

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

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:03 p.m. on December 5, 2012. Members present were Dave Reed, Conrad Eiben, Cecile Fetters, and Tom Insley. The meeting opened with the pledge to the flag.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the November 7, 2012 meeting were reviewed.	Conrad Eiben made a motion to approve the minutes, seconded by Tom Insley. Motion carried 4-0.
Communications	There were no communications other than bills.	
Public Comment	Tom Baum, 5 Spruce St., came to the meeting to notify the Board that the water supply to his fire-ravaged trailer has been turned off and therefore he does not believe he should be charged for an EDU for that property. Solicitor Mieke Driscoll advised Mr. Baum that it is the Borough's ordinance which requires connections to the public sewer system and therefore, if the Borough Council approves his status as a non-habitable property, then the Sewer Authority will not be sending any further notice to connect.	
Treasurer's Report	<p>Conrad reported total Cash & CD assets as of October 31, 2012 of \$841,011.04. Conrad also shared the Balance Sheet Report, and an Income & Expense Report of the past 3 months.</p> <p>Office manager, Janny Graham, presented the current bills for payment.</p> <p>Conrad requested a check for transfer of funds to Susquehanna Bank enough to cover the interest payment due to RUS by the end of December.</p> <p>Conrad reviewed the revisions he had made to the tentative budget for 2013, in response to members' suggestions at the November meeting. He strongly recommended calculating what the revised tapping fee should be for 2013 and in the future, in light of the 5 year Cash Flow Projection that he presented along with the budget. Dave Reed asked John Klinedinst to review this item in light of the Capital Charges Study, which his office had prepared for the RUS loan application.</p> <p>Dave Reed recommended approval of the schedule of Capitalization of Assets as presented by Conrad Eiben.</p> <p>Dave Reed again expressed many thanks to Conrad for his service as treasurer to the Authority and its customers as his term as ends. Conrad offered to continue working with Janny Graham into 2013 as she prepares for the next audit.</p>	<p>Cecile Fetters made a motion to approve the treasurer's report. Tom Insley seconded the motion. Motion carried 4-0.</p> <p>Dave Reed made a motion to approve current bills for payment. Conrad Eiben seconded motion. Motion carried 4-0.</p> <p>Conrad Eiben made a motion to approve a check for transfer of funds to Susquehanna Bank enough to cover the interest payment due to RUS by the end of December. Tom Insley seconded the motion. Motion carried 4-0.</p> <p>Cecile Fetters made a motion to approve the 2013 budget as provided by Treasurer Conrad Eiben. Tom Insley seconded the motion. Motion carried 4-0.</p> <p>Dave Reed made a motion to approve the schedule of Capitalization of Assets. Conrad Eiben seconded motion. Motion carried 4-0.</p>

Solicitor's Report	Mieke Driscoll, solicitor, reported that she had spoken to Fred Walton and he found the an amendment to the contract acceptable except for the cancellation provision which would allow us to cancel the contract with only 30 days notice. Mieke will make revisions to that part and re-submit it to Fred Walton for his signature.	
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>The Authority contracted with Sam Heltzel to fill the sinkhole on the Werrel property with dirt. It will now be monitored for future problems.</p> <p>John reported on 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. Such credits are sold for 1 year at a time. Certification by DEP is required and this can be done as part of the Chapter 94 report in January, 2013. After that, credits are sold either by a broker or by PennVest. The Board can decide in January or February as to how they wish to proceed.</p> <p>Dave Reed will tell Wilco to proceed with the insulation of the sludge removal pipe prior to winter weather.</p> <p>John had received a call regarding additional lines at 50 Baltimore St. He will write a letter requiring a 6-inch line in the street for any additional connections at that address.</p>	
Old Business	<p>Office manager, Janny Graham, presented lists of customers not yet connected. Six of these are in the process of being connected.</p> <p>She also presented a list of customers who are more than 31 days past due on their bills. Several of those have notified York Water that they will be mailing checks to cover their amount due at the beginning of December.</p> <p>"No Trespassing Signs" are have been installed for the driveway to the WWTP.</p>	
New Business	<p>Cecile Fetters introduced Resolution 2012-03 honoring Conrad Eiben for his exemplary service to the Authority</p> <p>Janny Graham presented a copy of the public notice that the Borough of Jefferson will be publishing regarding meetings in the Borough in 2013. This includes the JCJSA meetings at 7 p.m. on the first Wednesday of each month.</p> <p>Dave Reed signed the proposal from Laboratory Analytical & Biological Services, Inc. for 2013 for materials and tests required by PADEP. There is no increase in these fees for 2013.</p> <p>Members reviewed a proposal from Patriot Energy for electric</p>	<p>Cecile Fetters made a motion to approve Resolution 2012-03 honoring Conrad Eiben for his exemplary service to the Authority. Tom Insley seconded the motion. Motion carried 4-0.</p> <p>Tom Insley made a motion to approve Resolution 2012-04 setting JCJSA meeting dates for 2013. Conrad Eiben seconded the motion. Motion carried. 4-0.</p>

	<p>rates for either 12 month or 24-month renewal. However, no decision was made. The contract does not expire until February so the decision on time frame can be done at the January meeting.</p> <p>Dave Reed reported on his meeting with Mark Derr, N. Codorus Township manager regarding his experience with Walton Water Service operation of the N. Codorus WWTP. Marlin Stauffer was also present at that meeting. Mr. Derr wanted to make the Authority aware of maintenance issues that arose in their system. As a result of Dave's report on this meeting, it was determined that we need to establish a schedule of maintenance for the operator to check and submit regularly. John Klinedinst will make recommendations for this schedule.</p>	
Adjournment	Tom Insley made a motion to adjourn the meeting at 8:46 p.m.	

Respectfully submitted,
Cecile H. Feters, Secretary