

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

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on August 1, 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 July 3, 2012 meeting were reviewed.	Marlyn Stauffer made a motion to approve the minutes, seconded by Tom Insley. Motion carried 5-0.
Communications	None received except for bills.	
Public Comment	Jon Chronister thanked the Board for the work to correct his storm water runoff problem. He said that H & H Contractors did a good job.	
Treasurer's Report	<p>Treasurer, Conrad Eiben, presented the 2nd Quarter Income and Expense Report using a new format, as well as a quarterly Profit and Loss comparison with the YTD and Annual Budget. Members felt that this format will give them a clearer picture of the financial status of the Authority</p> <p>Conrad reported total Cash & CD assets as of June 30, 2012 of \$1,134,148.36. Bank statements do not arrive in time to give the balances of the immediately preceding month.</p> <p>Office manager, Janny Graham, presented the current bills for payment.</p>	<p>Tom Insley made a motion to approve the treasurer's report. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p> <p>Marlyn Stauffer made a motion to approve current bills for payment. Tom Insley seconded motion. Motion carried 5-0.</p>
Solicitor's Report	<p>Mieke Driscoll, solicitor, informed the Board that the Deed of Dedication, Permanent and Temporary Access Road Easement Agreement for the WWTP site are all now ready to be signed. She also has a copy of the Release and Satisfaction of Mortgage for the property and a Precipice to remove the lien filed by Trinity Excavators as soon as the retainage payment is released. All these were previously approved so no action is needed at this meeting.</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 agreed to pay 50% of the invoices submitted by the Authority for restoration items concluded after the final payment to Abbonizio.</p>	

	<p>John reported on the status of issues related to the startup of the WWTP. All except 2 have been resolved and those 2 are in the process of being completed. Aqua Aerobics had supplied the replacement actuator motor at no charge so Janny will contact Fred Walton to find out why there was a large charge for the “actuator pump” on his January bill. If it was for labor, that is not covered by the warranty.</p> <p>John told Janny to instruct Fred Walton to copy him on the monthly DMR reports from PA DEP. He will review them and contact Fred if he sees any issues that have developed related to our permit.</p> <p>Cecile Fetters had been called by Loretta Brillhart, regarding the corner stake on her property which was removed during the construction of the sewer lateral and not replaced. Members directed John to have the corner surveyed and the corner stake replaced.</p> <p>Marlyn Stauffer asked if the wooden stake at the corner of the Julian Grote property could be removed. John replied that those types of stakes may be removed.</p> <p>Members discussed putting up a gate at the entrance to the Authority’s roadway now that we have taken ownership of the access road. However, since anyone could easily go around the gate, it was decided to put up “Private Property-No Trespassing” signs. Mieke gave her opinion that this would relieve the Authority of any responsibility for damages if a trespasser went off the roadway and damaged his/her vehicle.</p> <p>John proposed distributing the engineer report to Board members the Friday before the meeting, so members will be aware of any items to be discussed.</p>	
<p>Old Business</p>	<p>Office manager, Janny Graham, had emailed a list of the overdue/shut-off notices with their current status. Most of those who have been shut off have paid in full, except for the properties that are vacant and are owned by a bank. The banks will have to pay the bills prior to re-selling these properties but the Authority may have to wait for these payments.</p> <p>The Personnel Committee will meet at the WWTP on August 3rd to review all issues of upkeep and operation in advance of giving a recommendation on the renewal of the Walton contract. Dave Reed will give the Committee a copy of the original job description for the Office manager/bookkeeper. Janny Graham was asked to review this and add to the description any duties which she is now responsible for which were not foreseen when the job description was developed. Mieke reported that it is appropriate to reimburse members for out-of-pocket expenses, such as mileage and parking fees, associated with meetings regarding Authority business.</p> <p>Cecile Fetters raised some questions about recommendations in</p>	

	<p>the auditor letter of June 25th, which had accompanied the auditor's report and asked if the other Board members felt that they should be acted upon. Conrad Eiben and Dave Reed both agreed that several of the items do need action and they will report on their recommendations at the the September meeting.</p> <p>Members discussed the Open House at the WWTP scheduled for Sunday, September 23, 2012. John Klinedinst and Dave Lounsbury, TLC Environmental representative, both have volunteered to participate, explaining the process to any visitors and answering questions. John said that Jeff Shue and John Leen will also represent C.S. Davidson at the event. Dave Lounsbury will also provide brochures explaining the treatment process. Letters of invitation will be sent to local legislators and municipal officials. Flyers will be prepared by the Authority and York Water has agreed to include them with September sewer bills to all customers for a small fee. Bottled drinks and packaged snacks will be provided. Cecile Fetters will make a tri-fold display of pictures of the construction provided by Bob Namovicz and will bring a computer to run a slide show of pictures Bob took during the construction.</p>	
New Business	Cecile Fetters informed the Board that she had requested an address sign from the Jefferson Fire Company with the number of the WWTP street address. Marlyn said that the Borough has a posthole digger and would be able to install the post once the Authority has the sign ready for placement at the driveway along Sinsheim Road.	
Additional public comment	There was no additional public comment.	
Adjournment	Marlyn Stauffer made a motion to adjourn the meeting at 8:35 p.m.	

Respectfully submitted,
Cecile H. Fetters, Secretary