

**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 JUNE 6, 2019.**

The meeting was called to order by Donna Vance, Chairperson at 7:00 p.m. Those present were, 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, Alex Giribaldi, 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 May 2, 2019. Seconded by Daniel Van Wyk. Unanimous.

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

Motion by William Litton to approve Payroll Summary prepared by Prime Pay for 04/28/2019 – 05/11/2019 – 05/12/2019 – 5/25/2019. Seconded by Kimberly Easter. Unanimous.

ADMINISTRATION COMMITTEE

Chairman - Vice Chairman-Secretary/Treasurer

Monthly Financial Highlights Attached

No Issues

MAINTENANCE/CONSTRUCTION COMMITTEE

Kimberly Easter & Daniel Van Wyk

No Report

Daniel Van Wyk stated there was one incident that happened yesterday with New Castle. Walt reported New Castle entered the Pyle Road Pump Station grabbing samples for loadings testing. When they opened the station, the hatch fell into the wetwell. KBX

with this work, which will be kept separate. Larry will be writing a letter to New Castle advising them no one is to enter the pump station without an escort from the Authority.

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.

Foulk Road Extension Project – Mr. DeMara, prospective purchaser of 2017 Foulk Road, was notified by letter of the Authority's intentions concerning provision of public sanitary sewer service to the area of that property, or his ability to tie in. Larry has not heard back from him at this point.

Document Storage – The documents to be retained are listed in an inventory for Board review. These documents have been boxed in containers and upon completion of annual audits, outdated documents may be ordered destroyed by Authority Resolution.

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 is up and running and the project is complete. The Contractor has put in for a progress pay request. We are waiting for documents on the warranty. Daniel Van Wyk made a motion to reduce the payment to AJM Electric to \$26,640.00. Seconded by Kimberly Easter. Unanimous. Donna Vance abstained from the vote.

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. Belmont's attorney keeps asking about the status. We are still waiting for the legal descriptions.

Foulk Road Low Pressure Sewer Extension – Larry will update on the response from the property owner concerning the LP sewer. We will need direction from the Board on proceeding with final design of the sewer. The estimated cost for the project is \$80,000. The tapping fees would be \$50,000, leaving a net of \$30,000 out of pocket cost for the Authority. Motion by Daniel Van Wyk for Walt to prepare the documents for this. Seconded by Kimberly Easter. Unanimous.

NCCDSS – The lab results for NCCDSS were very high this quarter. There are a number of factors that could affect the readings. The error could increase the bill to the Authority by 20%-45%. Walt recommends hiring a Contractor to sample sewage separately from NCCDSS as a check to their readings. Walt was authorized to arrange this on a motion by Daniel Van Wyk. Seconded by William Litton. Unanimous.

BOARD MEMBERS REPORT
NEW BUSINESS/UNFINISHED BUSINESS

There being no further business, the meeting was adjourned at 7:13 p.m. on a motion by Kimberly Easter. Seconded by William Litton. Unanimous.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Patricia Petrosky', is written over a large, faint, diagonal watermark that says 'DRAFT'.

Patricia Petrosky
Secretary/Treasurer

BETHEL TOWNSHIP SEWER AUTHORITY

Cash Receipts And Disbursements Report
For Period Ending May 31, 2019

	For the month May 31, 2019	YTD May
Cash receipts received from residential customers \$	33,449.31	944,050.49
Cash receipts received from commercial customers	5,511.21	59,673.78
Cash receipts from tapping fees		18,300.00
Cash receipts received from finance & interest charges	2,988.28	25,040.10
Investment income	-	-
Total revenue received	<u>41,948.80</u>	<u>1,047,064.37</u>
Payments paid to vendors	31,665.80	254,844.72
Payment paid to employees	9,564.09	35,519.91
Payment paid for sewage treatment	228,086.49	535,733.44
Payment paid for debt service (interest expense)	1,806.64	9,514.80
Total expense paid	<u>271,123.02</u>	<u>835,612.87</u>
Net Income (loss)	<u>\$ (229,174.22)</u>	<u>\$211,451.50</u>
Cash balance as of April 30, 2019		
TD Checking Account	\$ 1,956,539.69	
TD Capital Account	<u>832,891.32</u>	
	2,789,431.01	
Net income (loss) for month of May 31, 2019	<u>(229,174.22)</u>	
	<u>\$ 2,560,256.79</u>	
	Ending Cash balance as of 05/31/19	
	TD Checking Acct \$ 1,729,529.47	
	TD Capital Acct <u>830,727.32</u>	
		<u>\$2,560,256.79</u>
Total other cash balances as of May 31, 2019		
TD Master Escrow	\$ 135,119.32	
TD Bond Reserve Account	<u>214,296.42</u>	
	<u>\$ 349,415.74</u>	