



ELIZABETHTOWN REGIONAL SEWER AUTHORITY

235 ERSA Drive, Elizabethtown, PA 17022

Phone: 717-367-5947 • www.ersapa.com • Fax: 717-367-4622

Elizabethtown Regional Sewer Authority Minutes December 9, 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, Rick Erb, Keith Murphy, Nick Viscome. Also present were ERSA Manager Steve Rettew, Engineer Abraham King, solicitor Jeff Shank and Bookkeeper Michele Range.

It was **motioned** by Snyder and seconded by Murphy to approve the minutes of the November 11, 2025, meeting. Motion carried.

Public Attendance: none.

General Business:

1. Sweigert presented the Board Meeting Dates for 2026 noting all are second Tuesdays and none are Holidays. It was **motioned** by Snyder and seconded by Viscome to approve the 2026 Board Meeting Dates. Motion carried.
2. Rettew discusses the security reduction for the Campus Rd Subdivision Phase 1B. The request is for \$229,878.00 leaving a balance of \$0.00. The recommendation from our engineer is to reduce by \$196,963.50 leaving a new financial security balance of \$32,914.50. To complete all outstanding work and cover the maintenance guarantee this remaining amount is adequate. It was **motioned** by Snyder and seconded by Murphy to approve financial security reduction request No. 1 by \$196,963.50 for Campus Rd Subdivision Phase 1B. Motion carried.
3. Rettew discusses the security reduction for the Meridian Heights Subdivision. The request is for \$336,600.00 leaving a balance of \$112,200.00. The recommendation from our engineer, based on their review, is to reduce by \$360,878.45 leaving a new financial security balance of \$87,921.55. It was **motioned** by Snyder and seconded by Murphy to approve financial security reduction request No. 1 for \$360,878.45 for Meridian Heights Subdivision. Motion carried.
4. King explains the proposal to relocate sewer mains to divert flow away from Elizabethtown Borough's Oak Manor pump station to the Authority's Miller Road pump station. This proposal allows the Authority not to contribute to Oak Manor upgrades if approved. The estimated cost for the project is approximately \$350,000.00, which covers survey, planning, design and water quality management associated with relocating the sewer main. It was **motioned** by Snyder and seconded by Viscome to approve RETTEW's proposal for the Sheaffer Road Sanitary Sewer Relocation Project. Motion carried.

5. It was requested by Abraham King that he discuss the 2025 Rate Study Presentation prior to the motion to approve or reject the Resolution 2025-14, the Authority's Rules and Regulations. King presents a comprehensive rate study covering 2026 to 2036, aiming to understand the Authority's financial situation and to decide on a rate increase. The study projects a 25-30% increase in operating revenue over the next 10 years due to growth in system. Non-operating revenue is projected based on a 3% rate of return, with expected tapping fees and developer contributions. Expenses are escalated based on a standard 3% inflation rate, with some items inflated higher due to industry standard. Also discussed was the effect of maintaining current rates versus implementing a 2-3% annual increase. The latter would help to support the \$20 million in planned capital improvements, including future upgrades triggered by reaching 80% of system capacity as well as a significant portion allocated for hydraulic capacity. Recommendations include raising the commercial minimum rate to match the residential rate (\$160/quarter), adopting 2-3% yearly rate increase and continuing regular tapping fee updates. The study also compared peer utilities, confirming the Authority's rates would stay in the mid-to-low range even with increase. It was **motioned** by Snyder and seconded by Murphy to approve the amended Resolution 2025-14 Authority Rules and Regulations increasing the minimum commercial user fee from \$135 to \$160 per quarter. Motion carried.
6. Rettew discussed the final draft of the Authority's 2026 Budget. No major changes were made from recent draft except a buffer for operator wage increases based on obtaining certain licenses and December 2025 projections. It was **motioned** by Snyder and seconded by Murphy to approve the 2026 Budget. Motion carried.

Reports:

A. Engineer

King discussed the engineer report and highlighted the following:

- a. Three new LSA grant applications were submitted, prior applications are still pending with decisions expected in January
- b. Ongoing capital projects were reviewed, including final design progress on Trunk A Interceptor, permit submissions, and project cost updates for Cameron, Colebrook and Nolt, which are expected to exceed initial estimates due to design and industry-wide price increase.
- c. The Miller Road PS is facing repeated issues with a VFD, currently under warranty and scheduled for further manufacturer repair.
- d. Additional air release valves are needed on the Miller Rd force main but contractor bids are challenging to secure without exceeding bidding limits.
- e. The Turnpike Rd #2 PS expansion pre-bid meetings were held and bid-openings are upcoming, a detailed cost review will be presented next month.
- f. The Bear Creek Estates project has a request for a future pool house service line extension requiring board input on EDU assignment and fee assessment.
- g. Request from Conoy Township to discuss the possibility of regionalization. The board agrees a meeting should be held to gather more information to be discussed at a future meeting.

B. Treasurer

Shaffer discussed the financial reports. Key points discussed

- a. Net ordinary income for November to be \$245,000.00, within 9% of the projected \$269,000.00.
- b. Year to date net income after expenses is \$692,737.00, under budget by about \$81,000.00 or 10%
- c. Cash on hand is \$4 million more than anticipated due to pre-payment of tapping fees.

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

It was **motioned** by Sweigert and seconded by Snyder to approve the bills payable in the amount of \$1,351,050.90. Motion carried.

It was **motioned** by Sweigert and seconded by Snyder to adjourn the general session at 8:05pm. Motion carried.

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