

**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 FEBRUARY 7, 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 Daniel Van Wyk to approve minutes of regular meeting held January 3, 2019. Seconded by Donna Vickers. Unanimous.

Motion by Kimberly Easter to approve bill list for January 2019. Seconded by William Litton. Unanimous.

Motion by William Litton to approve Payroll Summary prepared by Prime Pay for 12/25/2018 --1 /05/2019 – 1/06/19 – 1/19/2019. Seconded by Donna Vickers. Unanimous.

**ADMINISTRATION COMMITTEE**

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

Donna Vance will contact Lee Hanger to check on the printer for the office.

Donna Vickers made a motion for Leitzell and Economidis to do a rate study. Seconded by Kimberly Easter. Unanimous.

**MAINTENANCE/CONSTRUCTION COMMITTEE**

**Kimberly Easter & Daniel Van Wyk**

Dan Van Wyk stated there were two additional manholes that needed to be repaired, which have been done, as well as the other manholes that were authorized last month.

## 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.

**Storage Boxes** – The boxes in storage were reviewed and due to their excellent organization, a determination was quickly made that one box per year containing financial records going back a required number of years should be kept. A Records Retention Policy Resolution is being prepared for consideration at next month's meeting. Remaining boxes can then be shredded. Arrangements for ongoing storage for the (less than ten) boxes to be kept are being discussed with the Township Manager.

## 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** – Work began on the project. The majority of the underground piping new structures are complete. The contractor has put in for a progress pay request. There is an issue with certified payroll that needs to be resolved. Walt asked the Board if they want to approve or deny the request. Donna Vickers made a motion to deny the pay request, pending the prevailing wage. Seconded by Daniel Van Wyk. Unanimous. Donna Vance abstained from the vote. The contractor has also put in a request for a change order in the contract, specifically for the time of completion. The substantial completion date is February 9, 2019. He has asked for an extension to the week of March 26, 2019. The Board will have to approve or deny this change order. Motion by Daniel Van Wyk to deny the change request based upon the fact this seems like an unreasonable amount of time to extend the contract. Seconded by Donna Vickers. Unanimous. Donna Vance abstained from the vote.

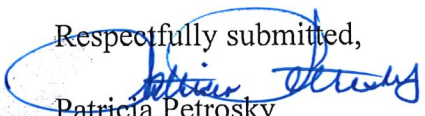
**Pyle Road Sewer Upgrades** – Planning was approved by the Township and PaDEP. Working on final design. Walt stated the Board has authorized a rate study by Leitzell and Economidis. He will assist with the rate study and let them know there is some capital improvement work that needs to be done and provide some recommendations for financing.

**Belmont Subdivision** – We reviewed the punch list to ascertain the status of completion. A revised punch list has been generated. They are most likely to get on them this month. It is very possible that next month we will have a recommendation from an engineering standpoint that the project is ready for dedication. Larry reported that the Developer has been in contact concerning the dedication documentation.

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

There being no further business, the meeting was adjourned at 7:20 p.m. on a motion by Kimberly Easter. Seconded by William Litton. Unanimous.

Respectfully submitted,

  
Patricia Petrosky  
Secretary/Treasurer

BETHEL TOWNSHIP, DELAWARE COUNTY  
SEWER AUTHORITY

VOTING ABSTENTION MEMORANDUM

In compliance with the Public Officials Ethics Act, 65 Pa.C.S. Sec.1101, et seq, I submit this memorandum to be filed with the minutes of the public meeting of the Bethel Township, Delaware County Sewer Authority held on February 7, 1992019

I abstain from any vote taken at this meeting concerning:

HEATFIELD Close Generator  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the following reasons:

Submitted Bid for Project  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

However, if the Authority is unable to take any action on this matter because the number of members required to abstain from voting make a majority (or other legally required) vote unattainable, I will be permitted to vote, upon the filing of the disclosure statement made above.

*Diana Warner*  
Authority Member

2-7-19  
Date

BETHEL TOWNSHIP, DELAWARE COUNTY  
SEWER AUTHORITY

VOTING ABSTENTION MEMORANDUM

In compliance with the Public Officials Ethics Act, 65 Pa.C.S. Sec. 1101, et seq, I submit this memorandum to be filed with the minutes of the public meeting of the Bethel Township, Delaware County Sewer Authority held on January 7, 1992, 1992019

I abstain from any vote taken at this meeting concerning:

Healthfield Close Generator  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the following reasons:

Submitted Bid for Project  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

However, if the Authority is unable to take any action on this matter because the number of members required to abstain from voting make a majority (or other legally required) vote unattainable, I will be permitted to vote, upon the filing of the disclosure statement made above.

Donna J. Vane  
Authority Member  
2-7-19  
Date