

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
March 7, 2012**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:05 p.m. on March 7, 2012. Members present were Dave Reed, Conrad Eiben, Cecile Fetters, Marlyn Stauffer, and Tom Insley. The meeting opened with the pledge to the flag.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the February 1, 2012 meeting were reviewed.	Marlyn Stauffer made a motion to approve the minutes, seconded by Conrad Eiben. Motion carried 5-0.
Communications	See list at the end of the minutes.	
Public Comment	<p>Pat Roser, Borough resident, told the Board that she uses a well for her water supply, not York Water Company service. She lives alone and was expecting a sewer bill of \$27.50/month but her first bill for sewer service was \$45.—the “average” bill for the residents of Jefferson Borough. Mrs. Roser had checked with a 2-person family who uses metered York Water and learned that their sewer bill was only \$37.50. Thus she believes that she is being overcharged for sewer service. Dave Reed told Mrs. Roser that the Authority had established the rate for those without York Water service by Resolution prior to connection of any customers. The members agreed to discuss a revision to that rate, since there are only 6 residences in the Borough using a well instead of York Water. They will bring a decision to the April meeting.</p> <p>Robert Barrick, has a well serving a 2 person household and agrees with Mrs. Roser that \$45/month is too high a charge for sewer service for a small household on well water.</p> <p>Tom Baum, owns a duplex served by a well for both sides of the house. He prefers a rate based on the number of people in the household. His side is a 2-person family and the other side has recently added a baby to the 2-person family.</p> <p>John Chronister, Borough resident, told the Board that he is experiencing significant runoff through his yard and also into his garage from the uphill neighbor’s property. He believes this has been caused by the road re-design after the sewer main installation last summer. Jeff Shue recommended that he have his plumber put in a dirt berm when completing the lateral connection at his residence and let the Board know if that fixes the runoff problem.</p>	
Treasurer’s Report	Conrad Eiben reported total assets as of February 29, 2012 of \$7,649,364.73 with a debt of \$3,300,000.00 for a net worth of \$4, 351,060.86.	Marlyn Stauffer made a motion to approve the treasurer’s report, seconded by Tom Insley. Motion carried 5-0.

	<p>Conrad presented current bills for payment.</p>	<p>Marlyn Stauffer made a motion to approve current bills. Tom Insley seconded the motion. Motion carried 5-0</p>
<p>Solicitor's Report</p>	<p>Mieke Driscoll, solicitor, informed the Board that the WWTP deed, and Agreements for the temporary and permanent easements are awaiting completion of the items on the "punch list" before being signed.</p> <p>Mieke reported that the agreement with Dave Ritz has been signed and the settlement check has been prepared.</p> <p>Mieke then reported that she had prepared a recordable loan "note" to be signed by any property owner requesting participation in the "Extended Payment Plan" for the Authority's "Sewer Connection fee" (currently \$1500/EDU). She also revised the Authority's Extended Payment plan policy to delete the requirement for RUS review and to add the cost of recording the "Note" to the charges under the "Extended Payment Plan".</p> <p>The agreement with the Borough on maintenance of the grinder pump has not yet been reviewed by the Borough and thus was tabled until the next Authority meeting.</p> <p>Mieke requested an executive session at the end of the regular meeting to discuss a matter of possible litigation.</p>	<p>Dave Reed made a motion to revise Resolution 2011-12 to include the changes to the Extended Payment Plan policy as presented by the Authority solicitor at this meeting. Conrad Eiben seconded the motion. Motion carried 5-0.</p>
<p>Engineer's Report</p>	<p>Jeff Shue reported that the annual Chapter 94 Report to PA DEP has been prepared and is ready to be signed and submitted this month.</p> <p>Jeff also reported that the PA One Call application has been completed. Codorus Township is not interested in marking lines on the roads when excavation within the collection system is requested. Members decided to contract with C.S. Davidson to provide that service when the need arises. Jeff will bring the fee schedule for that service to the next meeting.</p> <p>Jeff Shue has had no indication that the punch list items at the WWTP have been completed, nor that the plant is ready for final inspection.</p> <p>Jeff reported that reimbursement requests have been sent to Abbonizio for the invoices related to the collection system installation.</p> <p>Jeff presented an exhibit showing the vacant properties within the service area with notation of the installation of laterals and/or wyes to these properties.</p> <p>The following items tabled at the February meeting were acted upon:</p>	

	<ul style="list-style-type: none"> - An agreement with Winters Engine for regular service and maintenance on the gen sets. - Two bids for additional lighting at the WWTP, from Wilco and B & R Electric were reviewed. The lower of the quotes (for \$1840) was made by B & R Electric. - 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. - Members had reviewed the emergency contact list, provided by Jeff Shue last month, in case of reported problems with the collection system, pump station, or WWTP. They did not make any additions and so will follow this list in case of any emergency situations within the sewer system for the foreseeable future. <p>Jeff provided the proforma for the expected finances until 2050 to be reviewed by the Board, as requested.</p> <p>H & H Contractors has contacted Jeff about two invoices left unpaid by Powers for grading and placement of the cattle guards on the Gutman property as part of providing electric power to the WWTP. This work was done in the early Fall of 2011. Members directed Janny to send a letter to Powers on behalf of the Authority seeking payment of these invoices within 30 days or the Authority will pay H & H and deduct the cost from the WWTP retainage which is due to Powers upon completion of the WWTP construction project.</p>	<p>Marlyn Stauffer made a motion to approve the contract with Winters Engine for regular service and maintenance of the gen sets. Tom Insley seconded the motion. Motion carried 5-0.</p> <p>Cecile Fetters made a motion to approve the quote for 3 additional lights at the WWTP made by B & R Electric. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p>
Old Business	<p>Members reviewed the list the Borough had provided of 19 property owners who have not yet applied for a permit to connect to the sewer system. Marlyn Stauffer knew of 5 of those residences which were beyond the maximum mandatory connection distance or which did not have a residence on the property, thus reducing the list to a total of 14. Marlyn will discuss the proper notification of these parties by the Borough solicitor since they are in violation of the Borough's Mandatory Connection Ordinance, prior to any action by the Sewer Authority.</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>	
New Business	<p>Dave Reed presented a schedule of fees which York Water recommends adding to our "Shut-off Agreement". These are necessary for the execution of the shut-off of water (and subsequent re-start of water service) when sewer bills are more than 30 days overdue for payment.</p> <p>Marlyn Stauffer brought up the problem of some storm water drains on York St. having been made inoperable by the street paving as a result of the sewer main construction on that street. Jeff Shue will investigate the problem and report on this at the next meeting.</p>	<p>Tom Insley made a motion to approve the addition of a schedule of fees for execution of water shut-off to be added to the York Water/JCJSA "Shut-off Agreement" dated November 3, 2010. Conrad Eiben seconded the motion. Motion carried 5-0.</p>

	<p>Members approved purchase of the Carbonite online backup system for all JCJSA office computer files for the next year.</p> <p>Dave Reed requested an updated budget for the year now that we know more accurately what some of the expenses are. Conrad and Janny will supply a quarterly report of actual to budgeted expenses for 2012 by the April meeting. Dave then requested approval of 4 additional hours of employment per week for Janny which he feels are warranted by the workload. Marlin Stauffer requested that, at the present time, these hours coincide with those of the Borough's secretary as there are a number of issues on which it would be beneficial for them to work together.</p> <p>Members decided to discuss the request for a lower usage fee for those residents who have a well instead of York Water service that was requested at the beginning of the meeting.</p>	<p>Conrad Eiben made a motion to approve 4 additional hours employment per week for Janny Graham as JCJSA Bookkeeper/office manager for a total of 20 hours per week. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p> <p>Conrad Eiben made a motion to amend Resolution 2010-15 to set the usage fee for 2012 at \$35./month per EDU for any residents who use private wells instead of getting water from York Water Company. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p>
Additional public comment	There was no additional public comment.	
Executive Session	Dave Reed called an executive session at 9:05 p.m. to discuss a matter of possible litigation. The executive session ended at 9:27 p.m.	No action was taken as a result of the executive session.
Adjournment	Dave Reed adjourned the meeting at 9:30 p.m.	

Respectfully submitted,
Cecile H. Fetters, Secretary

COMMUNICATIONS:

- Letter dated March 2, 2012 from James R. Holley, engineer for CFR Partners, requesting use of 8 EDUs from CFR's reserved EDUs for certain properties in Jefferson Borough.