

JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING

**MINUTES
February 5, 2014**

The Jefferson Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on February 5, 2014. Members present were Dave Reed, Marlyn Stauffer, Jim Sanders and Amy LeVault. Also in attendance were Mieke Driscolle, solicitor, John Klindinst, engineer and Andy Shaffer. The meeting was opened with the pledge to the flag.

| AGENDA ITEM | DISCUSSION | RESULT/ACTION |
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| <p>ANNUAL MEETING:</p> <p>Election of; Chairman</p> <p>Vice-Chair</p> <p>Secretary</p> <p>Treasurer</p> <p>Assistant Treas.</p> | <p>Dave Reed was nominated for the position of Chairman by Marlyn Stauffer with a second from Jim Sanders.</p> <p>Marlyn Stauffer was nominated for the position of Vice-Chairman by Dave Reed with a second from Jim Sanders.</p> <p>Cecile Fetters was nominated for the position of secretary by Dave Reed with a second from Jim Sanders.</p> <p>Amy LeVault was nominated for the position of Treasurer by Jim Sanders with a second from Dave Reed.</p> <p>Jim Sanders was nominated for the position of Asst. Treasurer by Dave Reed with a second by Marlyn Stauffer.</p> <p>CGA law firm, as represented by Mieke Driscoll, was presented to be retained as the Authority's solicitor for 2014. Dave Reed made the motion with Jim Sanders seconding.</p> <p>C.S. Davidson, as represented by John Klindinst, was presented to be retained as the Authority's engineer for 2014. Dave Reed made the motion and Marlyn Stauffer seconding.</p> | <p>Motion carried 4-0.</p> |
| <p>Minutes</p> | <p>The minutes of the December 4, 2013 meeting were reviewed.</p> <p>The January meeting was cancelled due to inclement weather.</p> | <p>Marlyn Stauffer made a motion to pass the minutes as presented, Jim seconded. Motion carried 4-0.</p> |
| <p>Communications</p> | <p>A request came from Columbia gas to use cameras within our system. This was passed on to Andy Shaffer for consideration.</p> | |
| <p>Memorial</p> | <p>Dave Reed mentioned the passing of Mr. Rebert. He was a concerned citizen who stood up for his opinion, his property and was an important part of the public process.</p> | |

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| Public Comment | There was no public in attendance. | |
| Treasurer's Report | <p>A bill from Walton Water Service for \$5253.60 was questioned. There was concern that the required work was the result of poor maintenance performed by Fred Walton. A suggestion was made that perhaps we should negotiate for a lower bill. There were chemicals, belts & filters left on site for future use that was part of this bill. About 1/3 of the bill was for cleaning of the influent tank at the Pump Station.</p> <p>Andy Shaffer presented a financial report including the income, expenses, with the net income, depreciation and total loss for the year. Cash & CD assets as of December 31, 2013 were \$629,817.16.</p> <p>Members reviewed the year end presentation and agreed it was in order</p> <p>Current bills were presented for payment.</p> <p>Jim Sanders asked how much the user rate increase would help defray losses in the coming budget year. Dave mentioned that he thought that the loss would be cut in half.</p> <p>Jim asked if future development would affect the flow? And would we sell additional EDUs? At present only 10% of capacity is being utilized. Most tap-in fees have been paid in advance, but development would add customers thus adding to monthly income through additional user fees. Additional development will not affect Borough service; the borough must always be serviced.</p> | <p>This item was tabled until later in the meeting.</p> <p>Dave Reed made a motion to accept the treasurer's report as presented by Andy Shaffer. Marlyn Stauffer seconded the motion. Motion carried 4-0.</p> <p>Dave Reed made a motion to accept the bills presented for payment. Marlyn Stauffer seconded the motion. Motion carried 4-0.</p> |
| Solicitor's Report | <p>Solicitor Mieke Driscoll presented the draft 'Defendant Jefferson Codorus Joint Sewer Authority's Answer, New Matter And Counter Claim To Plaintiffs' Complaint' 'A' (Attached)</p> <p>Mieke reviewed the Service Agreement 'B' (attached) with Spring Grove and the JCJSA. Mieke would like the board and Andy to review the agreement and put down specific requests.</p> | This item was tabled until the next meeting. |
| Engineers Report | <p>John Klinedinst noted the his office had provided data for the CFR Partners Litigation</p> <p>Right now there no push for other WWTPs to buy nutrient credits, as it is cheaper to pay the fine to DEP than to purchase the credits.</p> <p>Andy and Dave had discussed using ARRO Engineering for issues involving WWTP operation with on January 29th, as Spring Grove uses them for their own WWTP and their operator will be working with ARRO. The JCJSA will continue to use C.S. Davidson for issues relating to the collection system and review of new connections to the sewer system.</p> <p>John reported that C.S. Davidson is preparing the Chapter 94 Report, but is waiting for additional DMR reports in order to file it.</p> | |

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| <p>Old Business</p> | <p>Spring Grove personnel are coordinating with York Water for shut off of customers who are 61 days past due in paying their user fees. They are now working on those who are 31 days past due. Some customers have made payment arrangements. Customers are mailed a 30 day past due notice, 60 days past due notice, three day posting, 48 and 24 hour notice, and then cut off. There is no cost to the Authority. Spring Grove charges a \$25 shut off fee to the customer who is shut off. Customers who voluntarily shut off their water and sewer service are not charged monthly user fees, while involuntarily terminated customers are charged the monthly flat fee while the water is off.</p> <p>Andy suggested that we look at a change in Electric suppliers. We presently use Patriot and they have been efficient, but we did have a 6-month lapse caused by a change in personnel at Patriot. Spring Grove uses Bench Mark Energies. This may be worth looking at when our contract is up.</p> <p>Marlyn ask if we should put Andy Shaffer as a signer on the checking account. Mieke reviewed the paperwork presented by Andy to change the check signing. Discussion followed and members agreed to authorize changes to signatures on all JCJSA bank accounts. All transactions will require two signatures except for transfers between bank accounts. Andy Shaffer is authorized to make these transactions without a second signature.</p> <p>A detailed Summary of Events at the Waste Water Treatment Plant for January 2014 was given by Andy, attachment C.</p> <p>Dave thanked Andy for the smooth transfer of the plant from Walton Water Services to Spring Grove.</p> <p>The bill for Walton was revisited and it was decided that the bill would be paid and the relationship would be terminated.</p> <p>Jim asked Andy where the chemicals for the plant are purchased and suggested that they use a local company AQUA Phoenix on Gitts Run Road, Hanover.</p> <p>Internet service has been requested by the Spring Grove Management Team. The cost would be \$500 for installation, and will be provided by Verizon Wireless. It would allow better monitoring, as remote log in would be enabled.</p> <p>Jim Sanders suggested that Andy be given a title, a seat at the table, and a placard with his name on it. The title of "System Manager" will be Andy Shaffer's official title from here forward.</p> <p>The February meeting was adjourned at 8:42 by Dave Reed.</p> | <p>Dave made a motion to change the approved signers on JCJSA bank accounts as follows Dave Reed, Marlyn Stouffer, Cecile Fetters, Jim Sanders, Amy LeVault and Andy Shaffer. Marlyn Stauffer seconded the motion. Motion carried 4-0.</p> <p>A motion was made by Dave Reed to remove Janny Graham from on-line banking and add Andy Shaffer to our on-line banking. The motion was seconded by Marlyn Stauffer. Motion carried 4-0.</p> <p>Dave made a motion to install internet service at the WWTP. Marlyn Stauffer seconded the motion. Motion carried 4-0.</p> |
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