



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

January 13, 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, Nick Viscome and Michael Tyler. Also present were ERSA Manager Steve Rettew, Engineer Abraham King, solicitor Jeff Shank and Bookkeeper Michele Range.

Public Attendance: none.

General Business:

1. The Nomination and election of officers started with Sweigert requesting a nomination for Chairman.
 - a. Snyder nominated and it was seconded by Erb to nominate Dave Sweigert as Chairman. **Motion** carried.
 - b. Erb nominated and it was seconded by Viscome to nominate Roger Snyder as Vice-Chairman. **Motion** carried.
 - c. After the introduction of Michael Tyler as a new board member by Sweigert, Viscome nominated Tyler as Assistant Secretary. **Motion** carried by all.
 - d. Snyder nominated Nick Viscome as Secretary. **Motion** carried by all.
 - e. Erb nominated Ken Shaffer as Treasurer. **Motion** carried by all.
 - f. Snyder nominated Rick Erb as Assistant Treasurer. **Motion** carried by all.
 - g. Sweigert asked that all in favor of Steve Rettew continuing as Manager was made unanimous by all.
 - h. Sweigert asks for the nomination of Nikolaus & Hohenadel to remain the Authority's solicitor. **Motion** by Erb and carried by all with Roger Snyder abstaining due to a family legal relationship.
 - i. Sweigert asks for the nomination of Rettew Associates to remain the Authority's engineer. **Motion** by Erb and carried by all.
 - j. Sweigert asks for Fulton Bank to remain the Authority's depository. **Motion** by Snyder and carried by all.
2. It was **motioned** by Snyder and seconded by Viscome to approve the minutes of the December 9, 2025, meeting. Motion carried.
3. No public comments.

Chairman Sweigart instructed the board to ask any questions during each item's explanation on agenda items A through G. Once discussion on all items is completed a single motion to adopt items A through G will be requested.

4. A. King discussed bids were opened for Turnpike No. 2 on December 16th. The initial low bidder for the general contract withdrew their bid due to a clerical error. King recommended awarding the General Construction Contract 1 to Barasso Excavating, Inc of Oley, PA.
B. King also recommended awarding the Electrical Construction Contract 2 to PSI Pumping Solutions.
C. King discussed Rettew's work during actual construction under agreement with Landmark Homes regarding the Trunk A Interceptor expansion, who will build the improvement. Costs under this amendment are to be paid via escrow funded by Landmark Homes so as not to impact the Authority's operating funds.
D. King and Rettew discussed D & G together. The installation of two additional air release valves and associated structures on the Miller Road force main to address ongoing hydraulic issues. Also discussed was a quote from SA Way to install the precast structures over the main, the ARV units themselves are to be purchased separately by the Authority, from LB Water, and installed by staff after the structures are in place.
E. King and Rettew discussed E & F together. The two existing unused meter pits in Rheems, Bradfield and the former Mount Joy Township Authority, are causing maintenance issues due to grease buildup in the narrowed flumes. It is recommended to remove both pits and restore that area to grass. SA Way submitted a quote in the amount of \$22,989.73 for both pit removals.
It was **motioned** by Snyder and seconded by Viscome to adopt Items A through G as presented. Motion carried.

Reports:

A. Engineer

King discussed the engineer report and highlighted the following:

- a. King reported that design for the Cameron, Colebrook and Nolt Road pump station upgrades is at 90% stage and a detailed updated opinion of probable cost has been prepared. The total project cost is now just under \$3 million, driven by about 30% higher equipment costs, tariffs, market conditions, additional/replacement electrical gear (ATS units), and replacement of aging private utility poles with PPL owned poles. All three stations are being designed as suction lift stations for long-term reliability and reduced maintenance, with common pump components to match existing/proposed stations for parts standardization. The plan is to proceed to bid in March, with construction extending into 2027. The 2026 budget should be adequate but extra funding will be needed in 2027. A Small Water and Sewer grant application (about \$1.5 million) has been submitted, awards are expected soon and could offset a portion of the higher costs.
- b. A new industrial pretreatment fee structure has been adopted; notification letters to the three existing industrial users will go out this week with new fees starting on the first quarter bill in April. A survey will be mailed to all commercial users to

identify additional industrial users and to create the required EPA pretreatment program record. Additional industrial users are expected and will be brought into the program through an application process.

B. Treasurer

Shaffer discussed the financial reports. Key points discussed

- a. Total 2025 revenues were about \$4.36 million, roughly 1% over budget.
- b. Administrative expenses came in under budget. Wastewater collection and treatment expenses were over budget by about 113.5% of budget. Combined, total expenses ended the year at about \$80,000 over budget.
- c. Year-end cash balance position is mainly due to timing of capital project spending and higher than expected tapping fees collected at beginning of 2025.
- d. Summary reports will be marked “draft” because final year-end numbers will be confirmed during the April audit by White Rudy. Shaffer noted the Authority uses accrual-basis accounting so many year-end accrual adjustments are still expected. Michele will load the 2026 budget into QuickBooks so that January 2026 results can be processed and reported in February.

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 \$281,763.29. Motion carried.

It was motioned by Snyder and seconded by Erb to adjourn the general session at 7:11pm. Motion carried.

Executive session was held for Shank to provide status update regarding CDM.