

**BETHEL TOWNSHIP, DELAWARE COUNTY  
SEWER AUTHORITY**

1082 Bethel Road • Garnet Valley, PA 19060

Phone: 610-358-5893

FAX: 610-358-9101

**RECORD OF MINUTES**

**Minutes of the Regular Meeting of the BETHEL TOWNSHIP DELAWARE  
COUNTY SEWER AUTHORITY MAY 2, 2019.**

The meeting was called to order by Donna Vance, Chairperson at 7:00 p.m. Those present were Donna Vickers, Vice Chairperson, Daniel Van Wyk, Board Member, Kimberly Easter, Board Member, William Litton, Board Member, Laurence L. Smith, Solicitor, Brad Stuart sitting in for 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 April 4, 2019. Seconded by William Litton. Unanimous.

Motion by Donna Vickers to approve bill list for April 2019. Seconded by Kimberly Easter. Unanimous.

Motion by Kimberly Easter to approve Payroll Summary prepared by Prime Pay for 03/31/2019 -04/ 13/2019 -04/14/2019 - 4/27/2019. Seconded by Daniel Van Wyk. 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** – Pursuant to the recently adopted Records Retention and Destruction Authorization Resolutions, approximately 30 boxes of old documents were shredded. Arrangements for ongoing storage for the (approximately 20) boxes have been made with the Township Manager. It is suggested that 22 plastic bins be purchased at a cost of approximately \$400 to protect the retained documents. Motion by Daniel Van Wyk to purchase 22 plastic bins for a cost of approximately \$400 to protect the retained documents. Seconded by Donna Vickers. Unanimous.

Larry wanted to thank Frank Starr and the Highway Department for helping us on the day of the shredding and also for looking into the cost of the storage bins.

**Insurance Policy Renewals** – Pat, Walt, Cindy and Larry prepared information and documentation for the Authority's insurance renewal policies for 2019 – 2020. Larry stated that a vote and a motion to authorize the Chairperson to sign application documents and binding documents is necessary. Motion by Daniel Van Wyk authorizing the Chairperson to sign application documents and binding documents for the insurance. Seconded by Donna Vickers. Unanimous. The Chairperson stated the Cyber and Terrorism insurance were taken out of the policies.

## **ENGINEER'S REPORT**

**Brad Stuart gave the Engineer's report in Walt Fazler's absence.**

**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 completed as of yesterday, May 1, 2019. It has been started and is placed in service. The project is substantially complete with a minor punch list that remains which is to be completed within the next week or so. Brad stated there is a payout request in the memo. The contractor is to pay

\$300 per day for liquidated damages for the days the project is not complete, which amounts to 83 days over the completion date, and equates to \$24,900. The contractor estimated the pay request for the work completed, which is attached to the memo. The total amount is \$39,140 minus the \$24,900 in liquidated damages, leaving \$14,240. Brad suggested contacting Walt if there is any more information required.

Larry stated the Board has reviewed the pay request. The Board is concerned that the actual amount less the retainage would be a \$35,000 and some number not a \$39,000 number. We don't know the correct number. Daniel Van Wyk asked if any action was to be taken on this tonight. Larry replied no, without having a clear understanding of what the correct number is. Brad will talk to Walt about this.

**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.

**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.

**Foulk Road Low Pressure Sewer Extension** – Walt has attached a report in everyone's packet along with recommendations. If directed by the Authority, he will contact the homeowner and discuss the options. Brad briefly went over the two options with the Board. Daniel Van Wyk made a motion to have Walt contact the owner and discuss the options. Seconded by William Litton. Unanimous.

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

Daniel Van Wyk asked William Litton about the results of the Shuffleboard Championship. William reported that the shuffleboard team did not win the West Chester Shuffleboard League Championship for 2019.

There being no further business, the meeting was adjourned at 7:19 p.m. on a motion by William Litton. Seconded by Kimberly Easter. Unanimous.

Respectfully submitted,

Patricia Petrosky  
Secretary/Treasurer

**BETHEL TOWNSHIP SEWER AUTHORITY**  
**Cash Receipts And Disbursements Report**  
**For Period Ending April 30, 2019**

|  | <u>For the month</u><br><u>April 30, 2019</u> | <u>YTD</u><br><u>April</u> |
|--|---|----------------------------|
| Cash receipts received from residential customers \$   | 346,969.47                                    | 839,983.00                 |
| Cash receipts received from commercial customers       | 18,342.08                                     | 53,091.15                  |
| Cash receipts from tapping fees                        | 12,200.00                                     | 18,300.00                  |
| Cash receipts received from finance & interest charges | 4,856.24                                      | 20,917.88                  |
| Investment income                                      | -   | -                          |
| <b>Total revenue received</b>                          | <u>382,367.79</u>                             | <u>932,292.03</u>          |
| Payments paid to vendors                               | 52,316.74                                     | 232,843.48                 |
| Payment paid to employees                              | 6,567.19                                      | 25,955.82                  |
| Payment paid for sewage treatment                      | 107,043.07                                    | 307,646.95                 |
| Payment paid for debt service (interest expense)       | 1,927.04                                      | 7,708.16                   |
| <b>Total expense paid</b>                              | <u>167,854.04</u>                             | <u>574,154.41</u>          |
| <b>Net Income (loss)</b>                               | <u>\$ 214,513.75</u>                          | <u>\$358,137.62</u>        |
| <b>Cash balance as of March 31, 2019</b>               |   |                            |
| TD Checking Account                                    | \$ 1,744,489.24                               |                            |
| TD Capital Account                                     | <u>830,428.02</u>                             |                            |
|  | 2,574,917.26                                  |                            |
| <b>Net income (loss) for month of April 30, 2019</b>   | <u>214,513.75</u>                             |                            |
|  | <u>\$ 2,789,431.01</u>                        |                            |
|  |   |                            |
|  | <b>Ending Cash balance as of 04/30/19</b>     |                            |
|  | TD Checking Acct \$ 1,956,539.69              |                            |
|  | TD Capital Acct <u>832,891.32</u>             |                            |
|  | <u>\$ 2,789,431.01</u>                        |                            |
| <b>Total other cash balances as of April 30, 2019</b>  |   |                            |
| TD Master Escrow                                       | \$ 133,590.94                                 |                            |
| TD Bond Reserve Account                                | <u>214,296.42</u>                             |                            |
|  | <u>\$ 347,887.36</u>                          |                            |