

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

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:05 p.m. on April 4, 2012. Members present were Dave Reed, Conrad Eiben, Cecile Fetters, and Marlyn Stauffer. The meeting opened with the pledge to the flag.

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>RESULT/ACTION</b>
Minutes	The minutes of the March 7, 2012 meeting were reviewed.	Marlyn Stauffer made a motion to approve the minutes, seconded by Conrad Eiben. Motion carried 4-0.
Communications	See list at the end of the minutes.	
Public Comment	<p>Pat Roser, Borough resident, returned to find out whether or not there would be a revision to the sewage fee charged to Borough residents who use private wells for their water supply. Dave Reed notified Ms. Roser that the Authority had agreed at the end of the March meeting to charge a flat fee of \$35./month (as opposed to \$45.) to anyone connected to the public sewer service who uses a private well for water supply. Ms. Roser also asked if the sewer payment goes to the JCJSA or to York Water Company. Dave Reed replied that all payments for sewer service made to York Water Co. are forwarded to the JCJSA. The Authority pays a small “service fee” to York Water Co. for it’s billing and collection service.</p> <p>Frank Altland asked when he could tour the WWTP. Dave Reed told Mr. Altland to call him to make arrangements for a tour prior to the Open House, which has not yet been scheduled.</p> <p>Bob Rebert asked what Powers’ plans are for development of the Forbes farm site. Dave Reed responded that, at his meeting with Powers in December, he was told that Ryan Homes is not taking on any new developments in the near future. Mr. Rebert also asked about the cattle guard on the Gutman property and the restoration of the hillside. Jeff Shue responded that Mr. Gutman had agreed to wait until Spring for the work to be done on the hillside and it is scheduled for the week of April 9<sup>th</sup>. Jeff Shue agreed to discuss the size of the cattle guard with Mr. Gutman and see whether a larger one is warranted.</p> <p>DJ Corbin, Jefferson Borough secretary, gave a report on the connection status of all Borough residents. She has already heard from several of the 10 residents who have not yet sought a connection permit. There are 35 residents who have secured a permit but have not yet connected. She requested that the JCJSA start billing every Borough property owner—including those mentioned above.</p> <p>Frank Thomas, Borough resident, returned to ask about the restoration of his driveway. He will contribute \$5000. towards the full cost of \$6400. Dave Reed told Mr. Thomas to present</p>	

	<p>the bill when the work is completed and the Authority will reimburse him for its portion.</p> <p>John Chronister, Borough resident, returned telling the Board that his plumber has said that a rolled curb will be the least expensive way to address his runoff problem. Dave Reed directed Jeff Shue to get 2 prices to address the problem—one for a rolled curb and one for a dirt berm. Then the Board will consider the solution at the next meeting.</p>	
Treasurer's Report	<p>Conrad Eiben reported total assets as of March 31, 2012 of \$7,677,609.60 with a debt of \$3,298,303.87 for a net worth of \$4, 379,305.73.</p> <p>Conrad then presented current bills for payment.</p> <p>Conrad had reviewed the 1<sup>st</sup> quarter actual disbursements vs. what was budgeted and feels that the budget is valid. Expenditures were only slightly more than budgeted and there were some unusual expenses during this first full quarter of operation.</p>	<p>Marlyn Stauffer made a motion to approve the treasurer's report and approve current bills for payment, seconded by Cecile Fetters. Motion carried 4-0.</p>
Solicitor's Report	<p>Mieke Driscoll, solicitor, informed the Board that the WWTP deed, and Agreements for the temporary and permanent easements are awaiting a letter of final approval from C. S. Davidson and final grading of the site prior to signing. She would like to meet with Conrad and Dave to review the final payment issues.</p> <p>Mieke reported that a fully executed agreement with Dave Ritz has been received.</p> <p>Mieke then reported she had finalized the documents of the Authority's "Extended Payment Plan" as approved at the March Meeting.</p> <p>The agreement with the Borough on maintenance of the grinder pump has been reviewed by the Borough and is ready for approval.</p> <p>Mieke requested an executive session at the end of the regular meeting to discuss a matter of possible litigation.</p>	<p>Cecile Fetters made a motion to approve the Agreement with Jefferson Borough on maintenance of the grinder pump at the Borough building. Conrad Eiben seconded the motion. Motion carried 3-0 (Marlyn Stauffer had left the meeting for a few minutes at the time of the vote).</p>
Engineer's Report	<p>Jeff Shue reported that the annual Chapter 94 Report to PA DEP has been filed.</p> <p>Jeff followed up on reimbursement requests sent to Abbonizio and Aqua-Aerobics. They are not disputing their responsibility to pay and, if no payment is received in a timely manner, Jeff will work with the Authority solicitor to resolve the matter.</p> <p>Jeff investigated the situation at 14 York Street where the road restoration after installation of sanitary sewer trench caused the existing storm water pipe to become partially blocked. The grade of the gutter line will not allow for complete discharge but the pipe will be reopened to the extent possible.</p>	

	<p>CS Davidson will reimburse the owner of 63 Baltimore Street for the additional cost associated with the lateral construction.</p> <p>B &amp; R Electric has begun installation of additional lighting at the WWTP.</p> <p>A meeting was held on April 2<sup>nd</sup> to inspect the WWTP and site for completion of outstanding construction items. With the exception of some “minor fine grading and stabilization around the plant” the punch list items have been essentially completed.</p>	
Old Business	<p>Chairman Dave Reed commended JCJSA office manager, Janny Graham, on doing a fine job in getting “up to speed” so quickly on the Authority business and taking initiative on many areas. She has already received the list of information to submit to the auditor for the 2011 audit and will be working to provide this information to the auditor this year.</p> <p>Regarding the property owners who have not yet applied for a permit to connect to the sewer system -- the Borough solicitor will notify these parties that they are in violation of the Borough’s Mandatory Connection Ordinance. This will be followed by a letter from the Sewer Authority notifying them that the JCJSA will begin charging sewage service fees as of May 1, 2012. Marlyn Stauffer then asked why the Authority did not begin this billing in February, just after the 90 day hook-up period ended. Dave Reed replied that he wanted to give people a little more time due to the difficulty in getting connections completed over the holiday season. Marlyn is concerned that, with the lack of new development in the service area that had been expected, the Authority will need to revise the rates in 2013 to cover expenses. All agreed that the Authority will need to see if rates will need to be revised prior to setting the rates for 2013.</p> <p>There was discussion on how to bill a residence with multiple EDUs for water usage when there is only one water meter and thus one water bill. Dave Reed directed Janny to verify with the Borough’s zoning officer that certain residences do indeed have multiple EDUs and then direct York Water Company to add that number of flat rate payments to each bill where it is verifiable. If the owner wishes to have separate sewage billings for each EDU, the owner will have to request installation of separate water meters from York Water and the occupant will then be billed accordingly.</p> <p>York Water Co. will begin sending shut-off notices this month to those customers who have not paid their bills for over 60 days. York Water Co. has asked if the Authority will accept a partial payment and/or payment plan for these delinquent accounts. The solicitor told the Authority that a WORD document with the list of customers who are over 60 days delinquent sent via email will suffice as official “written notice” from the Authority to York Water Company to begin shut-off procedures.</p>	<p>Marlyn Stauffer made a motion regarding partial payments and a payment plan from customers facing water shut-off: the Authority will accept 50% of the total amount due, plus a payment plan to pay off the balance and keep current with all amounts due, or full payment of the current bill and a payment plan for the overdue amount in order to avoid water shut-off; all payments will be made to York Water Company and will be passed along to the Authority with the regular monthly payments. Conrad Eiben seconded the motion. Motion carried 4-0.</p>

	An Open House at the WWTP was discussed briefly. Dave Reed will prepare a plan for discussion at the May meeting.	
New Business	There was no new business.	
Additional public comment	There was no additional public comment.	
Executive Session	Dave Reed called an executive session at 8:45 p.m. to discuss a matter of possible litigation. The executive session ended at 9:25 p.m.	No action was taken as a result of the executive session.
Adjournment	Dave Reed adjourned the meeting at 9:26 p.m.	

Respectfully submitted,  
Cecile H. Fetters, Secretary

COMMUNICATIONS:

Copy of letter from Robert B. Hoffman, attorney at Eckert Seamans Cherin & Mellott, LLC, representing CFR Partners, LP, to Mieke Driscoll, Authority solicitor, giving the legal reasons he believes that that CFR is due a refund of a portion of the fees paid with the Reservation Agreement between the parties in 2010.