

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

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

| <b>AGENDA ITEM</b> | <b>DISCUSSION</b>  | <b>RESULT/ACTION</b>   |
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| Minutes            | The minutes of the November 6, 2013 meeting were reviewed.   | Marlyn Stauffer made a motion to approve the minutes, after the requested revision. Tom Insley seconded motion. Motion carried 5-0.  |
| 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     | There was no public comment.   |  |
| Treasurer's Report | <p>Treasurer, Tom Insley, gave the treasurer's report. Tom reported total Cash &amp; CD assets as of September 30, 2013 of \$682,506.52. Tom also shared a Profit &amp; Loss / Budget vs. Actual statement for January to October 31, 2013.</p> <p>Tom presented the bills from November for payment.</p> <p>Members reviewed the revised 2014 budget and agreed that it was ready for action.</p>   | <p>Cecile Fetters made a motion to approve the treasurer's report. Jim Sanders seconded the motion. Motion carried 5-0.</p> <p>Marlyn Stauffer made a motion to approve the current bills for payment. Cecile Fetters seconded the motion. Motion carried 5-0.</p> <p>Marlyn Stauffer made a motion to approve the 2014 budget. Jim Sanders seconded the motion. Motion carried 5-0.</p> |
| Solicitor's Report | <p>Solicitor, Mieke Driscoll, reminded members that <b>Resolution 2013-06</b> to enter into an "Intermunicipal Agreement" with Spring Grove Borough was only for the operation of the wastewater treatment plant and the collection system. She recommended a separate letter of agreement regarding the bookkeeping and office services to be provided by Spring Grove Borough personnel be drafted, giving a detailed list of expectations as well as the cost for each. If this is ready by the January meeting, this can be finalized as a mutual agreement in January.</p> <p>Dave will review the "job description" that was used in by the JCJSA to hire its own bookkeeper/office manager with Janny Graham for any necessary changes and then use that as the basis for the "list of expectations" for services from Spring Grove Borough. Mieke recommended a one-year term with 60 days notice to terminate by either party for this first year of the agreement. All phone and email service will be</p> |  |

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|                          | <p>transferred to Spring Grove Borough immediately. The JCJSA will get an email address from Spring Grove Borough in order to discontinue this \$24.95/mo. service from Comcast by January.</p>  |  |
| <p>Engineer's Report</p> | <p>John Klinedinst presented the engineer's report</p> <p>John reported that no Nutrient Credits were sold at either the September 11<sup>th</sup> or the November 6<sup>th</sup> auctions. John will monitor scheduled auctions for potential sale in 2014.</p> <p>Inventory of the plant equipment stored at the WWTP has been completed and John reported that, to his knowledge, all plant equipment belongs to the Authority.</p> <p>John reported that the Chapter 94 Report would be prepared once all DMR Reports are submitted to CSD in January.</p> <p>Dave reported that a piece of equipment at the WWTP was not operating but will be repaired on December 6<sup>th</sup> by Walton Water Services.</p>  |  |
| <p>Old Business</p>      | <p>Dave Reed reported that he had met with J.T. Hand of York Water Co. and York Water offered to lower their fee to \$2.00/bill in order to keep our business. J.T. did tell Dave that York Water would charge \$50./month to provide usage numbers to Spring Grove Borough, if we choose to use Spring Grove personnel to do our sewer billing. Marlyn Stauffer commented that, in discussions with Janny Graham and Andy Shaffer regarding the format that York Water provides our office regarding overdue customers, it takes a great deal of time to decipher that information due to their reporting format. Thus it would be preferable to have Spring Grove Borough personnel do it for \$1.75/bill in the future. However, our contract with York Water does not expire until September, 2014. Members decided to have Dave notify York Water that we intend to terminate our agreement with them for billing services as of September, 2014 unless they would like to release us from that contract as of April 1, 2014, as a courtesy to the Authority.</p> |  |
| <p>New Business</p>      | <p>Marlyn Stauffer reported Jefferson Borough has authorized him to ask Jim Gray what is needed to get his developments moving again, including some type of new subdivision plan. He will keep the Authority posted as to his progress on this front.</p> <p>Cecile Fetters asked if the Authority wished to have meetings at the Codorus Township office in 2014 now that we will no longer be paying Jefferson Borough a monthly fee for the use of office space. Marlyn</p>  |  |

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|                           | <p>Stauffer responded that no one on Council had asked for a rental fee for Authority meetings, so it will not be necessary for 2014. We will re-visit this issue at the end of 2014 while planning for meeting location in 2015.</p> <p>Dave Reed thanked Tom Insley, the first representative from Codorus Estates, for his service to the JCJSA as he “retires” from his position of treasurer and from membership on the Authority representing Codorus Township.</p> |  |
| Additional public comment | There was no additional public comment.   |  |
| Adjournment               | Meeting adjourned at 8:22 p.m.  |  |

Respectfully submitted,  
Cecile H. Fetters, Secretary