BETHEL TOWNSHIP, DELAWARE COUNTY
SEWER AUTHORITY
1082 Bethel Road • Garnet Valley, PA 19060
Phone: 610-358-5893 FAX: 610-358-9101

PROVISIONAL RECORD OF MINUTES
(Subject To Revision and Approval At Next Regular Board Meeting)

Minutes of the regular meeting of the **BETHEL TOWNSHIP DELAWARE COUNTY SEWER AUTHORITY JANUARY 6, 2011.**

The regular meeting was called to order by Felicia Kendus, Chairman at 7:30 p.m.. Those present were Paul Ware, Vice Chairman, Rob Sykes, Board Member, Donna Vance, Board Member, Donna Vickers, Board Member, Patricia Petrosky, Secretary-Treasurer, Laurence L. Smith, Solicitor and 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.

At this time the Chairman wished everyone a Healthy, Happy New Year.

Thanks was given to Al Groer for the decorative manhole he made for our new office!

The Chairman announced the meeting is being recorded for the purpose of taking minutes.

MONTHLY ACTIVITY REPORTS

Motion by Paul Ware to approve minutes of regular meeting held December 2, 2010. Seconded by Rob Sykes. Unanimous.

Motion by Donna Vance to approve Financial Statement for December 2010. Seconded by Donna Vickers. Unanimous.

ADMINISTRATION COMMITTEE

Chairman - Vice Chairman - Secretary/Treasurer

Paul Ware read our Financial Report for December 2010 - **Receipts** - Sewer Rents & Other - $18,774 Month to Date - $1,454,140 Year To Date - CD Account Activity - $256 Month to Date - $311,449 Year to Date - Tapping Fees - $3,500 Month to Date - $45,500 Year to Date - Grant Proceeds – $115,243 Year to Date – **Total Receipts** - $22,530 Month to Date – $1,926,332 Year to Date – **Disbursements** – ($29,676) Month to Date - $1,727,926 Year to Date – **Net Cash Receipts (Disbursements)** ($7,146) Month to Date – $198,406 Year to Date – **Cash at Beginning of Month** $557,669 Month to Date – $352,117 Year to Date – **Cash December 31, 2010** - $550,523 Month to Date - $550,523 Year to Date – **Operating Cash Account** $239,074 – **CD Bank Account** $311,449 – **Total** $550,523 – **Sewer Rents Receivable as of 12/31/2010** - $74,927 – **Accounts Payable** - $26,971

MAINTENANCE /CONSTRUCTION COMMITTEE

Rob Sykes & Donna Vance

No Report. All has been quiet

SOLICITOR'S REPORT

Foxfield - The developer has indicated that it intends to move forward with dedication of sanitary sewer improvements and rights of way. An update will be provided to the Board as the process moves forward.

Delinquent Sewer Rents - The Authority has received payments to satisfy several of the accounts for which liens were recently filed.. For the rest of the accounts we are moving forward with water shut-off notices and small claims, as appropriate.

Resolution 2011-01 - There are some very tiny amounts that get assessed by Quickbooks when sewer rent payments are entered. We have Resolutions that allow for the assessment of late fees and penalties on certain accounts. In conjunction with posting these with Quickbooks, we wind up with very tiny amounts that cost more to post, collect, etc. than the amount to be posted. The issue was discussed with Justin Nepo, of the Authority's accountants. It was suggested that a Resolution be prepared, for consideration by the Board, with a threshold of $5.00. Larry proceeded to read Resolution 2011-01. A copy of Resolution 2011-01 is attached hereto. The ballpark estimate in any given year would no way exceed $100.00 total and probably not exceed $50.00 total. This Resolution would not provide for the type of scenario where people have actually paid late and are complaining about that. It does not give the Administration Committee power in that situation. Paul Ware made a motion to adopt Resolution 2011-01. Seconded by Donna Vance. Unanimous.

ENGINEER'S REPORT

PennDot - We are continuing to work with the contractor and engineers on the road reconstruction. Basically there is a conflict with the sewer main and the storm sewer line that is proposed to go up and down Naamans Creek Road . Our sewer line was surveyed. We are waiting for their engineer to get back to us. The good news is there is a solution, the bad news is it may cost the Authority money. If for some reason the storm sewer cannot be lowered or raised we may have to relocate the sanitary sewer. To lower our line would be very expensive, but the line that went in for the Foxfield Subdivision and the Powell Subdivision right up from that actually gives us another access point if we had to move that line. We have another connection point. PennDot rules are it is their road you have to abide by their rules. If your facilities are in the way you need to move them, but they will reimburse you 50%.

Maintenance Contract - The bids were opened on January 5, 2011. We received one bid which was from Aqua Wastewater Management, Inc. Three plan holders picked up the specifications. Aqua's bid for 2011 is $30,336 and for 2012 an alternate was submitted for $30,948. This price represents an approximate 3.8% increase from 2010. If the Authority is okay with these prices, we would need a motion to award the contract. Paul Ware made a motion to award the contract

to Aqua Wastewater Management, Inc. for $30,336 for 2011 and $30,948 for 2012. Seconded by Donna Vickers. Unanimous.

Briggs Subdivision - The review for this subdivision has been completed. All of the comments in our October 7, 2010 review letter have been addressed to our satisfaction. Recommend the Authority approve the Briggs Subdivision plans as submitted. Motion by Donna Vance to accept the Briggs Subdivision plans as submitted. Seconded by Rob Sykes. Unanimous.

3178 William Drive - The repair work was completed on this project. When we inspected the lateral, we found both tees were cracked. We directed the contractor to make repairs to the clean-outs. We have been in contact with residents. They were happy with the work. We put cold patch in there for now. Once the plants open up in the spring we will go back and do a minor driveway restoration.

BOARD MEMBERS REPORT
NEW BUSINESS/UNFINISHED BUSINESS

At this time the Chairman, Felicia Kendus, made a motion for our meeting time to be changed from 7:30 p.m. to 7:00 p.m.. Seconded by Paul Ware. Unanimous. Beginning with our February 2011 meeting, our meeting time will be 7:00 p.m. This will be advertised.

Ed Miles - Commented it will be a pleasure to work with the Sewer Authority. Felicia welcomed Mr. Miles and informed him if there was anything he needed, to contact Paul Ware or herself.

Ken Laaken, 1124 Bethel Road - Once the sewage leaves Briggs Subdivision, where does it go? Walt responded it goes down to Zebley Road. Mr. Laaken asked if it went to Delaware? Walt stated yes. Ken asked if he had to wait for final approval of acceptance from Delaware for Briggs Subdivision? Walt said yes he would, however, that has already been done. Ken asked if all he had to be concerned about was the Authority's approval not Delaware's. Walt explained the way the process works for any treatment authority is a planning module has to be submitted . Once the planning module is approved by DEP you can approve the subdivision. For this Authority to make a recommendation for the Township to approve the planning module, we need to sign off and say yes we have the capacity in our system. We also have to have New Castle County sign off certifying there is capacity, contractual and physical and the city of Wilmington, because that is where the sewage is treated. When those three entities sign the module we forward it to the Township. They in turn send it to DEP.

There being no further business, the meeting was adjourned at7:50p.m. on a motion by Felicia Kendus . Seconded by Paul Ware. Unanimous.

Respectfully Submitted,
Patricia Petrosky
Patricia Petrosky
Secretary/Treasurer

RESOLUTION NO. 2011- 01

A RESOLUTION OF THE BETHEL TOWNSHIP, DELAWARE COUNTY SEWER AUTHORITY AMENDING PRIOR RESOLUTIONS CONCERNING AMOUNTS ASSESSED TO ACCOUNTS FOR SEWER RENTS OWED TO THE BETHEL TOWNSHIP, DELAWARE COUNTY SEWER AUTHORITY

WHEREAS, the Bethel Township, Delaware County Sewer Authority ("BTSA") owns, maintains and operates a system of sanitary sewers in Township of Bethel, County of Delaware, Commonwealth of Pennsylvania; and,

WHEREAS, BTSA has previously enacted resolutions concerning amounts assessed to accounts for sewer rents owed to BTSA; and,

WHEREAS, BTSA has been bound, pursuant to such resolutions, to occasionally assess extremely small amounts which greatly exceed the record keeping, administration and mailing costs incurred by BTSA in association with such small assessments; and,

NOW THEREFORE, BE IT RESOLVED this 6th day of January, 2011, that previously enacted resolutions concerning amounts to assessed to accounts for sewer rents owed to BTSA, including, but not limited to, resolutions 83-6 and 91-2, be amended to allow the Administration Committee to grant a favorable exercise of its discretion to waive assessed or to be assessed amounts not exceeding five dollars ($5.00) which greatly exceed the record keeping, administration and mailing costs incurred by BTSA in association with such small assessments.

BETHEL TOWNSHIP, DELAWARE COUNTY SEWER AUTHORITY

BY: Felicia M. Kendus
FELICIA M. KENDUS, CHAIRMAN

ATTEST: Patricia Petrosky
PATRICIA PETROSKY, SECRETARY