



Elizabethtown Regional Sewer Authority Minutes

January 14, 2025

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, Dave Sweigart, Roger Snyder, and Ken Shaffer. Nick Viscome was also in attendance as a new MJT board member. Absent was Rick Erb. Also present were ERSA Manager Steve Rettew, Engineer Abraham King, and Solicitor Jeff Shank.

Public attendance; Claudia Shank – Catalyst attorney.

Reorganization

John O’Connell turned the meeting over to Jeff Shank to preside over the Chairman nomination.

It was motioned by Sweigart and seconded by Snyder to re-elect John O’Connell (MJT) as Chairman (Board Term Expires 12/31/2026). Motion carried. It was motioned by Snyder and seconded by Shaffer to close nominations. Motion carried.

General Business:

1. Rettew discussed the current list of Fulton Bank authorized signers. Rettew requested that he be added and Nick Viscome to be removed.

It was motioned by Sweigart and seconded by Snyder to remove Nick Viscome and add Steve Rettew as an authorized signer on all Fulton Bank accounts. Motion carried.

2. **It was motioned by Sweigart and seconded by Snyder to approve the change in operation field hours from 7:30am-4:00pm to 7:00am-3:30pm. Motion carried.**

3. **It was motioned by Snyder and seconded by Sweigart to appoint Michele Range as the Records Officer. Motion carried.**

Reorganization continued:

Sweigart nominated Nick Viscome as Board Secretary to replace Al Sollenberger.

It was motioned by Sweigart and seconded by Shaffer to nominate Nick Viscome as Secretary. Viscome abstained. Snyder opposed. Motion carried.

Sweigart motioned that all other positions remain the same.

Vice Chairman - Dave Sweigart

Motioned by Snyder seconded by Viscome. Motion carried.

Assistant Secretary – Roger Snyder

Motioned by Shaffer seconded by Sweigart. Motion carried.

Treasurer – Ken Shaffer Motioned by Sweigart seconded by Snyder. Motion carried.

Assistant Treasurer – Rick Erb Motioned by Sweigart seconded by Snyder. Motion carried.

Solicitor – Jeff Shank of Nikolaus & Hohenadel Motioned by Snyder seconded by Sweigart. Motion carried.

Engineer – Abraham King of Rettew Associates Motioned by Snyder seconded by Sweigart. Motion carried.

Depository – Fulton Bank Motioned by Snyder seconded by Sweigart. Motion carried.

General Business continued:

4. **It was motioned by Snyder and seconded by Viscome to approve and authorize Steve Rettew, John O’Connell, Dave Sweigart and Ken Shaffer to execute official documents for 2025.**
5. **It was motioned by Sweigart and seconded by Shaffer to approve the minutes of the December 10, 2024, meeting. Motion carried.**
6. **It was motioned by Snyder and seconded by Shaffer to approve Campus Road Phase 1B agreement EDU sale. Motion carried.**
Claudia Shank provided final plans for John O’Connell to sign.
7. **It was motioned by Sweigart and seconded by Snyder to approve financial security reduction for Campus Road Subdivision Phase 1A from \$569,530.00 to \$534,121.50. Also, Subdivision Phase 1A-single family homes from \$123,160.50 to \$101,145.00. Motion carried.**
8. **Miller Rd pump station update was given by Abraham King.**
Activity on site shows masonry work has been completed.
PSI has hung electrical equipment and wiring. Also installed were unit heaters and the air conditioning unit.
Rettew Assoc. met with Jeff Shank and Jill Nagy regarding plan for pump station start. Blooming Glen is late on the project but still committed to complete the project. Shank stated meeting was positive. King shared \$146,000 rough estimate of damages to date. Also discussed was the groundwater infiltration with the influent manhole, waiting to see if the issue is addressed after default notice given in December.
9. **Motion to approve the Application for Payment #5 for Miller Rd Pumping Station Expansion Project payable to PSI Pumping Station in the amount of \$46,724 was denied. Recommend 5% retainage.**
10. **Motion by Sweigart and seconded by Snyder to approve Blooming Glen Pay Application #12 in the amount of \$19055.30. Motion carried.**
11. **Motion to approve CO 1-8 for the Miller Rd PS Expansion Project for Claim No.4 \$7792.12. Motion carried.**

12. **It was motioned by Sweigart and seconded by Snyder to give conditional approval of Rettew's proposal for Hershey Rd Station in the amount of \$8900 received escrow. Motion carried.**
13. Discussion was given by Jeff Shank on bill of sale for Bishop Woods. A draft done with Rettew and King will be done within the next week. A maintenance guarantee will be available for the February meeting.
14. Rettew discussed new fleet vehicle available with Costars pricing of \$76,200.00. Shaffer discussed balance of account after money moved from Operating to Vehicle Fund.
It was motioned by Sweigart and seconded by Snyder to approve purchase of new fleet vehicle priced at \$76,200.00. Motion carried.
15. Discussion was had regarding the 2025 White Rudy agreement. O'Connell asked and Shaffer responded that he had no issues with the agreement.
It was motioned by Sweigart and seconded by Snyder to accept the White Rudy 2025 Agreement. Motion carried.

Engineer Report

King provided a review of his report:

1. Aberdeen – Equipment submittals were released for fabrication in Jan 2025
2. I&I - CCTV bids in from Costars and USG
3. Nolt Rd – proceeding with conceptual design for pumping stations Nolt, Cameron and Colebrook
4. Hershey Rd – discussed base design on Gorman Rupp Panels. Authority has been invited to Gorman Rupp training.
5. Turnpike – HOP and WQM permits to be submitted by end of January.
6. Greiner Ind – reported nitrogen levels were exceeding permit limits. The issue of surcharge to be applied was discussed.
7. Wenger Feeds – Violation letter was issued to Waste Management regarding missing analytical results for leachate report.
8. 2360 Sheaffer Rd – further evaluation needed for flow to Oak Manor or Schwanger Rd with capacity reservations
9. Hershey Pump Station – Rettew is representing Catalyst, so Becker Engineering was brought in for ERSA
10. Westmount Subdivision – 3rd review of Final Land Development Plan taking place before response is issued
11. Veterans Dr – review of Final Land Development Plans for Sheetz taking place before response is issued.
12. Campus Rd – issued a response to Phase 2 plan review

Treasurer Report

Shaffer reviewed his summary report of 12 months. Month of December only slight net income loss. The YTD actual net income was listed in error at \$869,000 and should be \$224,000. Shaffer will send out a revised copy once corrected. Shaffer also discussed developer contributions to be placed in different allocations for the new upcoming year. Discussion was also held regarding Escrow practices going forward so that Rettew could be kept up to date on whether engineering services could continue or to be halted in relation to individual escrow balances.

It was motioned by Sweigart and seconded by Snyder to approve the Treasurer's report. Motion carried.

Bills payable

It was motioned by Snyder and seconded by Sweigert to approve the bills in the amount of \$726,999.58. Motion carried.

O'Connell to close the regular meeting at 8:00pm to proceed with Executive Session.

Executive Session:

Discussion was held regarding pre-litigation issues.

Discussion also held regarding personnel status and benefits.

The Executive Session was closed by O'Connell and returned to the public meeting at 9:00pm

It was motioned by Sweigart and seconded by Snyder to change dismissal from CDM from Cause to Convenience. Motion carried.

It was motioned by Sweigart and seconded by Shaffer that Viscome status is part-time as of 1/14/2025, with up to 15 hrs. per week as requested by Rettew. Pay rate is 2025 budget plus cola. Benefits remain the same, not to exceed April 1, 2025. Snyder opposed. Viscome abstained. Motion carried.

It was motioned by O'Connell and seconded by Shaffer to adjourn the meeting at 9:02 pm.