

**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 JANUARY 7, 2016.**

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, Alex Giribaldi 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.

**MONTHLY ACTIVITY REPORTS**

Motion by Stephen Maugeri to approve minutes of regular meeting held December 3, 2015. Seconded by Donna Vickers. Unanimous.

Motion by Donna Vickers to approve bill list for December 2015. Seconded by Kimberly Easter. Unanimous.

Motion by Kimberly Easter to approve Payroll Summary prepared by Prime Pay for 11/29/2015 - 12/12/2015 and 12/13/2015 - 12/26/2015. Seconded by Daniel Van Wyk. Unanimous.

**ADMINISTRATION COMMITTEE**

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

**Monthly Financial Highlights Attached**

Donna Vance reported there was a belt that broke on the postage meter due to an enveloped that became jammed. Belt was replaced. There was a problem with the software for Docuscan. The problem was taken care of.

## MAINTENANCE/CONSTRUCTION COMMITTEE

### Donna Vickers & Daniel Van Wyk

Daniel Van Wyk reported there was a problem with the sewer lateral at 3809 Elizabeth Drive. Sewage was coming out of the cleanout in their yard. Walt explained the main line was televised and everything was okay. In talking with the resident at 3809 Elizabeth, they have been having a problem with blockages for the past couple of years. A camera was put down the line the last time they had the plumber there. He thought there was a broken pipe. Aqua is going to televise the line to identify the problem and dig it up. The Maintenance Committee has already given permission to have this done. Aqua is to go out sometime next week. The CCTV Project is showing a lot of problems in the Sharon development. They are the oldest pipes in the system. There are many more laterals in the same condition and will need to be dug up and repaired. A list of repairs will be prepared from the videos viewed and a recommendation will be given to the Authority. In the meantime, 3805 Elizabeth Drive called to say they were also having a problem. We thought maybe the two were the same issue, however 3805 turned out to be something stuck in their lateral. It was a plumber's plunger that was stuck. The plunger was removed and service restored to the homeowner. Everyone is now back in service.

## 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.

## 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 75% of the sewers have been televised. 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 once we have a complete list.

**3809 Elizabeth Drive** - Walt reported on this as well as 3805 Elizabeth Drive under the Maintenance/Construction report.

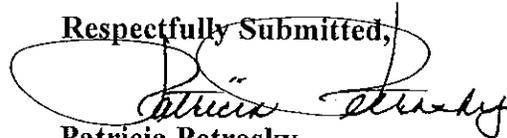
**Bids for Annual Maintenance Contract** – There was one bid received for the Annual Maintenance of our Pump Stations and Emergency Repairs. The bid was opened on January 5, 2016 at 2:00 p.m. in the Authority's office. We did a base bid for 2016 and alternates for 2017 and 2018. Aqua Wastewater Management was the only bid received. George Golden has been doing our maintenance for over thirty years. We are happy with their work and their prices are reasonable from what Walt sees in the rest of the County. Walt recommends awarding the bid to Aqua Wastewater Management for a three year contract for the maintenance. Donna Vickers made a motion to award a three year contract to Aqua Wastewater Management for our maintenance and emergency repairs. Second by Daniel Van Wyk. Unanimous.

**BOARD MEMBERS REPORT**

**NEW BUSINESS/UNFINISHED BUSINESS**

There being no further business, the meeting was adjourned at 7:10 p.m. on a motion by Donna Vickers. Seconded by Stephen Maugeri. Unanimous.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Patricia Petrosky", written over a large, loopy flourish.

Patricia Petrosky  
Secretary/Treasurer

**BETHEL TOWNSHIP SEWER AUTHORITY**

**Cash Receipts And Disbursements Report**

**For Period Ending December 31, 2015**

	<b><u>For the month</u></b> <b><u>December 31, 2015</u></b>	<b><u>YTD</u></b> <b><u>Jan-Dec..</u></b>
Cash receipts received from residential customers \$	11,535.64	\$2,537,041.33
Cash receipts received from commercial customers	372.90	168,968.14
Cash receipts from tapping fees	-	24,400.00
Cash receipts received from finance & interest charges	2,546.34	42,027.83
Investment income	-	120.57
<b>Total revenue received</b>	<b><u>14,454.88</u></b>	<b><u>2,772,557.87</u></b>
Payments paid to vendors	28,313.40	545,077.07
Payment paid to employees	10,840.59	89,226.28
Payment paid for sewage treatment	-	1,173,224.83
Payment paid for debt service (interest expense)	2,681.23	33,926.06
<b>Total expense paid</b>	<b><u>41,835.22</u></b>	<b><u>1,841,454.24</u></b>
Net Income (loss)	<b><u>\$ (27,380.34)</u></b>	<b><u>931,103.63</u></b>
<i>Cash balance as of November 30, 2015</i>		
TD Checking Account	\$ 933,474.21	
TD Capital Account	<u>1,305,767.61</u>	
	2,239,241.82	
Net Income (loss) for the month of November 30,2015	<u>(27,380.34)</u>	
	<b><u>\$ 2,211,861.48</u></b>	
		<b>Cash balance as of 12/31//15</b>
		TD Checking Acct \$ 908,478.61
		TD Capital Acct <u>1,303,382.87</u>
		<b><u>\$ 2,211,861.48</u></b>
<i>Total other cash balances as of December 31, 2015</i>		
TD Master Escrow	\$ 137,192.51	
TD Bond Reserve Account	<u>214,296.42</u>	
	<b><u>\$ 351,488.93</u></b>	