

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
April 3, 2013**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on April 3, 2013. Members present were Dave Reed, Tom Insley, Cecile Fetters, and Marlyn Stauffer. The meeting opened with the pledge to the flag.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the February 6, 2013 meeting were reviewed. There was no March meeting due to lack of a quorum.	Marlyn Stauffer made a motion to approve the minutes. Tom Insley seconded motion. Motion carried 4-0.
Communications	Invitation to the Spring Meeting of the PMAA.	
Public Comment	There was no public comment.	
Treasurer's Report	<p>Tom Insley reported total Cash & CD assets as of February 28, 2013 of \$791,491.90. Tom also shared the Balance Sheet Report for January and February, and an Income & Expense Report of the past 6 months.</p> <p>Office manager, Janny Graham, presented the bills from February and March for payment.</p>	<p>Marlyn Stauffer made a motion to approve the treasurer's report Cecile Fetters seconded the motion. Motion carried 4-0.</p> <p>Cecile Fetters made a motion to approve current bills. Marlyn Stauffer seconded the motion. Motion carried 4-0</p>
Solicitor's Report	<p>Mieke Driscoll, solicitor, presented Resolution 2013-01. This Resolution raises the Tapping Fee for 2013 to \$2946.00 pursuant to the Capital Charges Study Amendment #1 prepared by C.S. Davidson engineers, dated March 1, 2013.</p> <p>Mieke reported that CGA Law Firm's collections department has proceeded in filing the proper documents on the properties that are vacant and owe sewer fees to the Authority.</p>	Dave Reed made a motion to approve Resolution 2013-01 raising the Tapping Fee to \$2946. for 2013. Marlyn Stauffer seconded the motion. Motion carried 4-0
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>John reported that the Chapter 94 report has been completed and will be sent to DEP this week. Dave Reed signed the report.</p> <p>John presented the completed draft of an Operation and Maintenance (O & M) checklist for the WWT. Dave Reed, John Leen, and John Klinedinst will review this checklist with Fred Walton before it is finalized and placed at the WWTP for reminders of regular maintenance tasks to be performed.</p> <p>John had emailed a Plumbing Code Resolution draft to the members and had received some comments from members. He expects that this Resolution will be ready for adoption in May.</p>	

	John recommended approval of the Land Development plan from CFR for 5 dwelling units in the Borough. Dave Reed signed the plan on behalf of the Authority.	
Old Business	<p>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. She reported that only 2 property owners in the Borough have not yet paid the Tapping Fee. She also reported that all overdue sewer service payments were up-to-date as of April 1st.</p> <p>Dave Reed reported that the tanks at the WWTP have been cleaned and the excess algae removed. Also, the sludge removal pipe has been insulated.</p> <p>Janny reported that the 2 manholes covers had arrived and were at the WWTP. Marlyn asked that they be stored at the Borough shed so that they would be easily available to the Borough personnel in the event that one in a street is lost/stolen, etc. Janny will see that they are transferred to the Borough shed.</p> <p>Janny reminded members to submit their completed "Statement of Financial Interests" which are due by May 1, 2013.</p>	
New Business	Janny presented a proposal from Trump Lawn & Land Co. for mowing and weeding at the WWTP and pump station sites. Cecile questioned why the charge for the small pump station site is \$1220. for the season and the much larger WWTP site is \$1500. Janny will ask the company for clarification of the services at the pump station site and why they are so high.	Marlyn made a motion to accept the Trump Lawn & Land Co.'s proposal for maintenance of the grounds at the WWTP and pump station sites, subject to clarification of the charges. Tom Insley seconded the motion. Motion carried 4-0.
Additional public comment	There was no additional public comment.	
Adjournment	Meeting adjourned at 8:18 p.m.	

Respectfully submitted,
Cecile H. Fetters, Secretary