

**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 NOVEMBER 14, 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 Kimberly Easter to approve minutes of regular meeting held October 3, 2019. Seconded by Donna Vickers. Unanimous.

Motion by Daniel Van Wyk to approve bill list for October 2019. Seconded by William Litton. Unanimous.

Motion by Donna Vickers to approve Payroll Summary prepared by Prime Pay for 09/15/2019 –09/28/2019 –09/29/2019 – 10/12/2019—10/13/19—10/26/2019 Seconded by Kimberly Easter. Unanimous.

**ADMINISTRATION COMMITTEE**

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

**Monthly Financial Highlights Attached**

**No Report**

**MAINTENANCE/CONSTRUCTION COMMITTEE**

**Kimberly Easter & Daniel Van Wyk**

The Board is considering proposals for Generator Maintenance.

**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; We are awaiting the Developer to provide Title Insurance for the Rights off Way(S) to be dedicated. It is anticipated that a Resolution Accepting Deed of Dedication will be ready for next month's meeting.

**New Castle County** – An agreement is being prepared concerning billing issues. A motion is necessary to authorize the Chairperson to sign the agreement. Motion by Daniel Van Wyk to authorize the Chairperson to sign the agreement. Seconded by Donna Vickers. Unanimous.

**Heathfield** – A motion is necessary to approve the final payment to the contractor and to provide said payment upon provision of signed project close out documents. Motion by Daniel Van Wyk to approve final payment to contractor and to provide said payment upon provision of signed project close out documents. Seconded by William Litton. Unanimous.

#### **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 available. Walt's office will prepare the necessary application for the grant and will have a Resolution to submit the grant at next month's meeting. The deadline for the grant is December 13, 2019.

#### **BOARD MEMBERS REPORT** **NEW BUSINESS/UNFINISHED BUSINESS**

There being no further business, the meeting was adjourned at 7:14 p.m. on a motion by William Litton. Seconded by Daniel Van Wyk. Unanimous.

Respectfully submitted,

Patricia Petrosky  
Secretary/Treasurer

**BETHEL TOWNSHIP SEWER AUTHORITY**

**Cash Receipts And Disbursements Report**  
**For Period Ending October 31, 2019**

	<b>For the month</b>	<b>YTD</b>
	<b>Oct.31, 2019</b>	<b>Oct,</b>
Cash receipts received from residential customers \$	571,474.25	1,876,430.33
Cash receipts received from commercial customers	22,374.76	103,504.86
Cash receipts from tapping fees	6,100.00	61,00.00
Cash receipts received from finance & interest charges	143.43	64,085.74
Investment income	-	-
<b>Total revenue received</b>	<u>600,092.44</u>	<u>2,105,020.93</u>
Payments paid to vendors	76,911.86	432,178.71
Payment paid to employees	6,576.62	68,037.60
Payment paid for sewage treatment	226,632.16	972,308.52
Payment paid for debt service (interest expense)	1,806.64	18,548.00
<b>Total expense paid</b>	<u>311,927.28</u>	<u>1,491,072.83</u>
Net Income (loss)	<u>\$ 288,165.16</u>	<u>\$ 613,948.10</u>
Cash balance as of September 30, 2019		
TD Checking Account	\$ 1,680,488.75	
TD Capital Account	<u>809,899.01</u>	
	2,490,387.76	
Net income (loss) for month of October 31, 2019	<u>288,165.16</u>	
	<u>2,778,552.92</u>	
	<b>Ending Cash balance as of</b>	<b>10/31/19</b>
	TD Checking Acct \$	1,964,509.91
	TD Capital Acct	<u>814,043.01</u>
		<u>\$2,778,552.92</u>
Total other cash balances as of October 31, 2019		
TD Master Escrow	\$ 136,761.27	
TD Bond Reserve Account	<u>214,296.42</u>	
	<u>\$ 351,057.69</u>	