

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING  
MINUTES  
May 1, 2013**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on May 1, 2013. Members present were Marlyn Stauffer, Tom Insley, Cecile Fetters, and James Sanders. The meeting opened with the pledge to the flag. Vice-chairman, Marlyn Stauffer, conducted the meeting.

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>RESULT/ACTION</b>
Minutes	The minutes of the April 3, 2013 meeting were reviewed.	Tom Insley made a motion to approve the minutes. Marlyn Stauffer seconded motion. Motion carried 4-0.
Communications	See list at end of minutes.	
Public Comment	There was no public comment.	
Treasurer's Report	<p>Tom Insley reported total Cash &amp; CD assets as of February 28, 2013 of \$788,916.44. Tom also shared the Balance Sheet 6-month Report for October 1, 2012 to March 31, 2013, and an Income &amp; Expense Report of the past 3 months.</p> <p>Office manager, Janny Graham, presented the bills from April for payment.</p> <p>Janny presented a separate bill from Ross Industrial Services for \$1185 for the repair of a submersible pump for payment. This bill was not on the April bill list.</p> <p>Janny also presented the Quarterly Report for the 1<sup>st</sup> quarter of 2013 comparing the actual income and expenses to what was budgeted. It showed that the Authority is operating within its budget.</p> <p>Janny asked notified members that the 2012 audit report has been completed and asked if all members wished to meet with the auditor, or if just she, Treasurer Tom Insley, and Chairman Dave Reed should meet with the auditor. Members felt that just Janny, Tom, and Dave should meet with the auditor.</p> <p>Janny informed the members that the auditors need to access our cancelled checks but the bank does not automatically send them to us. She showed members 3 different options for accessing cancelled checks with attached charges.</p>	<p>Jim Sanders 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> <p>Jim Sanders made a motion to approve payment to Ross Industrial Services. Tom Insley seconded the motion. Motion carried 4-0</p> <p>Cecile Fetters made a motion to accept the Quarterly Report. Jim Sanders seconded the motion. Motion carried 4-0.</p> <p>Cecile made a motion to authorize payment of a fee of \$10./month for the bank to make statements with check images available. The other options were more costly. Jim Sanders seconded the motion. Motion carried 4-0/</p>
Solicitor's Report	Mieke Driscoll, solicitor, presented a revised copy of <b>Resolution 2013-01</b> which was passed at the April meeting. It was revised in accordance with the motion that was made at the April meeting, so only signatures were needed. Marlyn Stauffer and Cecile Fetters signed the Resolution.	

<p>Engineer's Report</p>	<p>John Klinedinst presented the engineer's report</p> <p>John had prepared a draft of the revised Operation and Maintenance (O &amp; M) checklist for the WWT but had not yet met with Fred to review the expectations prior to posting in the WWTP. Finalization of the Operation and Maintenance guidelines was tabled until the June meeting.</p> <p>John had forwarded a copy of the Plumbing Code Resolution draft to the solicitor. It was not yet in final form for adoption so this item was tabled until the June meeting.</p>	
<p>Old Business</p>	<p>Janny Graham had sent the members an update on the progress of payment of Tapping Fees and also of the overdue payments for sewer service from customers. There was no significant change from the previous report.</p> <p>Janny had sent the members a memo explaining the cost for the lawn services around the pump station that were questioned at the April meeting. Members were satisfied and have already approved the contract with Trump Lawn &amp; Land care.</p> <p>Cecile Feters had sent the members a detailed discussion of the Connection Fee issue but, since Chairman Dave Reed was absent, discussion on this issue was tabled for the June meeting.</p>	
<p>New Business</p>	<p>Janny notified members that an application for a Street Excavation Permit (Intersection of York &amp; Cherry St.) had been submitted to the Borough Zoning Officer. H &amp; H Contracting will do the work.</p> <p>H &amp; H Contracting will also do the repair at Starlite Drive where the street has settled over the sewer main.</p> <p>Sam Heltzel has given an estimate of \$100. for the grading needed behind 34 York Street where there is a manhole in a field. He will also put in a marker that is visible during the mowing season so that whoever is mowing the field will not hit the manhole cover.</p> <p>Marlyn Stauffer stated that he thought all manholes that are not in public streets should be marked. Members agreed and requested that the Borough maintenance person do this marking of manholes. The JCJSA will reimburse the Borough for the cost of his time.</p>	<p>Jim Sanders made a motion to approve payment to Sam Heltzel for grading behind 34 York Street. Tom Insley seconded the motion. Motion carried 4-0.</p> <p>Jim Sanders made a motion to approve reimbursing Jefferson Borough for Borough maintenance person marking of JCJSA manholes that are not in public streets. Tom Insley seconded the motion. Motion carried 4-0.</p>

	Janny had emailed a notice to members that York Water Company is offering an option of electronic payment of sewer bills, for a fee. Due to the absence of Chairman Dave Reed, this item was tabled for the June meeting.	
Additional public comment	There was no public comment.	
Adjournment	Meeting adjourned at 8:40 p.m.	

Respectfully submitted,  
Cecile H. Fetters, Secretary

COMMUNICATIONS:

- Letter dated May 2, 2013 from Robert B. Hoffman, Eckert Seamans et al., attorney representing CFR Partners, LP, responding to May, 2012 letter from Margaret Driscoll, CBA Law, solicitor for the Authority.