

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
January 4, 2012**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:05 p.m. on, January 4, 2012. Members present were Dave Reed, Conrad Eiben, Cecile Fetters, Marlyn Stauffer, and new member, Tom Insley, appointed by Codorus Township for a new 5-year term. The meeting opened with the pledge to the flag.

The **Annual Meeting of the Board of the Authority** began with a motion by Cecile Fetters nominating Dave Reed for the position of Chairman of the Authority for 2012. Conrad Eiben seconded the motion. Motion carried 4-0

Conrad Eiben nominated Marlyn Stauffer for the position of Vice-chairman of the Authority for 2012. Tom Insley seconded the motion. Motion carried 4-0

Conrad Eiben nominated Cecile Fetters for the position of Secretary of the Authority for 2012. Marlyn Stauffer seconded the motion. Motion carried 4-0

Marlyn Stauffer nominated Conrad Eiben for the position of Treasurer of the Authority for 2012. Tom Insley seconded the motion. Motion carried 4-0.

Cecile Fetters nominated Tom Insley for the position of Assistant Treasurer of the Authority for 2012. Conrad Eiben seconded the motion. Motion carried 4-0

Cecile Fetters moved to appoint CGA law firm, with Mieke Driscoll attending regular meetings, as solicitor for the Authority for the year 2012. Marlyn Stauffer seconded the motion. Motion carried 5-0.

Marlyn Stauffer moved to appoint C.S. Davidson, represented by Jeff Shue, as engineer for the Authority for the year 2012. Tom Insley seconded the motion. Motion carried 5-0.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the December 7, 2011 meeting were reviewed.	Conrad Eiben made a motion to approve the minutes, seconded by Marlyn Stauffer. Motion carried 5-0.
Communications	No new communications other than bills were received since the December 7 th meeting.	
Public Comment	Jason Hershey owns a property on Senft St. He asked if he needs to purchase an EDU for future use. The dwelling is 600 ft. and the edge of his property is 175 ft. from the closest sewer main and his elevation is lower than the manhole so he would need a grinder pump. He was told that this is beyond the required hookup distance but, in the case of future septic system failure, he may need to connect to the public system in order to continue using the dwelling. In that case he would need to pay a tapping fee and pay a reservation fee now to assure that. But there is no immediate rush to do so. He asked if that EDU would be transferable. He was told that it is. However, it would be his responsibility to pay for the construction of the lateral to connect his dwelling to the public system if and when he would decide to do so.	
Treasurer's Report	Conrad Eiben reported total assets as of December 31, 2011 of \$7,588,228.47 with a debt of \$3,300,000.00 for a net worth of \$4, 288,228.47.	Marlyn Stauffer made a motion to approve the treasurer's report, seconded by Tom Insley. Motion carried 5-0.

	<p>Conrad requested approval of SEK & Co. as auditor for the Authority for 2012. SEK has sent a letter stating that their services to audit the 2011 Authority records and prepare and submit the proper forms and reports will cost \$7950, the same as for the 2010 records.</p> <p>Conrad presented current bills for payment, including the semi-annual bill for \$62,378.21 in interest due on the RUS loan to the U.S. Department of Agriculture. There was discussion on the C.S. Davidson bill which included a number of items that had accumulated over the entire year. Jeff Shue offered to withdraw the part of the bill termed “project financing” and re-negotiate that part.</p>	<p>Dave Reed moved to appoint SEK & Co., as auditor for the Authority for the year 2012. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p> <p>Conrad Eiben made a motion to approve C.S. Davidson bill without the “project financing” part. Cecile Fetters seconded the motion. Motion carried 5-0.</p> <p>Marlyn Stauffer made a motion to approve current bills, after adjustment of the C.S. Davidson bill per the previous motion. Tom Insley seconded the motion. Motion carried 5-0</p>
Solicitor’s Report	<p>Mieke Driscoll, solicitor, informed the Board that she has the executed documents dedicating the sewer lines in the Codorus Estates development to the Authority .</p> <p>Mieke reported that plant dedication and access road agreements with Codorus Ventures are still being worked on and discussed with Powers’ attorney.</p> <p>Mieke recommended that the Board appoint a Right to Know officer who will respond to any requests for documents under the Public Records law.</p> <p>Mieke then offered a “Disclaimer for Shared Easement Form” that Borough residents may use, if they need to share a trench for installation of a sewer line from two dwellings to the street connection point. This makes it clear that the Authority has provided this as a service to future customers and this in no way commits CGA law firm to provide any legal advice on any such easement. Residents should contact their own attorney if they have issues related to shared easement.</p> <p>Mieke had forwarded to the members 3 different drafts of options for resolutions regarding additional fees that may need to be imposed by the Sewer Authority on any customer who becomes seriously delinquent in paying for service. After some discussion, members directed Mieke to prepare the sample entitled “JCJSA sample Resolution-Collection Attorney Fees Sewer Syst (00546685)”, with the addition of a paragraph to include engineer’s fees, for approval at the February meeting.</p>	<p>Cecile Fetters made a motion to approve the agreement dedicating the sewer lines in the Codorus Estates development to the Authority. Conrad Eiben seconded the motion. Motion carried 5-0.</p> <p>Marlyn Stauffer made a motion to appoint the Authority office manager, Brenda Metallo or her successor, as Right to Know officer for the JCJSA. Tom Insley seconded the motion. Motion carried 5-0.</p>
Engineer’s Report	<p>Jeff Shue reported that he will be sending the Notice of Termination to the YCCD as it has been determined that all portions of the project are suitably stabilized and complete.</p>	-

	<p>He also reported that a blockage was reported within the collection system on December 28th due to testing plugs being left in the system by Abbonizio. The expense of the removal will be forwarded to Abbonizio for payment.</p> <p>Jeff Shue also provided an updated list of the remaining issues to be resolved on the contracted work on the WWTP prior to transfer of ownership to the Authority. He also plans to meet with operator, Fred Walton, concerning the lighting items he requested, and offered to get a comparative price from Hinkles and McCoy, if the Authority would like him to do so.</p> <p>The NPDES permit application renewal has been prepared and will be signed tonight and sent to DEP.</p> <p>There are several items which will need to be addressed prior to the February meeting:</p> <ul style="list-style-type: none"> - An agreement with Winters Engine for regular service and maintenance on the gen sets should be discussed with the operator. - Jeff will work on preparing an emergency contact list with protocols for action in the case of reported problems with the collection system, pump station, or WWTP. This will also be distributed to the host municipalities and all Authority members. - No action has yet been taken on a standby grinder pump for the Authority to have available to lend residents on an emergency basis. However, one should certainly not be needed right away. <p>Jeff reported that Dave Ritz has provided an estimate of \$3312.61 for settlement of his claim related to lowered water level in his pond. Members believe that a major earthmoving project on the storm water basin at Codorus Estates in the summer of 2010 may have been responsible for the reduction in water supply to the Ritz pond. Tom Insley, a resident of Codorus Estates, reinforced that belief by telling members that the developer's contractor had to re-direct an underground stream to stop water from entering one of his neighbor's basement after the home was constructed. This happened at roughly the same time as the sewer collection system construction in this area.</p>	
Old Business	<p>Marlyn Stauffer has asked the Borough Zoning officer to contact those property owners who owe more than 1 tapping fee but have already connected. If they do not respond with the additional fees, legal action may need to be pursued. Next week the Borough will send out letters to all residents who have not applied for a sewer connection permit notifying them that they must do so</p>	

	<p>immediately. Brenda will assist the Borough secretary with the mailing.</p> <p>Dave Reed has reviewed proposals on electric generation suppliers and recommends Patriot Energy. He will contact them and get an application from them to find the least expensive electric generation supplier for the 2012 year. The Authority then can approve that application at the February meeting.</p> <p>Brenda has received 2 proposals for snow removal and for sludge removal, and several proposals from suppliers of chemicals for the WWTP. Dave Reed recommends Ross Eisenhart for the snow removal agreement, Smith Sanitation for sludge removal, and UNIVAR for the chemical supplier. UNIVAR also supplies to the North Codorus Township WWTP and they will give a reduced rate if deliveries to both locations can be coordinated.</p> <p>Due to the length of this meeting, decisions on the number of signatures necessary for purchase orders and on plans for an Open House at the WWTP were tabled until a future meeting.</p>	<p>Dave Reed made a motion to approve an agreement with Ross Eisenhart for snow removal at the Authority properties (including the WWTP) for 2012. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p> <p>Cecile Feters made a motion to approve an agreement with Smith Sanitation for sludge removal and with UNIVAR for WWTP chemicals. Conrad Eiben seconded the motion. Motion carried 5-0.</p>
New Business	<p>Just prior to the January meeting, the Board had received a letter of resignation from office manager, Brenda Metallo, as she is unexpectedly moving to Utah. Brenda had given the Authority the name of someone who is interested in her position and Dave Reed presented the resume of a neighbor who is also interested in applying for the position. Dave appointed Conrad and himself as a committee to interview each candidate. He also thanked Brenda for her fine service to the Authority and wished her well in her move West.</p>	<p>Cecile Feters made a motion to allow Dave Reed and Conrad Eiben to hire whomever they deem the best candidate for the position of part-time office manager/bookkeeper for the JCJSA. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p>
Additional public comment	<p>There was no additional public comment.</p>	
Adjournment	<p>Meeting adjourned at 9:10 p.m.</p>	<p>Marlyn Stauffer made a motion to adjourn the meeting, seconded by Conrad Eiben.</p>

Respectfully submitted,
Cecile H. Feters, Secretary

COMMUNICATIONS:

No other communications received prior to meeting.