

**JEFFERSON CODORUS JOINT SEWER AUTHORITY MEETING
MINUTES
January 2, 2013**

The Jefferson Codorus Joint Sewer Authority met at the Jefferson Borough municipal building at 7:00 p.m. on January 2, 2013. Members present were Dave Reed, Tom Insley, Cecile Fetters, Marlyn Stauffer, and new member, Jim Sanders, appointed by Jefferson Borough for a new 5-year term. The meeting opened with the pledge to the flag.

The **Annual Meeting of the Board of the Authority** began with a motion by Cecile Fetters nominating Dave Reed for the position of Chairman of the Authority for 2013. Marlyn Stauffer seconded the motion. Motion carried 5-0.

Dave Reed nominated Marlyn Stauffer for the position of Vice-chairman of the Authority for 2013. Jim Sanders seconded the motion. Motion carried 5-0.

Dave Reed nominated Cecile Fetters for the position of Secretary of the Authority for 2013. Tom Insley seconded the motion. Motion carried 5-0.

Cecile Fetters nominated Tom Insley for the position of Treasurer of the Authority for 2013. Marlyn Stauffer seconded the motion. Motion carried 5-0.

Dave Reed moved to appoint CGA law firm, with Mieke Driscoll attending regular meetings, as solicitor for the Authority for the year 2013. Jim Sanders seconded the motion. Motion carried 5-0.

Dave Reed moved to appoint C.S. Davidson, represented by John Klinedinst, as engineer for the Authority for the year 2013. Marlyn Stauffer seconded the motion. Motion carried 5-0.

The Annual Meeting of the Board of the Authority ended at 7:06 p.m. and the regular meeting of the Authority began at that time.

AGENDA ITEM	DISCUSSION	RESULT/ACTION
Minutes	The minutes of the December 5, 2012 meeting were reviewed.	Marlyn Stauffer made a motion to approve the minutes, seconded by Tom Insley. Motion carried 5-0.
Communications	No new communications other than bills were received since the December 5 th meeting.	
Public Comment	There was no public comment.	
Treasurer's Report	<p>Tom Insley reported total Cash & CD assets as of November 30, 2012 of \$847,347.58. Tom also shared the Balance Sheet Report, and an Income & Expense Report of the past 6 months.</p> <p>Office manager, Janny Graham, presented the current bills for payment. She has added a detailed bill showing a breakdown of expenses for the operation of the WWTP. Members thanked Janny for this additional information and engineer, John Klinedinst, said that it would help him assess whether or not the WWTP is being operated efficiently.</p> <p>Janny also presented several new items for payment-- Annual Fee for NPDES Permits under Chapter 92A and premium payment for renewal for workers compensation policy</p>	<p>Marlyn Stauffer made a motion to approve the treasurer's report, seconded by Jim Sanders. Motion carried 5-0.</p> <p>Cecile Fetters made a motion to approve current bills. Marlyn Stauffer seconded the motion. Motion carried 5-0</p> <p>Dave Reed made a motion to approve payment of the Annual Fee for NPDES Permits under Chapter 92A, seconded by Tom Insley. Motion carried 5-0.</p> <p>Marlyn Stauffer made a motion to approve the premium payment for 1-year renewal for workers compensation policy. Jim Sanders seconded the motion. Motion carried 5-0.</p>

Solicitor's Report	<p>Mieke Driscoll, solicitor, reported that Fred Walton had signed revisions to the Operator's contract for the WWWP and it is ready for Authority approval and signature</p> <p>She also reported that she had confirmed with the York County Assessment Office that the WWTP property is tax exempt as of August 1, 2012.</p>	<p>Marlyn Stauffer made a motion to approve the Amendment to the Operator's contract for the WWWP with Walton Water Services. Cecile Fetters seconded the motion. Motion carried 5-0.</p>
Engineer's Report	<p>John Klinedinst presented the engineer's report</p> <p>John had researched and responded to a service question at 52/54 Baltimore St on December 7, 2012.</p> <p>John reported that Certification by DEP on possible income from the sale of nutrient credits at the WWTP is being prepared as part of the Chapter 94. After that, credits are sold either by a broker or by PennVest. Board members told John to continue pursuing this avenue of possible income, most likely with PennVest rather than a broker.</p> <p>John also continued to work on Operation and Maintenance recommendations for the WWTP, including basic schedule for inspections, documentation, etc. He asked the Board for direction as to how specific he should be and Chairman Dave Reed made some suggestions on what we would like to have included.</p> <p>John had Rick Rush, in the C.S. Davidson office, review our "Capital Charges Study" and make recommendations for its revision. He presented a draft of those recommendations at the meeting and asked members to be prepared to suggest changes or plan to adopt it at the February meeting, according to their wishes. Mr. Rush feels that a tapping fee of \$2000. is advisable and defensible, according to state laws for the year 2013. After some discussion, the Board authorized Solicitor, Mieke Driscoll, to prepare a Resolution raising the tapping fee to \$2000. to be adopted at February meeting of the Authority.</p>	-
Old Business	<p>Dave Reed reported that the insulation of the sludge removal pipe had been completed prior to winter weather.</p> <p>Patriot Energy had offered proposals for electric generation rates for 1 year and 2 year terms. Dave Reed recommended that the Authority renew the contract with Patriot Energy for just 1 year for \$.07250/kwh at this time.</p> <p>John reported that Certification by DEP on possible income from the sale of nutrient credits at the WWTP</p>	<p>Dave Reed made a motion to approve a 1-year renewal of our contract with Patriot Energy for electric generation service seconded by Tom Insley. Motion carried 5-0. Marlyn Stauffer seconded the motion.</p>

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New Business	<p>Office manager, Janny Graham, asked the Board to approve change of the office hours to 9:00 to 4:00 on Tuesday and Thursday and 9:00 to 3:00 on Wednesday. Members approved the change and directed Janny to make the change on the Borough website and office door.</p>	
Additional public comment	<p>There was no additional public comment.</p>	
Adjournment	<p>Meeting adjourned at 8:47 p.m.</p>	

Respectfully submitted,
Cecile H. Fetters, Secretary

COMMUNICATIONS:

No other communications received prior to meeting.