



Elizabethtown Regional Sewer Authority Minutes

April 13, 2021

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: John O'Connell, Roger Snyder, Al Sollenberger, Ken Shaffer and Rick Erb. Dave Sweigart was absent. Also present were Engineer, Byrne Remphrey and Solicitor, George Alspach. ERSA Manager, Nick Viscome was absent.

It was motioned by Snyder and seconded by Shaffer to approve the Minutes of the March 9, 2021 meeting. Motion approved.

Unfinished Business:

A. Personnel Policy Revisions: **After discussion and upon motion by Snyder, seconded by Shaffer, Resolution 2021-2 - amending the personnel policy (Personnel Policies Employee Handbook) to require notice by employee taking vacation or compensatory time - was approved and enacted.** Compensatory time and vacation leave shall be scheduled one (1) week in advance and approved by employee's immediate supervisor.

B. Tapping Fee Update. Remphrey led the discussion of the tapping fee which was last updated in 2014 and calculated in 2018. Since the 2014 calculation, the construction cost index went from 9806 to 11849 and ERSA's debt service amount decreased from approximately \$12.0 Million to \$7.5 Million. The calculation update simply adjusts historic costs to current index and revised outstanding debt principal. The allowable capacity component adjusted is \$4,027. The Board favored a \$3,624 amount which is 90% of the allowable amount. This issue is to be further discussed and acted upon at the authority's next meeting.

C. Miller Road Project: FEMA wants a hydrologic study and DEP is allowing FEMA to exercise its jurisdiction. There will be a mid-May submission to FEMA.

D. Legislative Changes: HB 957 – which requires multi-unit connection to be billed as a commercial connection - is pending and expected to become law. This is expected to force a change in all commercial billing rates and billing operations as it focuses on metered flow.

E. Bossler No. 1: Contractor PSI sought a change order for increased depth (12 foot vs. 5 foot) of the force main.

After discussion and upon motion (Snyder) duly seconded (O'Connell) a change order in the amount of \$9,227.05 was approved.

Station is operational as of January but completion of the project will require demolition of the wet well and site restoration.

F. Delinquent Accounts: Letters to delinquent accounts over \$600 is producing results. Further letters planned to produce payoffs by April 23.

Engineer Report:

Remphrey discussed various issues, including:

Hoffer Tract: Working with developer on interceptor issues, escrow for costs to be established.

Chapter 94 Report: Report filed end March. Radio Road interceptor an ongoing issue and ERSA will have to decide if it needs increased capacity in the lines.

Myers Tract is now targeted for development and meetings are to be scheduled.

McDonalds new connection is completed.

Ersa Drive laterals are now finished.

Stoneybrook phase 2A and 3A – signed documents and security not yet provided by developer.

Treasurer Report:

Shaffer reviewed budget performance on target with expenses at 93.1% of budget and treatment charges 93% (under budget) with a net income of \$153,265. Tapping fees for March exceeded budget. Audit is completed except for pension numbers to be incorporated into the final report.

Upon motion (Snyder) duly seconded (Sollenberger) the Treasurer's Report was accepted and approved.

Bills Payable:

Upon motion (Snyder) duly seconded (Sollenberger) the bills payable in the amount of \$341,271.41 were approved for payment.

The meeting was adjourned 7:15 PM.