



ELIZABETHTOWN REGIONAL SEWER AUTHORITY

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Elizabethtown Regional Sewer Authority Minutes June 10, 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: Dave Sweigert, Ken Shaffer, Roger Snyder, Nick Viscome. Also present were ERSA Manager Steve Rettew, Engineer Abraham King, solicitor Jeff Shank and Bookkeeper Michele Range.

Public Attendance: Phil Rudy and Shawn Carl from White, Rudy LLC

It was **motioned** by Snyder and seconded by Viscome to approve the minutes of the May 8, 2025, meeting. Motion carried.

General Business:

1. White Rudy – Phil Rudy introduces the 2024 audit and asks Shawn Carl to take over the presentation. Carl begins the report presentation highlighting the independent auditor's report, which indicates everything is correct within materiality levels. Carl explains the balance sheet, detailing total current assets of \$9.3 million, including investments of \$6.5 million and cash equivalents of \$1.7 million. Total capital assets net are \$35.2 million, net of depreciation, with a net pension asset of \$183,000, indicating the pension plan is overfunded. Liabilities are detailed, with total of \$5.034 million. Carl moved on to detailing operating activities, including \$3.7 million in revenues and \$3.58 million in operating expenses. Significant expenses include wages and employee benefits and wastewater treatment costs of \$1.019 million. Carl also explains the cash flow statement, which shows net cash provided by operating activities of \$1.282 million, and highlights the Authority's ability to cover debt service with operations. Additional notes include a 10-year plan for capital purchases, anticipating \$15 million in future expenses, and need for ongoing planning for rate increases. Rudy then introduces the management letter, which outlines the auditor's responsibilities and highlights areas of concern. The management letter also recommends rectifying issues with developer contributions as well as addressing high receivables/bad debt reserves. It was **motioned** by Snyder and seconded by Shaffer to approve White Rudy audit report. Motion carried.
2. Tapping fees were discussed with King citing reasons for updated amount from \$3624.00 to \$6192.00 to take effect 7/10/2025. It was **motioned** by Viscome and seconded by Snyder to approve Resolution 2025-9. Motion carried.
3. Shank discussed the need to apply Attorney fees when he is filing liens and lien satisfactions on behalf of the Authority. Proposed amount of \$195 was explained by Shank. It was **motioned** by Snyder and seconded by Shaffer to approve Resolution 2025-10 Attorney fees for liens. Motion carried.

4. Klein Mills documents were tabled until the next board meeting.
5. It was **motioned** by Snyder and seconded by Viscome to approve the final pay application #8 for Miller Rd payable to Garden Spot Mechanical. Motion carried.
6. It was **motioned** by Snyder and seconded by Shaffer to approve the Bill of Sale for Bishop Woods Phase 1A and 1B. Also to approve Phase 2 and Phase 3 with a maintenance guarantee to expire in June 2026. Motion carried.
7. It was **motioned** by Snyder and seconded by Viscome to approve a proposal from Breneman Electric for \$4040.00 to replace outdated emergency lights in the building. Motion carried.

Reports:

Engineer: King provided and reviewed his report with additional comments on the below items:

1. Lancaster Landfill – explained the need to update the Landfill’s industrial permit to reflect the Borough ordinances, including a surcharge for total nitrogen. King also stated that a call was held with Landfill to inform them about the upcoming changes and the potential impact on their permit.
2. Oak Manor Bypass – a sketch of the pump station was provided and discussion had on expansion plan involving a contribution from ERSA. Board to consider extending the sewer main to tie into Maytown Rd and West Ridge Interceptor. The proposed change could save ERSA a significant amount by avoiding contributions to Oak Manor and reducing Borough compensation.

Treasurer:

Shaffer discussed the financial reports, noting a budgeted loss of \$270,000 but actual performance of \$259,000, a 4% improvement. Year to date net ordinary income is \$425,000, slightly below the projected \$455,000. Shaffer reports a cash balance of \$9.7 million, \$2.6 million better than anticipated, due to prepaid tapping fees collected and lower capital expenditures. Shaffer also discusses the impact of sewer rental variances and the overall financial performance.

It was **motioned** by Snyder and seconded by Viscome to approve the Treasurer’s report. Motion carried.

It was **motioned** by Snyder and seconded by Erb to approve the bills payable in the amount of \$684638.46. Motion carried.

The Board discussed the need to reorganize due to the untimely death of John O'Connell, Board Chairman.

It was **motioned** by Snyder and seconded by Viscome to appoint Dave Sweigert as permanent Chairman. Motion carried.

It was **motioned** by Viscome and seconded by Sweigert to appoint Roger Snyder as Vice-Chairman. Motion carried.

It was **motioned** by Snyder and seconded by Viscome to close the public meeting at 8:14 p.m. Motion carried.

Executive Session was held to discuss various topics, including Miller Rd project and potential regionalization with another Township.