

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
November 7, 2012**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on November 7, 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 October 3, 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	There was no public comment.	
Treasurer's Report	<p>Conrad reported total Cash & CD assets as of September 30, 2012 of \$840,381.65. Conrad also shared the Balance Sheet Report, an Income & Expense Report of the past 6 months, and the 3rd Quarter Budget Report.</p> <p>Office manager, Janny Graham, presented the current bills for payment.</p> <p>Conrad told members that the CD will mature prior to the next meeting and the new rate is not yet known. Members agreed to have Conrad renew the CD at the best rate possible</p> <p>Several members suggested revisions to the tentative budget for 2013, which Conrad had emailed prior to the meeting. However, it was obvious that an increase in revenue is necessary in order to keep the Authority in good financial standing. An increase to the fixed rate was recommended as the fairest method for customers. Janny Graham will notify York Water of the rate increase and flyers will be added to the December billing in order to notify customers of the increase that will take effect on January 1, 2013.</p> <p>Members tabled actions on the recommendations made by the auditor in June 2012 until the December meeting.</p> <p>Dave Reed noted that Conrad's term on the Authority will end on December 31st and expressed many thanks to Conrad for his service to the Authority and its customers. Conrad offered to continue working with Janny Graham into 2013 as she prepares for the next audit. Conrad feels that the auditor will have a different level of work for 2013.</p> <p>Marlyn notified the members that Jim Sanders would rejoin the Authority as the Jefferson Borough representative in January 2013.</p>	<p>Marlyn Stauffer made a motion to approve the treasurer's report. Tom Insley 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> <p>Marlyn Stauffer made a motion to increase the "base rate" by \$2.75/EDU effective on January 1, 2013 and to notify York Water Company immediately of this increase for billing purposes. Tom Insley seconded motion. Motion carried 5-0.</p>
Solicitor's Report	Mieke Driscoll, solicitor, presented a written report and reviewed a few of the items on it.	

	<p>Mieke reported that the Betzels have indicated that they are planning to do a reverse subdivision but no action is necessary until this has been finalized.</p> <p>Mieke had drafted an amendment to the contract with Walton Water Services and needed an agreement on the start date of the contract. Members advised Mieke to use September 1st as the start date of the contract. Janny can now forward the amendment to Fred Walton for his signature.</p>	
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>The status of several issues related to the WWTP has not changed since the October report.</p> <p>No determination of responsibility has yet been made regarding the sinkhole on the Werrel property.</p> <p>John will investigate any possible income from the sale of nutrient credits at the WWTP since it is operating well below capacity until more housing units are built in the service area.</p>	
Old Business	<p>Office manager, Janny Graham, presented lists of customers not yet connected and their status, as well as a list of customers who are more than 31 days past due on their bills. Janny asked if the Sterners should be billed according to water usage even though they have not yet connected. Dave Reed replied that they should be since they have had the permit to connect but have not followed through with making the connection.</p> <p>Members took action on a rate proposal from Henkels & McCoy for electrical service thru September, 2013 in the case of a power failure</p> <p>There was no action yet on the "No Trespassing Signs" for the driveway to the WWTP.</p>	<p>Marlyn Stauffer made a motion to start billing the Sterners according to water usage, in addition to the flat fee, starting with the December billing. Conrad Eiben seconded the motion. Motion carried 5-0. Janny Graham will notify York Water Company to begin this billing.</p> <p>Cecile Fetters made a motion to accept the rate proposal from Henkels & McCoy for electrical service at the WWTP in case of power failure. Marlyn Stauffer seconded the motion. Motion carried 5-0</p>
New Business	<p>Codorus Service Center had submitted a rate proposal for snow plowing for the 2012-2013-winter season.</p>	<p>Conrad Eiben made a motion to accept the rate proposal from Codorus Service Center for snow plowing for the 2012-2013 winter season. Cecile Fetters seconded the motion. Motion carried 5-0</p>
Adjournment	<p>Tom Insley made a motion to adjourn the meeting at 8:39 p.m.</p>	

Respectfully submitted,
Cecile H. Fetters, Secretary

CORRESPONDANCE:

- Letter dated October 25, 2012 from Charles A. Kehew, of James R. Holley & Assoc., requesting confirmation that the JCJSA WWTP has sufficient capacity for 5 additional EDUs in the Borough.