

**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 APRIL 4, 2019.**

The meeting was called to order by Board Member, Daniel Van Wyk at 7:00 p.m. Those present were Board Member, Kimberly Easter, Board Member, William Litton, Board Member, Laurence L. Smith, Solicitor, Walter Fazler, Engineer. Board of Supervisor's Liaison, Alex Giribaldi, was present at the meeting. There being a quorum present, Board Member Daniel Van Wyk 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.

Board Member, Dan Van Wyk stated there was an Executive Session held prior to this meeting.

Motion by Kimberly Easter to approve minutes of regular meeting held March 7, 2019. Seconded by William Litton. Unanimous.

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

Motion by Kimberly Easter to approve Payroll Summary prepared by Prime Pay for 03/03/2019 – 03/16/2019 – 3/17/2019 – 3/30/2019. Seconded by William Litton. Unanimous.

ADMINISTRATION COMMITTEE

Chairman - Vice Chairman-Secretary/Treasurer

Monthly Financial Highlights Attached

No Report

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 still outstanding; the adoption of a resolution accepting a Deed of Dedication awaits the completion of these items.

Storage Boxes/Document Retention – As to boxes in storage, a determination was made that one or two boxes per year containing financial records going back seven years plus a few miscellaneous boxes of other records should be kept. A Records Retention Policy Resolution and Destruction Resolution have been prepared for consideration. Boxes can then be shredded. Arrangements for ongoing storage for the (approximately 10-20) boxes to be kept are being discussed with the Township Manager. Motion by William Litton to approve the Authority's **Resolution 2019-01**, declaring its intent to follow the schedules and procedures for disposition of records as set forth in the Pennsylvania Municipal Records Manual. Seconded by Kimberly Easter. Unanimous.

Motion by Kimberly Easter to approve the Authority's **Resolution 2019-02** authorizing the destruction of certain documents in accordance with Pennsylvania's Municipal Records Manual. Seconded by William Litton. Unanimous.

Insurance Policy Renewals – Pat, Walt and Larry are preparing information and documentation for renewals.

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 – The generator has been delivered and installed. Waiting on PECO to install gas meter.

Pyle Road Sewer Upgrades – Working on final design. Financing of the project needs to be discussed and finalized.

Belmont Subdivision – We reviewed the punch list to ascertain the status of completion. The items on the revised punch list have been addressed . The only remaining issue from an engineering standpoint is submission of as-built plans and legal descriptions.

PennDot Business Partner Application – PennDot is requiring all municipalities to become registered business partners. We have filled out the application. A resolution from the Board is needed for authorization of the execution of the agreement. Motion by Kimberly Easter approving **Resolution 2019-03**, authorizing execution of the agreement by the Chairperson and Secretary. Seconded by William Litton. Unanimous.

BOARD MEMBERS REPORT
NEW BUSINESS/UNFINISHED BUSINESS

There being no further business, the meeting was adjourned at 7:05 p.m. on a motion by William Litton . Seconded by Kimberly Easter. Unanimous.

Respectfully submitted,

Patricia Petrosky
Secretary/Treasurer

BETHEL TOWNNSHIP SEWER AUTHORITY
Cash Receipts And Disbursements Report
For Period Ending March 31, 2019

	<u>For the month</u> <u>March 31, 2019</u>	<u>YTD</u> <u>March</u>
Cash receipts received from residential customers \$	45,353.44	486,142.31
Cash receipts received from commercial customers	4,638.09	35,221.69
Cash receipts from tapping fees	-	-
Cash receipts received from finance & interest charges	10,556.93	15,760.63
Investment income	-	-
Total revenue received	60,548.46	537,124.63
Payments paid to vendors	44,384.79	180,526.74
Payment paid to employees	6,567.19	19,388.63
Payment paid for sewage treatment	-	200,603.88
Payment paid for debt service (interest expense)	1,927.04	5,781.12
Total expense paid	52,879.02	406,300.37
Net Income (loss)	\$ 7,669.44	\$130,824.26
Cash balance as of February 28, 2019		
TD Checking Account	\$ 1,727,732.67	
TD Capital Account	839,515.15	
	2,567,247.82	
Net income (loss) for month of March 31, 2019	7,669.44	
	\$ 2,574,917.26	
	Ending Cash balance as of 03/31/19	
	TD Checking Acct \$ 1,744,489.24	
	TD Capital Acct 830,428.02	
	\$ 2,574,917.26	
Total other cash balances as of March 31, 2019		
TD Master Escrow	\$ 133,565.33	
TD Bond Reserve Account	214,296.42	
	\$ 347,861.75	