

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
October 2, 2013**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on October 2, 2013. Members present were Dave Reed, Marlyn Stauffer, Tom Insley and Cecile Feters. The meeting opened with the pledge to the flag.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the September 4, 2013 meeting were reviewed.	Marlyn Stauffer made a motion to approve the minutes. Tom Insley 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	<p>Treasurer, Tom Insley, gave the treasurer's report. Tom reported total Cash & CD assets as of August 31, 2013 of \$697,527.20. Tom also shared Income & Expense Report for the past 3 months and the Balance sheet for March to August, 2013.</p> <p>Tom also presented the bills from September for payment.</p>	<p>Cecile Feters made a motion to approve the treasurer's report. Marlyn Stauffer made seconded the motion. Motion carried 4-0.</p> <p>Cecile Feters made a motion to approve current bills. Marlyn Stauffer seconded the motion. Motion carried 4-0.</p>
Solicitor's Report	<p>Solicitor, Mieke Driscoll, reported on a meeting held at the office of CGA law firm to discuss a matter of litigation with Attorney Anthony R. Sherr who is representing the Authority's municipal insurance company in the matter. Attorney Sherr's office has filed preliminary objections in the matter but date for a hearing has yet been set.</p> <p>Mieke has review the proposed agreement with Spring Grove Borough for operation of the WWTP and collection facilities. She believes that it should be termed a "Services Agreement" since the Authority has no supervision of employees under the agreement. John Klinedinst will review it to see if all necessary services of the JCJSA wastewater system are covered by the proposed agreement. Mieke will provide her revised copy to David Jones, Spring Grove Borough solicitor for his review. The goal will be to secure approval of the finalized agreement at the November Authority meeting.</p>	
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>John reported that no Nutrient Credits were sold at the September 11th auction. The next auction will be on November 6th and John recommends participating since the bulk of the registration is complete.</p>	

	<p>The Spring Grove Borough manager has asked which items stored at the WWTP belong to the Authority. John responded that he believed that all does. Dave Reed will inventory and document what is there prior to SG Borough taking over operation of the plant.</p>	
Old Business	<p>No change in the number of properties in the Borough that were still not connected to the public sewer system (5).</p> <p>Spring Grove Borough personnel have begun handling the bookkeeping function for the JCJSA but there is not yet an agreement in place, so we are paying SG for the service on an hourly basis. No decision has been made about how to handle the other office functions of the JCJSA.</p> <p>Dave Reed requested that, for the immediate future, that Jefferson Borough Council be asked to allow Janny Graham to continue to provide office support to the JCJSA until the agreement with SG has been finalized and the Authority knows which functions may not be covered by that agreement. The Authority would expect to cover her hourly wage plus applicable taxes and fees for that same time period. Cecile Fetters will send a letter requesting such consideration to the Jefferson Borough Council prior to their next meeting. Dave Reed asked Janny to make a list of her duties for the Authority so that we will know how much will be covered by Spring Grove Borough personnel after our agreement is signed.</p>	<p>Cecile Fetters made a motion to request that Jefferson Borough allow Janny Graham to do some work for the JCJSA, for which the Authority will reimburse the Borough for a brief period of time. Marlyn Stauffer seconded the motion. Motion carried 4-0.</p>
New Business	<p>Due to the fact that 2014 is the year that the balance of membership on the JCJSA shifts to Jefferson Borough, starting on January 1, 2014, there will be 3 Jefferson Borough representatives and 2 Codorus Township representatives on the JCJSA Board. Tom Insley has agreed to resign his position to allow Codorus Township to appoint Dave Reed to that Township. Thus Dave Reed will be available for a new 5-year term at the end of this year.</p> <p>Members reviewed the proposal from Codorus Service Center for snow removal for the 2013-2014 season.</p> <p>Members discussed meeting dates for 2014. Authority meetings will continue to be on the 1st Wednesday of each month at 7 pm in the Borough Council chambers except for January when the meeting will take place on Thursday, January 2nd due to the fact the 1st Wednesday is a holiday.</p>	<p>Marlyn Stauffer made a motion to approve the snow removal proposal from Codorus Service Center. Tom Insley seconded the motion. Motion carried 4-0.</p> <p>Marlyn Stauffer made a motion to have 2014 Authority meetings on Thursday, January 2nd 2014, and all other 2014 meetings on the 1st Wednesday of each month at 7 p.m. Tom Insley seconded the motion. Motion carried 4-0.</p>
Additional public comment	There was no public comment.	
Adjournment	Meeting adjourned at 8:45 p.m.	

COMMUNICATIONS:

Notice from EMC Insurance that the renewal date for insurance is December 16, 2013.

Snow Removal Proposal from Codorus Service Center for the 2013-2014 season.

Notice from Mayers, Mennies and Sherr., LLP that Preliminary Objections have been listed for disposition.