

Elizabethtown Regional Sewer Authority Minutes

January 8, 2019

The Elizabethtown Regional Sewer Authority (ERSA) met at 6:30 PM at the public meeting room located at 235 Ersa Drive, Elizabethtown, PA with the following members in attendance: Ken Shaffer, Roger Snyder, Dave Lewis, Dave Sweigart, Rick Erb and Al Sollenberger. Also present were ERSA Manager, Nick Viscome and Engineer, Byrne Remphrey. Solicitor, George Alspach, was absent.

It was motioned by Snyder, seconded by Shaffer to approve the minutes of the December 11, 2018, meeting. Motion carried.

Reorganization

Viscome called for the nomination for Chairman. **It was motioned by Snyder and seconded by Sollenberger to nominate Dave Lewis as Chairman.** There were no other nominations. The motion passed unanimously. The rest of the offices were approved as follows.

MOTION	SECOND	NOMINEE	OFFICE
Shaffer	Snyder	Richard Erb	Vice Chairman
Snyder	Sweigart	Allen Sollenberger	Secretary
Snyder	Sollenberger	Ken Shaffer	Treasurer
Sweigart	Sollenberger	Roger Snyder	Assistant Secretary
Snyder	Shaffer	David Sweigart	Assistant Treasurer
Snyder	Sweigart	Nick Viscome	Manager
Snyder	Sweigart	George Alspach	Solicitor
Snyder	Sweigart	Byrne Remphrey/CDM Smith	Engineer
Snyder	Sweigart	Fulton Bank	Depository

Unfinished Business

- A. Viscome handed out a chart showing the overtime hours of each employee. He commented that he was under the impression that his staff had more overtime hours than they actually did. The field staff had an average of 2.5 hours per week. Michele had on average 1 hour every week. The Board was satisfied with the level of overtime presented.
- B. Viscome presented a letter from Del Becker, Elizabethtown Area Water Authority (EAWA) Manager, which said that he will install a flow meter on the Nolt Road well so that ERSA can accurately invoice EAWA for the nitrate re-gen water discharge into the sewer system. Viscome said billing will begin immediately.
- C. The Board discussed a request from Ketterline, Inc. for a reduction in the letter of credit from \$39,979.50 to \$13,580.00. Remphrey told the Board that the sewer lines with this development (ERSA Drive

subdivision) have not been tested. Once they pass, Remphrey recommends a reduction of \$23,500.00 leaving \$16,479.00.

It was motioned by Sweigart and seconded by Snyder to approve a reduction of \$23,500.00 in the letter of credit for Ketterline, Inc. leaving a balance of \$16,479.00 once the sewer lines pass inspection. Motion carried.

- D. Donegal Woods, Phase 3 owners have requested a reduction in the letter of credit to 25% of the original amount. The letter would be reduced to \$33,177.00 once all inspections are complete.
It was motioned by Snyder and seconded by Sweigart to authorize the reduction once all inspections are completed. Motion carried.
- E. Remphrey gave an update on the Bossler #1 station upgrade. He said that he has been discussing the electrical plans with various specialists and believes that he will apply for the DEP permits for construction early in the 2nd quarter of this year.
- F. Viscome discussed the idea of offering a percentage discount for prepaid yearly sewer rentals. He told the group that most Authorities offer a 2% discount, or in our case, a \$10.00 discount. He said that between 10-15 people have inquired about a discount. Following discussion, it was decided that a discount should not be offered.

Engineer Report

Remphrey discussed the status of the Miller Road Station upgrade. He will be applying for the DEP permits midway through the second quarter of the year. Remphrey told the Board that the project will be bid this summer with some of the outfall line being constructed late winter/early spring.

Remphrey told the Board that the field crew televised the sections of the Turnpike #1 basin and found numerous leaks. One of the largest leaks is on Freys Road and will be repaired on Wednesday.

Remphrey discussed total flow delivered to the Borough's sewer plant. He said that the total flow was over 50% due to our very wet year. The Borough flows were also very high which kept our percentage costs similar to previous years.

Treasurer Report

Shaffer went over the profit and loss statement and the revenue and expenditures compared to budget report. He said that he has to make a few end of the year adjustments. Shaffer believes that we have made between \$400,000 - \$500,000 over budgeted amounts. The end of year budget comparison reports are close to reports that have been presented all year . 106% Revenues and 92% expenditures.

It was motioned by Snyder, seconded by Sweigart to approve the treasurer report. Motion carried.

Bills Payable

It was motioned by Sweigart, seconded by Snyder to approve the monthly bills payable list in the amount of \$123,658.99. Motion carried.

The meeting adjourned at 7:30 PM.