



## Elizabethtown Regional Sewer Authority Minutes

**January 9, 2024**

The Elizabethtown Regional Sewer Authority (ERSA) met at 6:30 PM at the public meeting room located at 235 Ersas Drive, Elizabethtown, PA with the following members in attendance: John O'Connell, Dave Sweigart, Al Sollenberger, Roger Snyder, Ken Shaffer and Rick Erb. Also present were ERSA Manager, Nick Viscome; Engineer, Operations Manager; Steve Rettew, Adam Minichelli; and Solicitor, George Alspach.

**It was motioned by Snyder and seconded by Sollenberger to approve the minutes of the December 12, 2023 meeting. Motion carried.**

Reorganization

**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 Sollenberger to keep all of the officers and appointees the same as 2023. Motion carried.**

<b>Secretary</b>	<b>Al Sollenberger (MJT)</b> Board Term Expires 12/31/2024
<b>Treasurer</b>	<b>Ken Shaffer (WDT)</b> Board Term Expires 12/31/2028
<b>Assistant Secretary</b>	<b>Roger Snyder (WDT)</b> Board Term Expires 12/31/2027
<b>Assistant Treasurer</b>	<b>Rick Erb (WDT)</b> Board Term Expires 12/31/2026
<b>Vice Chairman</b>	<b>Dave Sweigart (MJT)</b> Board Term Expires 12/31/2027
<b>Manager</b>	<b>Nick Viscome</b>
<b>Solicitor</b>	<b>George Alspach</b>
<b>Engineer</b>	<b>Adam Minichelli</b>
<b>Depository</b>	<b>Fulton Bank</b>

General Business:

1. Viscome informed the Board that formal contracts for the proposed storage building were delivered to ERSA which included the performance and payment bond and the insurance certificate. This package was sent to Alspach for his review and he approved the package. The work will begin in the spring.

2. **It was motioned by Sweigart and seconded by Snyder to approve the rates for CDM Smith for 2024. This represents a 3% increase. Motion carried.**
3. A developer's agreement between Meridian Heights Partners (Landmark) and ERSA was presented for Phase 1 of the development at 1925 Shaeffer Road. Alspach informed the Board that a revised plan would be submitted soon. He will make whatever changes are needed once the revised plans are received.  
**It was motioned by Sweigart and seconded by Sollenberger to approve the developer's agreement on the condition that Alspach updates the agreement following a new submission. Motion carried.**
4. The Board reviewed and discussed the two proposals received to fill Alspach's position when he retires in 2024. The Board felt that the local law firm of Nikolaus and Hohenadel would be an excellent choice. The proposal indicated that Jeff Shank would be the point person from Nikolaus and Hohenadel. The Board would like to have Shank and other representatives from Nikolaus and Hohenadel give a presentation at the next meeting.

#### Engineer Report

Minichelli discussed the following:

1. 1925 Sheaffer Road – On 12/13/23 CDM Smith Inc. reviewed the revised final land development plans for the 1925 Sheaffer Road Subdivision as prepared by Williams Site Civil, LLC as they pertain to the sanitary sewer design and found that they satisfy the Authority's requirements, and we recommend approval. Should phases 2 and 3 undergo additional design changes, further review would be required prior to approval. CDM Smith has reviewed the updated sanitary sewer construction cost estimate for the 1925 Sheaffer Road Subdivision and recommends approval of a line of credit in the amount of \$448,800.00 for these improvements.
2. Campus Road – CDM Smith reviewed the updated sanitary sewer construction cost estimate for the 1376 Campus Road – Phase 1 Subdivision on 12/19/23 and recommended approval of a financial security in the amount of \$1,545,120.50 for construction of the sanitary sewers associated with this project.
3. Westbrooke IV – CDM Smith reviewed a request for the reduction in the developer's bond for constructed sewer infrastructure. The sewer infrastructure to be dedicated to ERSA passed construction inspection and a recommendation to reduce the bond to \$0 was provided.
4. Miller Road Station – Placement of flowable fill for the new wet well was delayed due to excessive rainfall filling up the excavation. The wet well is now scheduled to be installed on 1/19/24.

5. Schwanger Road Conflicts/ Force Main Leak & Repair – A company has been recommended to conduct the hydro-excavation work to identify the utility depths. A tentative schedule for the investigation is set for the 3<sup>rd</sup> or 4<sup>th</sup> week in January. EAWA has confirmed they will be conducting the investigation into the depth of water main shut off valves in the area.
6. I/I Investigation – An inspection schedule has been distributed to ERSA for input. ERSA may not have flow meters used on previous investigations. Alternative approaches may include renting flow meters or hiring out flow metering to a contractor.

#### Treasurer Report

Shaffer reviewed his report. The net ordinary income for the year came in at \$629,617 compared to the budgeted figure of \$613,939 which represents a 4.2% increase. The tapping fees total for the year \$312,751 which is 84% over the budgeted amount. Cash and investments total for the year is \$9,076,841 compared to the projected amount of \$7,023,959, a 29.2% increase.

Shaffer reminded the Board that the December results at this time are subject to change pending the completion of the 2023 audit by White and Company.

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

#### Bills payable

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

The meeting adjourned at 8:40 PM.