

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
February 1, 2012**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:05 p.m. on February 1, 2012. Members present were Conrad Eiben, Cecile Fetters, Marlyn Stauffer, and Tom Insley. The meeting opened with the pledge to the flag. Vice-chairman, Marlyn Stauffer introduced and welcomed Janny Graham, the new Authority office manager/bookkeeper who was hired to replace Brenda Mettalo who moved to Utah.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the January 4, 2012 meeting were reviewed.	Conrad Eiben made a motion to approve the minutes, seconded by Tom Insley. Motion carried 4-0.
Communications	See list at the end of the minutes.	
Public Comment	There was no public comment at this time.	
Treasurer's Report	<p>Conrad Eiben reported total assets as of January 31, 2012 of \$7,590,089.28 with a debt of \$3,300,000.00 for a net worth of \$4, 290,089.28.</p> <p>Conrad presented current bills for payment, including the C.S. Davidson bill with an adjustment of the "project financing" part discussed at the January meeting. C.S. Davidson had deleted \$3434.16 from that bill and only billed the \$5065.84 for work to produce documentation for the Auditor and closeout paperwork with RUS in regards to the Act 63 grant.</p>	<p>Cecile Fetters made a motion to approve the treasurer's report, seconded by Tom Insley. Motion carried 4-0.</p> <p>Cecile Fetters made a motion to approve current bills. Marlyn Stauffer seconded the motion. Motion carried 4-0</p>
Solicitor's Report	<p>Mieke Driscoll, solicitor, informed the Board that the Agreements for the temporary and permanent easements are prepared and in final form. They are awaiting the items on the "punch list" of items that need to be completed prior to plant dedication, which are still being worked on.</p> <p>Mieke recommended that the Board appoint the new Authority office manager as Right to Know officer who will respond to any requests for documents under the Public Records law. She also notified members that Janny had sent a letter to Jim Holley notifying him that he could come to the office during regular business hours to view the documents he had requested according to Authority Public Records policy.</p> <p>Mieke had prepared Resolution 2012-01 regarding additional fees that may be imposed by the Sewer Authority on any customer who becomes seriously delinquent in paying for service, with the addition of a paragraph to include engineer's fees.</p> <p>Mieke reported that Dave Ritz has accepted the settlement offer for any allege damage to his pond. An agreement has been drafted. Mieke will email it to members for review prior to March meeting.</p> <p>Mieke reported that an agreement between the Borough and the</p>	<p>Cecile Fetters made a motion to appoint the new Authority office manager, Janny Graham as Right to Know officer for the JCJSA. Conrad Eiben seconded the motion. Motion carried 4-0.</p> <p>Tom Insley made a motion to approve Resolution 2012-01, which was seconded by Conrad Eiben. Motion carried 4-0.</p>

	<p>Authority for ongoing maintenance of the pump located at the Borough building has been drafted for review. She will forward a copy to the Borough for adoption at its February meeting and then email a copy to Authority members.</p> <p>Cecile Fetters then asked Mieke for direction in revising the Authority policy on offering an Extended Payment plan for the Tapping Fee to Borough residents who are in financial difficulty and who have been turned down for a bank loan. She read an email from RUS explaining that they cannot deny an RUS loan without a full 14-page application, even if it is obvious the party will not qualify for an RUS loan, as currently required by the Authority's Extended Payment plan policy. Members agreed that we should delete the RUS part of the policy and revise some other parts of it. Cecile will email Mieke a copy of the policy so that she can provide a new resolution for the Authority to adopt at the March meeting.</p>	
<p>Engineer's Report</p>	<p>Jeff Shue reported the NPDES permit application renewal has been sent to DEP. The Authority's WWTP will continue to operate under the old permit until the new one is issued. Jeff notified members that an annual Chapter 94 Report must be filed with PaDEP by April 15th and the effort to complete that report will incur a cost of approximately \$1000.</p> <p>Jeff also reported that the PA One Call application was supplied to the solicitor for review. Once submitted C.S. Davidson will be able to send a set of plans electronically. The Authority needs to designate a responsible party to mark lines when excavation or design work falls where the collection system has been buried. Cecile Fetters suggested asking Codorus Township if someone from the road crew would be able to fulfill that responsibility for both the Borough and the Township. The Authority would reimburse the Township for the time involved. Jeff Shue will discuss this with Codorus Township supervisors and bring a reply to the next meeting.</p> <p>Jeff Shue also provided an updated "punch list" of the remaining issues to be resolved on the WWTP prior to transfer of ownership to the Authority. Final payment to Codorus Ventures will not be made until all items on this list have been addressed.</p> <p>Jeff reported that Abbonizio was notified by letter that they would be responsible to reimburse the Authority for the cost of removing a blockage in the collection system on December 28th. Smith's Septic and H & H Contractors have already been paid so the billing will need to be forwarded to Abbonizio. Billing for parts and labor for the pump station at the Borough office have already been forwarded to Abbonizio.</p> <p>A breaker failure on the UV building on January 17th was reported to DEP and was repaired. The timer delay was changed to 2 minutes and a new breaker was ordered for future use. The system is currently operating without issue.</p> <p>Since Jeff had been contacted by several plumbers regarding use</p>	<p>Cecile Fetters made a motion to authorize C.S. Davidson to prepare and file the annual Chapter 94 Report by April 15th. Tom Insley seconded the motion. Motion carried 4-0.</p>

	<p>of existing concrete septic tanks as a vessel for individual grinder pumps, he had sent the Authority a letter containing the parameters that should be used for review by the plumbing inspector.</p> <p>Jeff was asked to clarify the status of those who have a vacant lot but who asked for a lateral to be run to such a lot during construction. C.S. Davidson has a list of those who signed for such laterals to vacant lots. He said he will provide a copy of that list to the Authority. Jeff replied that, if there is public water to the lot, then there is a potential for effluent and the property owner owes the \$1500. Connection Fee right away. If there is no public water to the lot, then they owe no current fee but will have to pay the connection fee that is in effect at the time they install water to the lot. If such an owner wishes to complete a Reservation Agreement, then they would owe the reservation fee of \$900. and the balance of the \$1500. in accordance with the Reservation Agreement.</p> <p>The following items were tabled for the March meeting:</p> <ul style="list-style-type: none"> - An agreement with Winters Engine for regular service and maintenance on the gen sets. - Bids for additional lighting at the WWTP, as requested by operator, Fred Walton, have been received from Wilco and B & R Electric. Jeff will review and present a recommendation at the March meeting. - 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. - Jeff prepared a draft of an emergency contact list in case of reported problems with the collection system, pump station, or WWTP. Members should review so it can be finalized at the March meeting. 	
<p>Old Business</p>	<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. He asked Janny to communicate with the Zoning officer and find out exactly which property owners fall into this category. He thinks it is just two so far and the Zoning officer is now aware that he needs to collect multiple tapping fees at the initial permit request from anyone in that position in the future.</p> <p>Dave Reed had received a contract from Nextera Energy for electric generation at a reduced rate of \$.07475/kwh, a significant savings over the current rate of \$.09594/kwh that MetEd is charging. Cecile commended Dave Reed on his efforts to contact different brokers of electric power and to find the most economical electric power provider, thus saving a considerable amount over the course of a year's operation.</p> <p>Members discussed approval levels for purchase orders. Conrad Eiben suggested that the Bookkeeper/Office Manager could</p>	<p>Conrad Eiben made a motion that purchase orders be approved using the following protocols: Bookkeeper/Office Manager could purchase any items up to \$100. at her own discretion, purchases from</p>

	<p>purchase any items up to \$100. at her own discretion, that purchases from \$100 to \$200 would need approval by one Board member (email authorization acceptable), and above \$200. would need the approval of 2 members and confirming approval at the next Authority meeting.</p> <p>Due to the length of this meeting, a decision on plans for an Open House at the WWTP was tabled until a future meeting.</p>	<p>\$100 to \$200 would need approval by one Board member (email authorization acceptable), and above \$200. would need the approval of 2 members and confirming approval at the next Authority meeting. Tom Insley seconded the motion. Motion carried 4-0.</p>
New Business	<p>Members discussed the letter dated January 10, 2012 from Wayne and Fay Wagaman regarding their difficulty connecting to the sewer lateral due to the movement of the lateral during construction of the sewer line. Marlyn Stauffer, who is their neighbor, said that he believes the Wagemans have been able to resolve the issue and no action on the part of the Authority is necessary at this time.</p>	
Additional public comment	<p>Mrs. Altland, a Borough resident, asked how much time people will get to hook up who do have not yet applied for their connection permit. Since the ordinance to connect was passed by Jefferson Borough, Marlyn Stauffer advised the Board that this issue would be addressed at the Jefferson Borough Council meeting on Monday, February 6th.</p> <p>Marlyn Stauffer passed along a question from a property owner who was unable to attend this meeting. The property owner has a Y connection but is unable to contact the owner of the neighboring property in order to get permission to allow his plumber to make the connection on the neighboring property. Jeff Shue replied that, prior to construction, a “construction easement” was secured for all such locations and that would still be in effect until the final connection is made. Thus the property owner should be able to proceed without actually contacting the owner of the neighboring property.</p>	
Adjournment	<p>Meeting adjourned at 9:25 p.m.</p>	<p>Marlyn Stauffer made a motion to adjourn the meeting, seconded by Tom Insley</p>

Respectfully submitted,
Cecile H. Fetters, Secretary

COMMUNICATIONS:

Letter dated January 10, 2012 from Wayne and Fay Wagaman regarding movement of lateral stake to different location.

Letter dated January 23, 2012 from Jeffrey S. Shue, C.S. Davidson, Inc., concerning the possible use of abandoned septic tank as vessel for grinder pump functions.

Copy of letter dated January 23, 2012 from Jeffrey S. Shue, C.S. Davidson, Inc., to Chris Sullivan, Abbonizio Contractors, Inc., regarding grinder pump costs at Borough building and blockage of sewer line by air plugs left in place after completion of construction.