

**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 3, 2019.**

The meeting was called to order by Donna J. Vance, Chairperson at 7:00 p.m. Those present were Donna L. Vickers, Vice Chairperson, Board Member, Daniel Van Wyk, Board Member, Kimberly Easter, Board Member, William Litton, Board Member, Laurence L. Smith, Solicitor, Walter Fazler, Engineer. 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 December 6, 2018. Seconded by Kimberly Easter. Unanimous.

Motion by Daniel Van Wyk to approve bill list for December 2018. Seconded by William Litton. Unanimous.

Motion by Kimberly Easter to approve Payroll Summary prepared by Prime Pay for – 11/25/2018 – 12/08/2018 --12 /09/2018 – 12/22/18. Seconded by Donna Vickers. Unanimous.

**ADMINISTRATION COMMITTEE
Chairman - Vice Chairman-Secretary/Treasurer
Monthly Financial Highlights Attached**

Donna Vance stated our IT person is attempting to find a printer that is comparable to the one that we had in the office, which has stopped working.

A motion was needed to approve the Authority's 2019 Budget. Motion by Donna Vickers to approve the Authority's 2019 Budget. Seconded by Daniel Van Wyk. Unanimous.

MAINTENANCE/CONSTRUCTION COMMITTEE

Kimberly Easter & Daniel Van Wyk

No Report

Daniel Van Wyk made a motion to accept DEP's Resolution for the Zebley Road Force Main. Seconded by Donna Vickers. Unanimous.

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.

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.

Heathfield Close Generator – Preconstruction meeting was held January 2, 2019. Work is expected to start this coming Monday. Notices were sent to all of the homes on Heathfield Close letting them know about the work that is to be done. Walt has not heard from anyone.

Pyle Road Sewer Upgrades – Planning was approved by PaDEP. Working on final design. Financing of the project needs to be discussed and finalized. This will be held in conjunction with a meeting we will be having with the Township regarding long term matters, long term planning, long term capital budget for the Authority and we will be looking at the rates.

Belmont Subdivision – A punch list of items had been prepared. They have started working on the punch list. They hired KBX to fix pipe and lateral problems. The work is being inspected. There are a few minor items that need to be completed as well as the as-built plans and legal descriptions. We are hoping the developer moves along with these things this year.

There was one bid submitted for the Maintenance Contract. The bid was submitted by KBX Golden, LLC, 439 McFarlan Road, Kennett Square, PA 19348. This is a three year contract.

	Price (Monthly)	Price (Annual)	
01/01/2019-12/31/2019	\$3,371.07	\$40,452.84	Base Bid
01/01/2020-12/31/2020	\$3,472.20	\$41,666.40	Alternate "A"
01/01/2021-12/31/2021	\$3,576.37	\$42,916.44	Alternate "B"

Motion by Donna Vickers to accept the bid from KBX Golden, LLC, for a three year Maintenance Contract, contingent upon review of bid by our Engineer and Solicitor. Seconded by Kimberly Easter. Unanimous.

BOARD MEMBERS REPORT
NEW BUSINESS/UNFINISHED BUSINESS

Bradley Johnson, 1463 Bethel Road, Garnet Valley – Mr. Johnson visited the Sewer Authority approximately five years ago with regards to him paying for 2 EDU's for his property. When he had purchased the property, more than one family had lived on the property. Because of that, the property was assessed 2 EDU's. There is another building on his property that has bathroom fixtures in it. Since they are a single family living there he questioned the 2 EDU's. Larry Smith explained he would have to send a written request to the Board explaining this and the Board would take this under consideration. Larry went on to say should Mr. Johnson choose to pay for one EDU, the second connection would have to be capped. Therefore there would be no physical connection. However, in the future should Mr. Johnson choose to go back to two EDU, he would then have to pay a tapping fee to reconnect. The present tapping fee is \$6,100.00. Mr. Johnson would have to pay whatever the tapping fee would be at the time he would reconnect. The other option for Mr. Johnson would be to continue paying for the two EDU, which he decided to do.

There being no further business, the meeting was adjourned at 7:25 p.m. on a motion by Daniel Van Wyk. Seconded by Donna Vickers. Unanimous.

Respectfully submitted,


Patricia Petrosky

Secretary/Treasurer

BETHEL TOWNNSHIP SEWER AUTHORITY

Cash Receipts And Disbursements Report

For Period Ending December 31, 2018

	For the month December 31, 2018	YTD December
Cash receipts received from residential customers \$	14,766.44	1,833,616.02
Cash receipts received from commercial customers		93,278.46
Cash receipts from tapping fees	-	244,000.00
Cash receipts received from finance & interest charges	657.14	31,104.16
Investment income	-	-
Total revenue received	<u>15,423.58</u>	<u>2,201,998.64</u>
Payments paid to vendors	33,286.41	499,614.32
Payment paid to employees	7,722.25	82,280.46
Payment paid for sewage treatment	73,981.18	1,120,119.20
Payment paid for debt service (interest expense)	<u>1,927.04</u>	<u>24,970.52</u>
Total expense paid	<u>116,916.88</u>	<u>1,726,984.50</u>
Net Income (loss)	<u>\$ (101,493.30)</u>	<u>\$475,014.14</u>
Cash balance as of November 30, 2018		
TD Checking Account	\$1,662,101.78	
TD Capital Account	<u>871,578.16</u>	
	2,533,679.94	
Net income (loss) for month of December 31,2018	(101,493.30)	
	<u>\$ 2,432,186.64</u>	

Ending Cash balance as of 12/31/18

TD Checking Acct \$	1,562,882.48
TD Capital Acct	<u>869,304.16</u>
	<u>\$ 2,432,186.64</u>

Total other cash balances as of December 31, 2018

TD Master Escrow	\$ 133,481.19
TD Bond Reserve Account	<u>214,296.42</u>
	<u>\$ 347,777.61</u>