



## Elizabethtown Regional Sewer Authority Minutes

### January 14, 2020

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, Rick Erb, John O’Connell, Al Sollenberger, Dave Sweigart and Roger Snyder. Also present were ERSA Manager, Nick Viscome; Engineer, Byrne Remphrey and Solicitor, George Alspach.

**It was motioned by Sweigart and seconded by Sollenberger to approve the minutes of the December 10, 2019, meeting. Motion carried.**

#### Reorganization

**It was motioned by Sweigart and seconded by Snyder to appoint Rick Erb as Chairman. No other nominations were offered. Motion carried.**

**It was motioned by Sweigart seconded by Sollenberger to keep the current state of officers and personnel as the previous year 2019. Motion carried.**

Vice Chairman	Dave Sweigart
Secretary	Al Sollenberger
Treasurer	Ken Shaffer
Assistant Secretary	Roger Snyder
Assistant Treasurer	John O’Connell
Manager	Nick Viscome
Solicitor	George Alspach
Engineer	Byrne Remphrey
Depository	Fulton Bank

Nick told the Board that he received CDM Smith hourly rate schedule for 2020. There is no increase for 2020.

**It was motioned by Sollenberger and seconded by Shaffer to approve the 2020 CDM Smith rate schedule. Motion carried.**

#### Unfinished Business

- A. Viscome informed the Board that the ERSA’s insurance company has agreed to pay for a new generator at the Turnpike #2 pump station. The old generator caught on fire and was destroyed. Currently ERSA is renting a generator. Viscome said that a new generator (\$37,000) and the rental of a temporary generator will be covered minus the \$1,000 deductible. This is \$37,000 less that we have to spend when updating Turnpike #2.

- B. Viscome, Remphrey and Alspach discussed their meeting with the Bishop Woods developers. They presented their cost sharing chart for the Bossler #1 station upgrade. The cost came in higher than the original estimate. Viscome reviewed a memo sent to the developers, written by Alspach, summarizing the agreed upon terms. Construction is expected to begin in the spring. Design of the Turnpike #2 station is next and will be needed for 2021.
- C. Viscome told the Board that the office gets requests for discount for paying the yearly sewer rental bill. The Board discussed the idea of discounts and asked Shaffer and Viscome to look into this and whether Munilink has a provision for discounts.

#### New Business

- A. Viscome showed the materials he developed when evaluating employees at the end of the year. He used an evaluation form and also developed a benefits sheet showing all of the funds that Authority expends on behalf of each employee to include salary increases, insurance, retirement, etc.
- B. Viscome said he has been contacted by the Timber Villa Retirement Association who is engaged in a lawsuit with developer Dave Heisey over a previous plan to construct an independent living building on a vacant piece of land. The retirement association asked if permits were available if they were able to build the same type of units that are found throughout the retirement section of Timber Villa. The Board does have permits and could be willing to negotiate its sale.

#### Engineer Report

Remphrey provided and reviewed a written monthly report for December 2019. He discussed the Miller Road project, Kettering's ERSA Drive project, chapter 94 inspections and other projects.

#### Treasurer Report

Shaffer gave an extensive end of year analysis of ERSA's finances. He told the Board that he still has to make certain changes but overall the Authority made over \$800,000 in net income in 2019. The budget projections were on point in 2019. He reviewed the profit and loss statement. Discussion was held on the amount of money owed to ERSA for unpaid sewer rentals. Shaffer then handed out an updated budget proforma summary illustrating the projected 2019 income and expenses against the actual income and expenses for 2019. The summary also showed the budget for 2020.

**It was motioned by Sweigart and seconded by Snyder to approve the treasure report. Motion carried.**

#### Bills Payable

**It was motioned by Sollenberger and seconded by Snyder to approve the bills payable list for this month in the amount of \$149,783.28. Motion carried.**

The meeting adjourned at 7:30 PM.