

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

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on July 3, 2013. Members present were Dave Reed, Marlyn Stauffer, Cecile Fetters, and James Sanders. The meeting opened with the pledge to the flag. Then, in honor of the 150th Anniversary of the Battle of Gettysburg, Chairman Dave Reed read the Gettysburg Address. Treasurer Tom Insley arrived at 7:20 p.m.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the June 5, 2013 meeting were reviewed.	Marlyn Stauffer made a motion to approve the minutes. Jim Sanders 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>In Treasurer, Tom Insley's, absence, office manager, Janny Graham, gave the treasurer's report. Janny reported total Cash & CD assets as of May 31, 2013 of \$782,640.03. Janny also shared the Balance Sheet 6-month Report for December 1, 2012 to May 31, 2013, and an Income & Expense Report of the past 3 months.</p> <p>Office manager, Janny Graham, presented the bills from June for payment.</p> <p>On June 18, 2013, Craig Witmer and Teena Curnow, SEK & Co., met with Janny, Dave, and Cecile to review the draft of the 2012 audit report. The report showed no exceptions, no changes needed. They did recommend that a Standard Operating Manual would be good to have in the future.</p>	<p>Marlyn Stauffer made a motion to approve the treasurer's report. Dave Reed seconded the motion. Motion carried 4-0.</p> <p>Marlyn Stauffer made a motion to approve current bills. Jim Sanders seconded the motion. Motion carried 4-0.</p>
Solicitor's Report	<p>Mieke Driscoll, solicitor, requested an executive session to discuss a matter of possible litigation.</p> <p>Mieke then presented a copy of Resolution 2013-03, establishing a "Connection Fee" of \$500. Which was passed at the June, 2013 meeting for signatures. Dave Reed and Cecile Fetters signed the Resolution.</p>	The executive session began at 7:26 p.m. and ended at 7:45 p.m. No decisions were made as a result of the executive session.
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>The updated Operation and Maintenance (O & M) checklist for the WWT was reviewed with Fred Walton on June 17th. It is now posted in the WWTP.</p> <p>Application to sell Nutrient Credits has been processed by DEP. It will be advertised in the PA Bulletin and then available for a 30-day comment period. If no comments are received, a certification letter should be expected in July.</p> <p>C.S. Davidson has received a letter dated June 12, 2013</p>	

	<p>accepting the 2012 Chapter 94 Report.</p> <p>Resolution 2013-02 describing materials specifications for plumbing connections to the JCJSA system was signed. It has been forwarded to Borough and Township engineers to resolve inspection responsibilities.</p>	
Old Business	<p>Members re-opened discussion of York Water Company's option of offering electronic payment of sewer bills, for a fee. In order for York Water to accept credit card payments, the Authority needs to sign a "Merchant ID Agreement" with York Water.</p> <p>Envirep sent a quote on a "Maintenance Agreement" to service for our specific pump installation on a regular basis for \$2140 annually. Engineer John Klinedinst recommended this company as the one which installed our pumps and is very reliable.</p> <p>A meeting with Spring Grove Borough officials has been scheduled for July 9th to possibly have Spring Grove personnel take over operation of the WWTP.</p>	<p>Tom Insley made a motion to have the customer pay the fee if they want to pay their sewer bill via credit card. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p> <p>Dave Reed made a motion to sign a "Merchant ID Agreement" with York Water. Tom Insley seconded the motion. Motion carried 5-0.</p> <p>Jim Sanders made a motion to accept the Envirep Pump Station Service Agreement. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p> <p>Dave Reed made a motion to notify Walton Water Services of our intention to terminate the contract prior to August 1st, if the meeting with Spring Grove Borough officials proves fruitful. Jim Sanders seconded the motion. Motion carried 5-0.</p>
New Business	<p>Janny Graham had researched using Spring Grove Borough to do the sewer billing instead of York Water Company and gave a memo which showed a considerable savings using Spring Grove. However, Cecile Fetters pointed out that our contract with York Water is a 3-year contract and thus we cannot change billing options until September 2014. We must give 90-day notice of intention to terminate so we should be prepared to give that notice as of June 1, 2014, if we choose an alternate billing supplier.</p>	
Additional public comment	<p>There was no public comment.</p>	
Adjournment	<p>Meeting adjourned at 8:20 p.m.</p>	

Respectfully submitted,
Cecile H. Fetters, Secretary

COMMUNICATIONS:

Letter dated June 11, 2013 from Roger G. Stauffer, Envirep, with quote for a customized preventive maintenance program for the pumps.

Letter dated June 18, 2013 from SEK & Co. with the 2012 audit report and its findings.