna Vickers. Seconded by Kimberly Easter. Unanimous.

Respectfully Submitted,

  
Patricia Petrosky

Secretary/Treasurer

**BETHEL TOWNSHIP SEWER AUTHORITY**

**Cash Receipts And Disbursements Report**

**For Period Ending November 30, 2015**

	<u>For the month</u> <u>November 30, 2015</u>	<u>YTD</u> <u>Jan-Nov.</u>
Cash receipts received from residential customers \$	28,351.32	\$2,531,415.57
Cash receipts received from commercial customers	-	168,595.24
Cash receipts from tapping fees	-	18,300.00
Cash receipts received from finance & interest charges	1,354.88	39,468.50
Investment income	-	86.21
<b>Total revenue received</b>	<u>29,706.20</u>	<u>2,757,865.52</u>
Payments paid to vendors	23,213.77	512,900.45
Payment paid to employees	6,481.11	74,933.07
Payment paid for sewage treatment	285,777.86	1,173,224.83
Payment paid for debt service (interest expense)	2,681.23	31,244.83
<b>Total expense paid</b>	<u>318,153.97</u>	<u>1,792,303.18</u>
Net Income (loss)	<u>\$ (288,447.77)</u>	<u>965,562.34</u>

*Cash balance as of October 31, 2015*

TD Checking Account	\$ 1,212,208.52
TD Capital Account	<u>1,315,481.07</u>
	2,527,689.59
Net Income (loss) for the month of November 30, 2015	<u>(288,447.77)</u>
	<u>\$ 2,239,241.82</u>

**Cash balance as of 11/30//15**

TD Checking Acct \$	933,474.21
TD Capital Acct	<u>1,305,767.61</u>
	<u>\$ 2,239,241.82</u>

*Total other cash balances as of November 30, 2015*

TD Master Escrow	\$ 137,158.15
TD Bond Reserve Account	<u>214,296.42</u>
	<u>\$ 351,454.57</u>