

**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 OCTOBER 3, 2019.**

The meeting was called to order by Donna Vance, Chairperson at 7:00 p.m. Those present were, Donna L. Vickers, Vice Chairperson, Daniel Van Wyk, Board Member, Kimberly Easter, Board Member, William Litton, Board Member, Laurence L. Smith, Solicitor, Walter Fazler, Engineer. Board of Supervisor's Liaison, Michael Schneider 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 stated there was an Executive Session held prior to this meeting.

Motion by Donna Vickers to approve minutes of regular meeting held September 5, 2019. Seconded by Kimberly Easter. Unanimous.

Motion by Kimberly Easter to approve bill list for September 2019. Seconded by Daniel Van Wyk. Unanimous.

Motion by Daniel Van Wyk to approve Payroll Summary prepared by Prime Pay for 08/18/2019 - 08/31/2019 - 09/01/2019 - 09/14/2019. Seconded by William Litton. Unanimous.

ADMINISTRATION COMMITTEE

Chairman - Vice Chairman-Secretary/Treasurer

Monthly Financial Highlights Attached

Donna Vance stated to purchase the subscriptions outright for the programs for the computer would total \$2,305.99, rather than pay monthly for them, which would total \$2,903.88 per year. The breakdown of the cost is as follows: PDF Complete - \$60.00, Quick Books - \$1,848.00 annual, Office 365 2x99.00 - \$198.00 annual and Corel - \$199.99 (will try upgrade option at \$109.00)

Motion by Daniel Van Wyk to purchase subscriptions outright. Seconded by Donna Vickers. Unanimous.

MAINTENANCE/CONSTRUCTION COMMITTEE

Kimberly Easter & Daniel Van Wyk

No Report

SOLICITOR'S REPORT

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

Creekside Run & Linton Farm, Belmont– The Developer is moving forward with dedication of sanitary sewer improvements and rights of way.

Belmont Phases I and II – Dedication tasks are nearly completed with as-built plans and right of way legal descriptions approved; it is anticipated that a Resolution Accepting A Deed of Dedication will be ready for next month's meeting.

New Castle County – An agreement is being prepared concerning billing issues.

ENGINEER'S REPORT

Subdivision Dedications – We are currently working on the following Subdivision dedications: Creekside, Foxfield and Linton Farm Subdivision inspection is complete. We are waiting for the Developer to comply with the dedication requirements.

Pyle Road Sewer Upgrades Planning was approved by PaDEP. Working on final design. Financing of the project will be addressed in the rate study currently underway. DCED has a grant opening up now and will be accepting applications . The grant will be awarded sometime in 2020. Walt's office will prepare the necessary application for the grant.

Belmont Subdivision – We reviewed the punch list to ascertain the status of completion. The items on the revised punch list have been addressed . The project is complete and is ready for dedication.

Garnet Reserve Escrow Release - Escrow Release #1 has been received for the Garnet Reserve Project, in the amount of \$79,658.63, leaving a balance of \$50,957.37. Release of this escrow is recommended. Motion by William Litton releasing Escrow Release #1 for the Garnet Reserve Project in the amount of \$79.658.63, leaving a balance of \$50,957.37. Seconded by Donna Vickers. Unanimous.

BOARD MEMBERS REPORT

NEW BUSINESS/UNFINISHED BUSINESS

Donna Vickers made a motion to accept a Maintenance Proposal for the generator maintenance at Heathfield Close from Advance Electric for \$465.00 per year, which would include two visits on the maintenance. Donna Vance abstained from this vote. Seconded by William Litton. Unanimous.

There being no further business, the meeting was adjourned at 7:10 p.m. on a motion by Daniel Van Wyk. Seconded by Kimberly Easter. Unanimous.

Respectfully submitted,

Patricia Petrosky
Secretary/Treasurer

BETHEL TOWNSHIP SEWER AUTHORITY

Cash Receipts And Disbursements Report
For Period Ending September 30, 2019

	For the month	YTD
	Sept, 30, 2019	Sept
Cash receipts received from residential customers \$	10,694.88	1,395,722.46
Cash receipts received from commercial customers	--	99,242.80
Cash receipts from tapping fees	6,100.00	54,900.00
Cash receipts received from finance & interest charges	672.76	34,562.72
Investment income	-	-
Total revenue received	<u>17,467.64</u>	<u>1,584,427.98</u>
Payments paid to vendors	31,698.92	426,071.64
Payment paid to employees	6,443.30	61,460.98
Payment paid for sewage treatment	103,230.40	946,280.24
Payment paid for debt service (interest expense)	1,806.64	16,741.36
Total expense paid	<u>143,179.26</u>	<u>1,450,554.22</u>
Net Income (loss)	<u>\$ (125,711.62)</u>	<u>\$ 133,873.76</u>
Cash balance as of August 31, 2019		
TD Checking Account	\$ 1,810,060.37	
TD Capital Account	<u>806,039.01</u>	
	2,616,099.38	
Net income (loss) for month of September 30, 2019	<u>(125,711.62)</u>	
	<u>2,490,387.76</u>	
	Ending Cash balance as of 09/30/19	
	TD Checking Acct \$ 1,680,488.75	
	TD Capital Acct <u>809,899.01</u>	
		<u>\$2,490,387.76</u>
Total other cash balances as of September 30, 2019		
TD Master Escrow	\$ 136,732.27	
TD Bond Reserve Account	<u>214,296.42</u>	
	<u>\$ 351,028.69</u>	