

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

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on October 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.

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>RESULT/ACTION</b>
Minutes	The minutes of the September 5, 2012 meeting were reviewed.	Tom Insley made a motion to approve the minutes, seconded by Marlyn Stauffer. Motion carried 5-0.
Communications	See list at end of minutes	
Public Comment	Kathy Betzel, 41 Baltimore St. in Jefferson Borough, requested that they be allowed to keep a toilet in the barn without paying the additional tapping fee for a 2 <sup>nd</sup> EDU. Marlyn Stauffer reiterated that the Betzels own 2 separate, improved parcels, and, as such, are considered as 2 EDUs. The options for the Betzels are to remove all water improvements from the barn or to do a reverse subdivision of the properties and join them into one parcel. Such changes would have to be submitted to the Borough Council for approval.	
Treasurer's Report	<p>Conrad reported total Cash &amp; CD assets as of August 31, 2012 of \$830,774.56. 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>Conrad presented his review of the recommendations made by the auditor in June, 2012 along with his recommendations for action items and items to be tabled. Conrad and Dave will work on a written policy for fixed asset additions and depreciation schedules.</p> <p>Conrad handed out a tentative budget for 2013. He asked members to review it and plan to discuss it at the November meeting.</p>	<p>Dave Reed made a motion to approve the treasurer's report. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p> <p>Cecile Fetters made a motion to approve current bills for payment. Tom Insley seconded motion. Motion carried 5-0.</p>
Solicitor's Report	Mieke Driscoll, solicitor, reported that there have been no developments in any of the items discussed by the solicitor's report since September except for the Betzel issue which was discussed under Public Comment.	
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>John reported on the status of several issues related to the WWTP. The insulation of the sludge removal pipe is yet to be scheduled. The slight wall leakage reported by the Chairman is being monitored and no more leakage has been detected. A</p>	

	<p>response letter to DEP regarding the leakage from the manhole has been sent.</p> <p>C.S. Davidson provided snacks, drinks, and signs for the rooms in the lab building at the Open House on September 23rd. John Klinedinst, John Leen, and Jeff Shue attended to answer questions about the operation from visitors. Members felt it was a very successful day and thanked John, as C.S. Davidson representative, for their participation and support. Marlyn Stauffer reported that about 57 people attended the Open House.</p>	
Old Business	<p>Office manager, Janny Graham, reported that 6 more customers will be connected to the sewer system by November 1<sup>st</sup>.</p> <p>Janny had also emailed a list of the overdue/shut-off notices with their current status. Eleven delinquent customers have made large payments to bring their accounts up to date.</p> <p>The Personnel Committee made 3 recommendations for changes in wording to the contract for WWTP operation with Walton Water Services. Solicitor, Mieke Driscoll will provide wording for an amendment to the contract to include these recommendations.</p> <p>Action on the “No Trespassing Signs” for the driveway to the WWTP was tabled until the November meeting.</p>	
New Business	<p>Action on a proposal from Henkels &amp; McCoy for electrical service in the case of a power failure was tabled until the November meeting.</p>	
Adjournment	<p>Dave Reed adjourned the meeting at 8:27 p.m.</p>	

Respectfully submitted,  
Cecile H. Feters, Secretary

**CORRESPONDANCE:**

-Letter from PA DEP dated September 13, 2012 regarding a field investigation of a sewage discharge from the JCJSA facility to the ground’s surface on August 30, 2012.

- Letter dated September 13, 2012 from Leslie J. & Kathy A. Betzel requesting waiver of tapping fee for 2<sup>nd</sup> parcel that they own.

Letter dated September 17, 2012 from Henkels & McCoy, with rate schedule for future electrical work.