



Elizabethtown Regional Sewer Authority Minutes

May 14, 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 Sweigart, Rick Erb, John O'Connell and Al Sollenberger. Also present were ERSA Manager, Nick Viscome; Engineer, Byrne Remphrey and Solicitor, George Alspach.

It was motioned by Sweigart and seconded by Snyder to approve the minutes of the April 9, 2019, meeting. Motion carried.

2018 Audit Report

Phil Rudy and Sean Carl, White Rudy & Company, LLC, were present to discuss the 2018 Audit. Rudy and Carl told the Board that ERSA had another positive year financially earning between \$500,000 - \$600,000 for the year. Rudy discussed the idea of simplifying the Authority's financial system from full accrual to a modified cash basis. Rudy also discussed a number of points contained in his management letter. Discussion followed.

It was motioned by Shaffer and seconded by Sollenberger to approve the 2018 Audit Report. Motion carried.

Unfinished Business

- A. Viscome and Shaffer informed the Board of the status of outsourcing payroll. The Board had a form at their places which authorized a payroll deposit into their accounts. All of the necessary paperwork will be submitted to Hollinger Services this week. In June, staff will run a test payroll and then go live in late June or early July.
- B. Ken Stauffer, 5287 Bossler Road, was present to discuss the problem he has been having with sewage backups in his basement. When the Bossler #1 station is full in wet weather, Stauffer's home is the next house in line to surcharge. He explained that he had Susquehanna Mechanical install a backwater valve kit to prevent backups. The work cost \$1,120.00. Mr. Stauffer asked the Authority to assume the cost of the work. Discussion followed.

It was motioned by Sweigart and seconded by Sollenberger to reimburse Mr. Stauffer for the cost of the backwater valve. Motion carried.

Viscome will write to Mr. Stauffer to inform him that the Authority bears no further responsibility for this work.

- C. The Board discussed a letter requesting eight EDU's of capacity for three existing single family homes and five proposed single family homes. The owners of the lots are the Koser Bothers. The lack of capacity in this basin was a point of discussion. It was decided that a contribution fee of \$5,000 per lot plus the

tapping fee should be charged to these lots. The \$5,000 lot fee will be for I/I work in the area to help free up the needed capacity.

- D. A letter requesting capacity for the entire Westbrooke IV subdivision was discussed. The letter revises an earlier estimate of total lots. The current letter request 213 residential units – 130 duplex and 83 single family homes. The developer, Gerald Horst, had his engineer submit a phasing plan for the entire subdivision. The sewer within this subdivision flows in two directions. Phase 1 flows ultimately to the Miller Road station. The other phases flow to the Schwanger Road station.

It was motioned by Sweigart, and seconded by Shaffer to grant 213 units of capacity to the Westbrooke IV plan. Motion carried.

- E. Remphrey reported that the permit application for the Turnpike Road dig-up between manholes 121-122 is into PennDOT awaiting approval. The project will be put out to bid following PennDOT approval.

New Business

- A. Remphrey told the Board that he has received the DEP permit for the Bossler #1 station upgrade. He expects to bid this project in July following Board approval.

- B. It was motioned by Sollenberger and seconded by Shaffer to accept the sewer with in the Featherton 2B subdivision. Motion carried.**

Engineer Report

Remphrey told the Board that he received a cost estimate for the Donegal Woods Phase 4 plan in the amount of \$101,389.75. Remphrey suggested raising that amount to \$153,456.00. **It was motioned by Sollenberger and seconded by Snyder to accept the amount of \$153,456.00. Motion carried.**

Remphrey said that he has been contacted by Justin Evans, Mount Joy Township, regarding a 2006 letter of credit for Gerald Horst. Evans asked if the letter of credit was still active. It was decided that the letter of credit was not active and it should be released.

Treasurer Report

Shaffer reviewed both the profit and loss statement and the revenues and expenditures compared to budget report. Revenues are running ahead of budget and expenditures are running below the budget figure.

Bills Payable

It was motioned by Sweigart and seconded by Sollenberger to approve the Treasurer's Report and the Bills Payable List in the amount of \$146,840.03. Motion carried.

The meeting adjourned at 8:20 PM.