

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
April 2, 2014**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on April 2, 2014. Members present were Dave Reed, Marlyn Stauffer, Amy LeVault, Jim Sanders and Cecile Fetters. The meeting opened with the pledge to the flag.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the March 5, 2014 meeting were reviewed.	Dave Reed made a motion to pass the minutes as presented. Marlyn Stauffer seconded the motion. Motion carried 5-0.
Communications	Memorandum from John Leen, C.S. Davidson engineer, regarding the draft of the NPDES permit renewal received from DEP for the treatment plant discharge limitations.	
Public Comment	There was no public comment.	
Treasurer's Report	<p>Members reviewed the treasurer's report provided by Andrew Shaffer, System Manager. The report showed total Cash & CD assets as of February 28, 2014 of \$639,194.25. Andy shared a Profit & Loss / Budget vs. actual statement for February, 2014. Dave Reed noted that there were significant maintenance issues left by the previous operator which caused higher than expected expenses early in the year. They have now been resolved and he wanted to express his satisfaction with Spring Grove's operation of the WWTP.</p> <p>Andy also presented the March bills for approval.</p>	<p>Jim Sanders made a motion to approve the treasurer's report. Marlyn Stauffer seconded the motion. Motion carried 5-0.</p> <p>Cecile Fetters made a motion to approve the bills that were paid in March. Amy LeVault seconded the motion. Motion carried 5-0.</p>
Solicitor's Report	<p>Solicitor, Mieke Driscoll, reported that the pleading stage of the CFR litigation has ended. The insurance company attorney is handling any necessary filings, and just notifying CGA when motions have been filed.</p> <p>Members requested that Mieke send a letter to York Water Company notifying them officially that we will be terminating our contract for them to bill our customers once the current contract ends on September 7, 2014. This will give them more than the 90-day notice required by the contract.</p>	
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>John reported that the Chapter 94 Report has been submitted to DEP.</p> <p>John explained the details of the Memorandum from John Leen regarding the draft NPDES permit renewal. John recommended, and the members concurred, that Andy should write a letter requesting that DEP define the "Instantaneous Maximum Limits" and clarify if this is a separate sample that is required from operator, or a limit that will be used by DEP personnel when they are on-site. John also recommended that Andy request a modification to the permit to report daily UV</p>	

	intensity rather than daily UV “transmittance % values.” Andy said that he would do so.	
Old Business	<p>A detailed Summary of Events at the Waste Water Treatment Plant for March 2014 was provided by Andy Shaffer.</p> <p>Gorman Rupp continues to work on a solution to the problem with the auto start feature on the generator.</p> <p>Andy reported that the rain event on March 29-30 caused flows into the WWTP to rise approximately 55,000 gal./day. Members wondered whether or not this was caused by storm water getting into the system or whether someone has illegally connected a sump pump to the system. Andy will check the DMR reports to see if there were other spikes in the inflow levels during major storms, that were not reported to us by the previous operator. Based on the results, we will discuss how to possibly find the source at the next meeting.</p> <p>Andy Shaffer reported that electric generation supplier engaged by Patriot Energy had indeed overcharged the Authority for electric service for all of 2013. Patriot is investigating how this happened, but acknowledged that it was their error. Since we feel that the Authority is due a refund, Andy will send a letter to Met-Ed notifying them that we will not pay the most recent bill until the matter has been resolved by Patriot.</p> <p>Andy reported that all overdue bills, except those that had gone to sheriff sale, had been paid as of the end of February. He reported that the threat of water shut-off seemed to be working very well in getting delinquent customers to pay their bills.</p> <p>Members discussed revising the Purchase Order Requirements that were last formalized in February, 2012.</p>	<p>Marlyn Stauffer made a motion to discontinue the previous Purchase Order policy and require that any “unbudgeted expense in excess of \$500. require prior Board approval, except in the case of an emergency. Amy LeVault seconded the motion. Motion carried 5-0.</p>
New Business	Andy Shaffer informed the members that Karen Ward of YCCD had contacted him and visited the WWTP site in the past month. She directed that the silt fence be removed, that vegetation in the catch basin be cut back, and that some upkeep of the storm water basin be taken care of. Andy will take care of having these things done.	
Additional public comment	There was no additional public comment.	
Adjournment	Meeting adjourned at 8:32 p.m.	

Respectfully submitted,
Cecile H. Fetters, Secretary