

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
February 6, 2013**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on January 2, 2013. Members present were Dave Reed, Tom Insley, Cecile Fetters, Marlyn Stauffer, and new member, Jim Sanders, appointed by Jefferson Borough for a new 5-year term. The meeting opened with the pledge to the flag.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the January 2, 2013 meeting were reviewed.	The name "Rick Resh was changed to Richard Resh". Jim Sanders made a motion to approve the minutes after the change. Marlyn Stauffer seconded motion. Motion carried 5-0.
Communications	See list at the end of the minutes.	
Public Comment	There was no public comment.	
Treasurer's Report	<p>Tom Insley reported total Cash & CD assets as of December 31, 2012 of \$787,090.73. Tom also shared the Balance Sheet Report, and an Income & Expense Report of the past 6 months. Tom also requested permission to close the People's account #1610 (Balance- \$336.67) and deposit all funds into the Susquehanna Bank checking account.</p> <p>Office manager, Janny Graham, presented the current bills for payment.</p> <p>Janny also requested that she be allowed to be one signer on checks in order to pay routine bills such as the electric bills and gas bill, etc. She has found it difficult to find two people who can come to the office to sign the checks when the building is open. Dave Reed will check with the auditor to see if they practice is allowed.</p>	<p>Marlyn Stauffer made a motion to approve the treasurer's report and the closing of the People's Bank account, seconded by Jim Sanders. Motion carried 5-0.</p> <p>Tom Insley made a motion to approve current bills. Marlyn Stauffer seconded the motion. Motion carried 5-0</p>
Solicitor's Report	<p>Mieke Driscoll, solicitor, asked that a decision on Resolution 2013-01 be tabled until the March meeting.</p> <p>Janny Graham asked the solicitor if there is some way to take legal action to recover the long overdue unpaid fees on vacant properties so that, when sold, the Authority will be reimbursed from the proceeds of the sale. Mieke replied that CGA Law Firm has a collections department and member approved Mieke to proceed filing the proper documents on the properties that Janny identifies to that department.</p>	
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>John reported that Certification by DEP on possible income from the sale of nutrient credits at the WWTP is still being prepared as part of the Chapter 94 report. John presented a draft of an Operation and Maintenance</p>	

	<p>checklist for the WWTP, but noted that it is incomplete and work on this will continue.</p> <p>John reported that the cost of the sludge removal pipe insulation was to be born be C.S. Davidson and Powers according to an email from Powers in 2011. He recommended sending Powers an invoice for \$5707.70 (Powers share). C.S. Davidson will pay their share by giving the Authority credit for services in 2013. Janny will send the invoice to Powers this month.</p> <p>John reported that issues of algae clogging the disinfection unit arose on February 4th. John recommends that the Post-EQ tank and UV system be cleaned. He believes that much of the algae was present when the WWTP was first put into operation, due to sitting idle for almost a year, prior to that time. Dave will follow up with Fred to have this done.</p> <p>John reported that Richard Resh has recommended some further revisions to the “Capital Charges Study”. He asked that any decision on the Tapping Fee for 2013 be delayed until the March meeting. Members concurred.</p> <p>John informed members that C.S.Davidson had received a Land Development plan from CFR for 5 dwelling units on one lot in the Borough. He will recommend that JCJSA approval be sought as part of the approval process of this lot as there are issues of the lateral if these units are sold separately at some later date. John also recommends that the Authority adopt technical specifications for any new connections to the system. He will prepare these for review by the members at the March meeting.</p> <p>John had researched manhole-casting details for possible purchase of two replacement covers to have “on hand”, as requested at the January meeting. He provided the information to Janny so that she can order them.</p>	
Old Business	Janny Graham had sent the members an update on the progress of payment of Tapping Fees by those who have not yet hooked up and also of the overdue payments for sewer service from customers.	
New Business	There was no new business.	
Additional public comment	There was no additional public comment.	
Adjournment	Meeting adjourned at 8:40 p.m.	

Respectfully submitted,
Cecile H. Fetters, Secretary

COMMUNICATIONS:

Letter dated January 7, 2013 from Sam Heltzel regarding sidewalk settlement in front of United Methodist Church on Hanover Street in Jefferson Borough.

Letter dated January 24, 2013 from Stephanie L. Crouch, EMC Insurance companies, stating that they were closing their file on the CFR issue.