



ELIZABETHTOWN REGIONAL SEWER AUTHORITY

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Elizabethtown Regional Sewer Authority Minutes

November 11, 2025

The Elizabethtown Regional Sewer Authority (ERSA) met at 6:32 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, Rick Erb, Keith Murphy (by phone), Nick Viscome. Also, present were ERSA Manager Steve Rettew, Engineer Clayton Bubeck, solicitor Jeff Shank and Bookkeeper Michele Range.

It was **motioned** by Viscome and seconded by Snyder to approve the minutes of the October 14, 2025, meeting. Motion carried.

Public Attendance: none.

General Business:

1. Rettew discussed the Hershey Road Pumping Station expansion project. The project involves expanding the pumping station and its interceptor with a \$1 million statewide local share assessment grant being requested from the Commonwealth Financing Authority to fund the work. This project is a key part of the ongoing upgrades and maintenance to ERSA's infrastructure. It was **motioned** by Snyder and seconded by Viscome to approve Resolution 2025-11 Hershey Rd PS/Interceptor Expansion Project. Motion carried.
2. Rettew discussed the Schwanger Road Pumping Station improvement project. The project involves upgrades and improvements to the facility with a \$608,400 grant from the Commonwealth Financing Authority. It was **motioned** by Snyder and seconded by Viscome to approve Resolution 2025-12 Schwanger Rd PS Improvements. Motion carried.
3. Rettew discussed the Hershey Road rehabilitation project. A grant of \$554,630 is being requested from the Commonwealth Financing Authority to fund the work. It was **motioned** by Snyder and seconded by Viscome to approve Resolution 2025-13 Hershey Rd rehab project. Motion carried.
4. Jeff Shank discussed various aspects of the easement agreement, temporary construction access easement and termination of existing easement and release with Masonic Homes in relation to the Turnpike Road #2 upgrade project. It was **motioned** by Snyder and seconded by Viscome to approve the Easement Agreement. Motion carried. It was **motioned** by Snyder and seconded by Viscome to approve the Temporary Construction Easement Agreement. Motion carried. It was **motioned** by Snyder and seconded by Viscome to approve the Termination of Existing Agreement and Release. Motion carried.

5. Rettew discussed Nick Viscome meetings with property owners and creating temporary easements related to Trunk A sewer project. The agreements were secured with several landowners to allow construction access and activities. Jeff Shank also discussed recording each easement. It was **motioned** by Snyder and seconded by Erb to approve the following Trunk A temporary easement agreements. Motion carried. Viscome abstained.
 - a. Clair Mummau
 - b. David W. Blough
 - c. Elizabethtown Properties Inc.
 - d. Featherton Crossings LP (2)
 - e. PA Mertz LLC
6. Clayton Bubeck outlined RETTEW's engineering agreement for 2026 and discussed hourly rates, professional services and the inclusion of updated liability provisions. The appointment covers general engineering services for the upcoming year. It was **motioned** by Viscome and seconded by Snyder to approve RETTEW 2026 EOR for reappointment. Motion carried.
7. Shank and Rettew discussed the developer agreement for Stoneybrook 3B, which covers the development of 27 single-family units and 6 duplex units totaling 39 EDU's. The agreement includes updated developer contributions, tapping fees and inspection fees. It was **motioned** by Snyder and seconded by Viscome to conditionally approve the Developer Agreement for Stoneybrook 3B. Motion carried. Approval is contingent on confirming the final EDU number and ensuring the plan accurately references all related sewer facilities.
8. Discussion was had on a request for sewer capacity certification for 2843 Mount Pleasant Road, which would require service for 52 Edu's. It was determined that no capacity is currently available for this project until the Trunk A project is completed. The board noted that further development in the area is on hold pending completion of the required infrastructure and that no commitment of capacity can be made at this time.
9. Clayton Bubeck discussed the Cameron, Colebrook and Nolt pump station upgrade project. This amendment covers additional scope related to rezoning, stormwater management and compliance requirements, with a budget not to exceed \$7,800. It was **motioned** by Snyder and seconded by Viscome to approve Amendment #1 for Cameron, Colebrook and Nolt PS Upgrade. Motion carried.
10. Rettew discussed the 2026 Budget Draft #2 which includes minor adjustments to align projections with current year actuals, especially in escrow, repairs, maintenance and office equipment. Rettew and Shaffer covered the effects of pending rate study results, the timing of potential rate increase and impacts of a recent rain event on wastewater expenses. The board opted to defer final adoption of budget until updated December projections and more clarity on rate adjustments are available.

Reports:

Engineer:

Clayton Bubeck covered the engineer's report with progress on multiple capital projects, including updates on LSA grant applications and approvals for upgrades at Hershey Rd, Schwanger Rd and related pump stations. The report noted the completion of pavement restoration on Nolt Rd, the submission and tracking of permits for Trunk A Interceptor expansions and status updates on other various projects. Bubeck also recommended adopting industrial user permits to manage compliance and oversight for industrial customers, specifically referencing surcharge and compliance issues with Greiner.

Treasurer:

Shaffer discussed the financial reports. Key points discussed:

1. Revenues for the year to date were very close to budget, with an overall slight underperformance mostly due to lower sewer rental income.
2. Inspection fees and interest income exceeded budget expectations.
3. Administrative expenses were under budget.
4. Wastewater treatment costs were higher than budgeted, primarily due to significant expenses from a rain event and related emergency actions. Shaffer states this is a 10% variance.
5. Cash reserves at the reporting period are substantially above budgeted amount, mainly due to upfront tapping fees from Campus Rd projects and lower capital spending.

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 \$285,530.07. Motion carried.

It was **motioned** by Snyder and seconded by Viscome to adjourn the general session at 7:41pm. Motion carried.

Executive session was held to discuss the outstanding claims with CDM.