

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

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on November 6, 2013. Members present were Dave Reed, Marlyn Stauffer, Jim Sanders and Cecile Fetters. The meeting opened with the pledge to the flag. Chairman, Dave Reed, introduced Andy Shaffer, our financial “controller”, from the Spring Grove Borough office.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the October 2, 2013 meeting were reviewed. Solicitor, Mieke Driscoll, requested that the last paragraph regarding Codorus Ventures be removed. It should have been discussed outside of a public forum as it regards a contract.	Marlyn Stauffer made a motion to approve the minutes, after the requested revision. Jim Sanders seconded motion. Motion carried 4-0.
Communications	Mail is currently being taken to the Spring Grove Borough office and Andy Shaffer reported that there were no communications other than bills in the past month.	
Public Comment	<p>Richard Snyder, Borough resident, asked why the Authority was contracting for plowing services when they own a snowplow. However, he was informed that Jefferson Borough, not the Authority, owns the snowplow he is referring to.</p> <p>Ingeborg Altland, Borough resident, complained about her neighbor not having had his septic system pumped out when the residence was connected to the public sewer system. Marlyn Stauffer responded that the Borough Zoning Office had not been notified that the residence had two septic tanks at the time of connection. However, the Borough is now aware of the situation, and property owner has been notified that the situation must be promptly corrected. The sewage enforcement officer must inspect the property when it is corrected.</p>	
Treasurer’s Report	<p>Chairman, Dave Reed, gave the treasurer’s report in the absence of treasurer, Tom Insley. Dave reported total Cash & CD assets as of September 30, 2013 of \$710,017.51. Dave also shared a Profit & Loss / Budget vs. Actual statement for January to September, 2013.</p> <p>Dave presented the bills from September and October for payment. Dave also requested that the bank reconciliation be reviewed and co-signed by a board member monthly.</p> <p>Members reviewed the proposed 2014 budget but requested changes be made so it will not be approved until the December Board meeting.</p>	Marlyn Stauffer made a motion to approve the treasurer’s report and current bills. Cecile Fetters seconded the motion. Motion carried 4-0.
Solicitor’s Report	Solicitor, Mieke Driscoll, reported that the CFR litigation matter has been assigned to a judge, but no hearing date has yet been set.	Dave Reed made a motion to approve Resolution 2013-06 . Marlyn Stauffer seconded the motion. Motion carried

	<p>Mieke presented Resolution 2013-06 to enter into an “Intermunicipal Agreement” with Spring Grove Borough for the operation of the wastewater treatment plant and the collection system.</p>	4-0.
Engineer’s Report	<p>John Klinedinst presented the engineer’s report</p> <p>John reported that the Nutrient Credits auction was today, November 6th. John will report on the results at the December meeting.</p> <p>Inventory of the plant equipment stored at the WWTP is in process to substantiate it prior to SG Borough taking over operation of the plant.</p>	
Old Business	<p>Office files and financial records have been transferred to the Spring Grove Borough office. Andy Shaffer, SG Borough manager, will discuss list of office duties which, in addition to bookkeeping activities, were performed by JCJSA office manager, Janny Graham, He will set up a system for those to be covered by SG Borough personnel by January 1, 2014.</p> <p>Members then discussed the sewer rates for 2014. Chairman Dave Reed had prepared a proposal for new flat rate (to \$38.40) /variable charge rate (to 7.07/1000 gal.) increases and members approved the amounts. For those who use private well water, the flat sewer rate will be \$50.75. Dave Reed will prepare a flyer to be included with the York Water Co. bills in order to notify customers that of the rate increase on January 1, 2013. There will still be a deficit of income vs. expenses for 2014 but this rate increase allow less to be withdrawn from savings in order to meet expenses.</p>	<p>Marlyn Stauffer made a motion to increase the sewer rates for 2014 to \$38.40, flat rate, \$7.07/1000 gal. variable rate, and \$50.75 for those on private wells. Cecile Fetters seconded the motion. Motion carried 3-1.</p>
New Business	<p>Chairman Dave Reed asked solicitor, Mieke Driscoll, to send a certified letter to Walton Water Services notifying them of the termination of our contract for operation of the WWTP as of December 31, 2014.</p> <p>Dave also reported that SG Borough has offered to do the sewer billing for the Authority at a cost of \$1.75/bill whereas we currently pay York Water Co. \$2.25/bill. However, our contract with York Water does not expire until September, 2014. Thus, Dave Reed will request that York Water either release the JCJSA from the contract or lower their billing charge.</p> <p>Dave reported that Judy Miller of 4 Lakeview Drive reported that sewage backed up into her home. However, after investigation, it was found that the homeowner had put something into the system that caused the backup so the cost of repair would be her responsibility.</p> <p>Marlin Stauffer reported that stone is needed on the access road to make it passable throughout the winter</p>	<p>Marlyn Stauffer made a motion to approve the purchase of additional stone and to have spreading of the</p>

	<p>season. Sam Heltzel will be able to do the work. It is the responsibility of Codorus Ventures to maintain this access road so we will send them the bill once the work is completed.</p>	<p>stone provided by Sam Heltzel, for the access road to the WWTP. Jim Sanders seconded the motion. Motion carried 4-0.</p>
<p>Additional public comment</p>	<p>After hearing the discussion of the rate increase, Amy LeVault, Borough resident, commented that she hoped that, once more development comes to the Borough, will re-adjust the sewer rates to reflect the new customers. Chairman, Dave Reed, responded that the rates are only as high as necessary to meet loan payments and operating expenses and that, all customers pay the same rate. Thus, if a large number of new customers were to connect to the system in a new development, it would benefit the current ratepayers as well as the new customers.</p> <p>Richard Snyder commented that, after hearing comments by the Board about “assumptions” concerning the proposed budget, felt that this was “the worst meeting he ever attended.”</p>	
<p>Adjournment</p>	<p>Meeting adjourned at 9:05 p.m.</p>	

Respectfully submitted,
Cecile H. Fetters, Secretary