

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
September 5, 2012**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on September 5, 2012. Members present were Dave Reed, Conrad Eiben, Cecile Fetters, Tom Insley and Marlyn Stauffer. The meeting opened with the pledge to the flag.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the August 1, 2012 meeting were reviewed.	Tom Insley made a motion to approve the minutes, seconded by. Motion carried 5-0.
Communications	See list at end of minutes	
Public Comment	No members of the public were present.	
Treasurer's Report	<p>Conrad reported total Cash & CD assets as of July 31, 2012 of \$1,186,757.56. 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>Cecile Fetters made a motion to approve the treasurer's report. Tom Insley seconded the motion. Motion carried 5-0.</p> <p>Cecile Fetters made a motion to approve current bills for payment. Conrad Eiben seconded motion. Motion carried 5-0.</p>
Solicitor's Report	<p>Mieke Driscoll, solicitor, informed the Board that the Deed of Dedication, and Permanent and Temporary Access Road Easement Agreement for the WWTP site have all been recorded and copies delivered to Janny Graham at the Authority office.</p> <p>Mieke reported that a response letter was sent to the correspondence from the attorney representing CFR. No response from that party has been received to date.</p> <p>Mieke researched the question of compensation/reimbursement for Board members attending meetings outside of regular meeting dates, such as at the solicitor's or engineer's office. Out of pocket expenses for things such as parking fees may be reimbursed however reimbursement for lost wages is not allowed.</p> <p>Mieke recommended sending a letter to Mr. Gutman informing him of the damage caused by the large tree branches falling onto the WWTP fence and notifying him that a number of his trees are dead and may cause more damage in the future.</p>	

	<p>Regarding the Betzel property at 39 and 41 Baltimore Street, Mieke reported that these are 2 separate parcels with public water to each and therefore exist as 2 EDUs. The Betzels have already been notified that a second tapping fee is due so there is no need for further action at this time.</p> <p>The storm water facility on the WWTP site must be converted to a permanent facility prior to construction of the next phase of the Codorus Ventures Land Development Plan. Mieke advised the Board that she would convey to Powers' attorney that this is Powers' responsibility under his Land Development plan and the Authority will grant any construction easement necessary to convert the facility as required.</p>	
<p>Engineer's Report</p>	<p>John Klinedinst presented the engineer's report</p> <p>Abbonizio and CS Davidson have paid their share of the unpaid costs incurred related to the collection system construction as agreed upon with the Authority.</p> <p>The corner stake at the Brillhart property, 18 Lakeview Drive, has been located and marked as requested.</p> <p>The sinkhole at 22 York Street was reviewed as to whether or not it is related to construction of the collection system. CS Davidson has determined that it is not related and thus not an issue for the Authority to resolve.</p> <p>CS Davidson has received notification of a sinkhole at the Werrel property on Kraft Mill Road which may be related to construction of the collection system. This will be investigated.</p> <p>John reported on the status of several issues related to the startup of the WWTP. Aqua Aerobics had supplied the replacement actuator motor at no charge. The charge on Fred Walton's bill was for a "spare" actuator motor to have on hand for immediate use in case of failure of the one operating in the tanks, rather than waiting until a new one could be supplied. This was authorized by the Authority. The rest of the issues have either been resolved or are in the process of being scheduled.</p> <p>John reported that his investigation of the reason for the small spillage from the manhole next to the influent pump was related to the failure of several floats in the influent wet well. He made recommendations for items to be added so that this will not recur.</p> <p>Regarding the Open House, C.S. Davidson will provide snacks, drinks, and signs for the different rooms in the lab building. John Klinedinst, John Leen, and Jeff Shue will attend to answer questions about the operation from any visitors.</p>	

Old Business	<p>Office manager, Janny Graham, had emailed a list of the overdue/shut-off notices with their current status. Two customers have had their water shut off but have still not paid their bills.</p> <p>Conrad Eiben handed out a highlighted copy of the auditor's letter of June 25th to the members for review, indicating the areas which Conrad believes the Board should take under consideration at the October meeting.</p> <p>Due to an error in billing on the part of York Water, several customers who have multiple EDUs were missed in the May-July billing for the flat fee portion of their bills. Members agreed to tell York Water to bill them for the missed fees.</p> <p>Members discussed the Open House at the WWTP scheduled for Sunday, September 23, 2012. A letter was received from the Jefferson Borough Council. All other preparations for the event have been completed.</p> <p>The Personnel Committee requested an executive session at the end of the meeting to discuss some personnel issues with the other members of the Board.</p>	
New Business	Cecile Fetters recommended presenting a plaque to Jeff Shue and passing a resolution in honor of his 11 years of service to the Authority.	Cecile Fetters made a motion to pass Resolution 2012-02 plaque honoring Jeff Shue and purchasing a plaque to recognize his 11 years of service to the Authority. Tom Insley seconded the motion. Motion carried 5-0.
Executive session	Chairman Dave Reed convened an executive session at 8:45 p.m. to discuss some personnel issues.	The executive session ended at 9:07 p.m. The personnel committee will report at the October meeting.
Adjournment	Marlyn Stauffer made a motion to adjourn the meeting at 9:08 p.m.	

Respectfully submitted,
Cecile H. Fetters, Secretary

CORRESPONDANCE:

- Copy of letter dated August 31, 2012, from Jefferson Borough Council to Wayne Lehr, notifying him that Fire Police from the Jefferson Volunteer Fire Company are approved to assist with traffic control at the JCJSA WWTP Open House on September 23, 2012.