

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
July 3, 2012**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on July 3, 2012. Members present were Dave Reed, Conrad Eiben, Cecile Fetters, Tom Insley and Marlyn Stauffer. The meeting opened with the pledge to the flag. Chairman Dave Reed introduced John Klinedinst, President and CEO of C.S. Davidson, who replaced Jeff Shue at this meeting to give the engineer's report and answer engineering questions that may arise.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the June 6, 2012 meeting were reviewed.	Tom Insley made a motion to approve the minutes, seconded by Conrad Eiben. Motion carried 5-0.
Communications	See list at end of the minutes.	
Public Comment	No one from the public was present at this meeting.	
Treasurer's Report	<p>The Balance sheet was done prior to the auditor's report and thus the treasurer's report will have to be adjusted to include the auditor's revised determination of the value of the Authority's fixed assets. Thus, treasurer, Conrad Eiben, requested that the treasurer's report be tabled until the August meeting. Members agreed. Janny Graham had prepared a comparison of the actual budget vs the proposed budget for the 2nd quarter so the presentation of that document was also tabled for revision.</p> <p>Conrad then presented a list of current bills for payment. Cecile Fetters asked questions about all the "extra operations" charges on the current bill from Walton Water Services, particularly whether such charges are due to failure of equipment that is still under warranty. John Klinedinst requested a copy of the May Walton bill and he will review it to give an opinion as to who is responsible for each failure that caused the "extra operations."</p>	<p>Conrad Eiben made a motion to table the treasurer's report until it is updated. Cecile Fetters seconded the motion. Motion carried 5-0.</p> <p>Cecile Fetters made a motion to approve current bills for payment. Motion was seconded by Tom Insley. Motion carried 5-0.</p>
Solicitor's Report	<p>Mieke Driscoll, solicitor, informed the Board she had received a phone call from the attorney representing Codorus Ventures just prior to the meeting and he said that all issues regarding the transfer of the WWTP to the Authority have been resolved. They tentatively set a date of July 13, 2012 to transfer the title of the treatment plant to the Authority.</p> <p>Mieke reported she had no other legal business to bring before the Authority.</p>	
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>Abbonizio and Aqua-Aerobics have agreed to provide the reimbursements submitted by the Authority and Jeff Shue is</p>	

	<p>working on some release forms necessary prior to the reimbursement checks being issued to the Authority. Rolled curb had been installed on June 19th at the Jon Chronister property to mitigate the storm water drainage problem that had occurred after the installation of the sewer line on Sunset View in the Borough.</p> <p>Issues related to the startup of the WWTP have been identified, a plan of action has been developed, and most of them have been resolved. John Klinedinst will email the members a copy of the letter he has on file from Joe Weidener regarding the time frame for any builder's warranty on the WWTP.</p>	
<p>Old Business</p>	<p>Restoration of 10-12 Baltimore St. where jersey barriers were left by Abbonizio was completed. This cost should be charged to Abbonizio for reimbursement.</p> <p>Members reviewed the list of delinquent accounts from York Water. Members authorized Office manager, Janny Graham, to automatically notify York Water to send out any shut-off notices for bills unpaid for over 61 days and for which the total amount due exceeds \$100. including the amount due for the current month. Members also directed Janny to inform York Water to add the cost of the shut-off notices to the bill of those customers whose delinquency caused each shut-off notice.</p> <p>Members directed Office Manager, Janny Graham, to tell York Water Company to begin charging the \$27.50 flat fee to the owner of 10 Hanover St., even though that property is not yet connected to the public sewer.</p> <p>Members discussed the formation of a "Personnel Committee" which had been recommended by Chairman Dave Reed at the June meeting. The current issues for consideration will be an annual review of the WWTP operator performance ad contract specifications, annual review of the performance of the office manager with review of the job description and compensation for that position, and consideration of a policy for compensation for Board members when they must meet with various professional people, such as the solicitor or engineer, outside of the regular meeting times. Solicitor Mieke Walsh will investigate any directives on this last issue in the Municipal Planning Code and report on her findings at the August meeting.</p> <p>Cecile Fetters asked what ever happened to the gate, which was supposed to be put at the beginning of the roadway to the WWTP as the site itself is very well hidden from public view, and could easily be subjected to unobserved vandalism. The Board had been shown drawings that included a bar type gate across the roadway to limit driving access. John Klinedinst will check into this.</p> <p>Cecile Fetters suggested that an Open House at the WWTP be held on a Sunday afternoon from 2-4 p.m. to make it more</p>	<p>Cecile Fetters made a motion to nominate Tom Insley and Marlyn Stauffer to the Personnel Committee. Conrad Eiben seconded the motion. Motion carried 4-0. Marlyn Stauffer abstained.</p> <p>Members decided to tentatively schedule an Open House at the</p>

	convenient for the public to attend. She also suggested that we ask a representative of Aqua-Aerobics to participate in order to explain how their equipment operates. John Klinedinst said that he would volunteer to participate in the Open House as a docent, explaining the process to any visitors, and he recommended inviting local legislators and municipal officials, as well as the general public.	WWTP for Sunday, September 23, 2012 and to invite specific visitors as recommended by John Klinedinst.
New Business	Jefferson Borough has been hosting a JCJSA page on its' website for the past several years and is now incurring an increased cost to have it's own website. The cost to the Borough will be \$600 for 5 years for hosting. The JCJSA will be able to add new information to the webpage in addition to the minutes and Newsletter, which are currently posted there. Members discussed what amount the JCJSA should contribute to this cost.	Cecile Fetters made a motion to contribute \$150 to Jefferson Borough for website space for 5 years. Conrad Eiben seconded the motion. Motion carried 5-0.
Additional public comment	No one from the public was present to give comment.	
Adjournment	Dave Reed adjourned the meeting at 8:45 p.m.	

Respectfully submitted,
Cecile H. Fetters, Secretary

COMMUNICATIONS: The only communication this month was the completed 2011 auditor's report.