

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
September 4, 2013**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on September 4, 2013. Members present were Dave Reed, Marlyn Stauffer, Tom Insley and Cecile Fetters. The meeting opened with the pledge to the flag.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the August 7 2013 meeting were reviewed.	Marlyn Stauffer made a motion to approve the minutes. Tom Insley seconded motion. Motion carried 4-0.
Communications	No communications other than bills.	
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 June 30, 2013 of \$713,147.04. Tom also shared Income & Expense Report for the past 3 months and the Balance sheet for February to July, 2013.</p> <p>Office manager, Janny Graham, presented the bills from August for payment.</p> <p>Janny had provided a 2014 Budget Worksheet comparing 2012 and 2013 detailed actual income and expenses with the 2013 "Annual Budget". Cecile Fetters noted that, in several areas, actual expenses exceeded the proposed budget and asked that Janny be asked to revise the proposed 2014 Budget to reflect the expected actual costs. This will then guide us in making a decision on setting sewer rates for customers in 2014, which should be done no later than the November meeting in order to properly notify customers and York Water Co. for billing purposes.</p>	<p>Cecile Fetters made a motion to approve the treasurer's report. Marlyn Stauffer made seconded the motion. Motion carried 4-0.</p> <p>Marlyn Stauffer made a motion to approve current bills. Cecile Fetters seconded the motion. Motion carried 4-0.</p> <p>Janny Graham will review and adjust the 2014 Proposed Budget and also the projected 5-Year Cast Flow for the October meeting.</p>
Solicitor's Report	<p>Solicitor, Mieke Driscoll, requested an executive session to discuss a matter of litigation</p> <p>Mieke notified the members that she had reviewed the PennVest Resolution required to sell Nutrient Credits and recommended that it be approved.</p>	<p>Members held an executive session to discuss a matter of litigation from 7:30 to 7:35 p.m. No decisions resulted from the executive session.</p> <p>Cecile Fetters made a motion to approve Resolution 2013-05 approving the sale of Nutrient Credits via PennVest. Marlyn Stauffer seconded the motion.</p>
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>John reported that the next auction to sell Nutrient Credits would be next week and C.S. Davidson will post those from our WWTP for that auction and we will see what they bring. The Resolution 2013-05 that was just approved will be provide to PennVest as required, along with a copy of the Authority By-Laws, to complete the application process.</p>	

Old Business	<p>Janny informed members that 5 properties in the Borough were still not connected to the public sewer system.</p> <p>Janny reported that a letter had been sent to Mr. Oplanick for the need to remove dead trees on the west side of the WWTP property fence lest they fall and damage that fence.</p> <p>Dave reported that the WWTP Checklist Board and signs for the doors at the WWTP had been installed.</p> <p>Dave Reed reported that the proposed “Intermunicipal Agreement” with Spring Grove Borough regarding operation of the WWTP, as well as grounds and collection system maintenance, had been provided to the Authority and Borough solicitors for review.</p> <p>Janny reported that the signed letter-contract for Walton Water Services to operate the WWTP on a month to month had been received.</p>	
New Business	<p>Janny Graham submitted her resignation as Office Manager and Bookkeeper for the Authority due to taking the position of Jefferson Borough Secretary. She has found the she is unable to juggle both positions at the same time. Dave Reed thanked Janny for her exemplary service during her tenure on behalf of all the Authority members.</p> <p>Dave has already approached Spring Grove Borough about the possibility of paying Spring Grove personnel to handle the bookkeeping function for the JCJSA. Dave will have a meeting with Spring Grove Borough manager on September 5th to discuss this possibility. If this function is provided by Spring Grove, the JCJSA will only need a part-time secretary for minimal service.</p> <p>Dave also took this opportunity to thank C.S. Davidson and CGA law firm personnel, as well as the Authority members, for their service to the Authority over the past years.</p> <p>Marlyn Stauffer asked if 2014 is the year that the balance of membership on the JCJSA shifts to Jefferson Borough. Cecile Fetters confirmed that, for 2014, there will be 3 Jefferson Borough representatives and 2 Codorus Township representatives on the JCJSA Board. Thus the Jefferson Borough Council will have to find someone additional to represent the Borough on the Authority Board.</p>	
Additional public comment	There was no public comment.	
Adjournment	Meeting adjourned at 8:10 p.m.	

Respectfully submitted,
Cecile H. Fetters, Secretary