

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
June 5, 2013**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on June 5, 2013. Members present were Dave Reed, Marlyn Stauffer, Cecile Feters, and James Sanders. The meeting opened with the pledge to the flag.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the May 1, 2013 meeting were reviewed. Dave Reed thanked Marlyn Stauffer for conducting the May meeting in his absence.	Dave Reed made a motion to approve the minutes. Marlyn Stauffer seconded motion. Motion carried 4-0.
Communications	See list at the end of the minutes.	
Public Comment	There was no public comment.	
Treasurer's Report	In Treasurer, Tom Insley's, absence, office manager, Janny Graham, gave the treasurer's report. Janny reported total Cash & CD assets as of April 30, 2013 of \$788,728.14. Tom also shared the Balance Sheet 6-month Report for November 1, 2012 to April 30, 2013, and an Income & Expense Report of the past 3 months. Office manager, Janny Graham, presented the bills from May for payment. Janny presented a separate bill from CGA Law for April-May 2013. Janny also requested approval to transfer \$49,000+ from People's Bank to Susquehanna Bank to cover the semi-annual interest payment of \$61,875. on the USDA loan.	Jim Sanders made a motion to approve the treasurer's report. Marlyn Stauffer seconded the motion. Motion carried 4-0. Cecile Feters made a motion to approve current bills. Jim Sanders seconded the motion. Motion carried 4-0. Marlyn Stauffer made a motion to approve payment to CGA Law. Jim Sanders seconded the motion. Motion carried 4-0. Marlyn Stauffer made a motion to approve the requested transfer of funds. Jim Sanders seconded the motion. Motion carried 4-0.
Solicitor's Report	Mieke Driscoll, solicitor, requested an executive session to discuss a matter of possible litigation. Due to the fact that almost all current Borough residents are now connected to the public sewer system, Mieke recommended discontinuance of the "Extended Payment Plan" for any new customers.	The executive session began at 7:30 p.m. and ended at 7:55 p.m. No decisions were made as a result of the executive session. Marlyn Stauffer made a motion to discontinue the "Extended Payment Plan" for any new customers. Cecile Feters seconded the motion. Motion carried 4-0.
Engineer's Report	John Klinedinst presented the engineer's report The draft of the revised Operation and Maintenance (O & M) checklist for the WWT is 95% complete. Dave will set up a meeting with Fred to review the expectations prior to posting in the WWTP. John feels that good progress is being made on the process to sell Nutrient Credits. The DEP contact is Jay Braund. When the Borough solicitor reviewed the proposed	

	<p>Plumbing Code Resolution he advised John that the Borough already has specifications from the house to the street connection point. He recommended that the Township specifications be consistent with those already in effect in the Borough. He will ask Jeff Shue to discuss this with the Township Planning Commission. Resolution 2013-02 describing materials specifications for plumbing connections to the JCJSA system is ready for adoption.</p> <p>John reported that CS Davidson will inspect the two new laterals, which will be connected in the Codorus Estates development.</p>	<p>Cecile Fetters made a motion to approve Resolution 2013-02 describing materials specifications for plumbing connections to the JCJSA system. Jim Sanders seconded the motion. Motion carried 4-0</p>
Old Business	<p>Members held a discussion of the Connection Fee issue that was tabled at the May meeting. It will only apply to about 10 vacant properties where laterals were installed during construction of the collection system in the Borough, and only to those connected in the future—not to any connected in the past 2 years.</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 gave an update on the York Rd. and Cherry St. repairs, the Starlite Dr. repair, and the grading behind 34 York St. property. All are either completed or soon to be completed.</p> <p>Marlyn reported that Tom Baum does not want the manhole in his field marked. He feels he is able to mow the area without a problem. It was decided to only mark manholes in fields that may present a hazard—not all such manholes.</p>	<p>Cecile Fetters made a motion to approve a \$500. “Connection Fee” for anyone newly building on a vacant lot and connecting to a lateral built by the JCJSA during construction of the Borough collection system in 2010. Jim Sanders seconded the motion. Motion carried 3-1. Marlyn Stauffer voted against imposing this fee.</p>
New Business	<p>Members discussed York Water Company’s option of offering electronic payment of sewer bills, for a fee.</p> <p>Janny Graham had emailed a letter to members from Envirep, the company which sold us and installed the pumps at the pump stations. Envirep offers a “Maintenance Agreement” to prevent breakdowns. Members instructed Janny to contact the Envirep representative and request a quote on the service for our specific installation.</p>	<p>Marlyn Stauffer made a motion to have the customer pay the fee if they want to pay their sewer bill via credit card. Cecile Fetters seconded the motion. The vote was a tie (2-2) so the motion failed.</p>
Additional public comment	<p>There was no public comment.</p>	
Adjournment	<p>Meeting adjourned at 9:06 p.m.</p>	

Respectfully submitted,
Cecile H. Fetters, Secretary

COMMUNICATIONS:

Letter dated May 10, 2013 from Roger G. Stauffer, Envirep, offering a preventive maintenance program for the pump system.