



Elizabethtown Regional Sewer Authority Minutes February 10, 2026

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 (by phone), 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. It was **motioned** by Snyder and seconded by Viscome to close the general meeting to hold the Executive Session prior to general business at 6:31pm.
2. The general meeting resumed at 7:16pm.
3. It was **motioned** by Snyder and seconded by Viscome to approve the minutes of the January 13, 2026, meeting. Motion carried.

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

4. A. King explained that this was Rettew's construction phase addendum for the improvement project. This addendum covers bidding services, construction administration and provides construction observation/inspection and operational/start-up support. This amendment carries Rettew's role from design through bidding, construction and start-up for all three stations Cameron, Colebrook and Nolt Rd.
B. King discussed the construction agreement for the Turnpike Rd project noting that bids had been received and the general contract was awarded to Barrasso Excavation and the electrical contract was awarded to PSI in the prior month. A pre-construction meeting will take place next week and move the project into the construction phase. The Turnpike work will proceed under the previously accepted bid amounts as part of the long-term capital improvements.
C. King discussed the COSTARs proposals for Cameron St. in the amount of \$440,225.00, Colebrook Rd in the amount of \$210,000.00 and Nolt Rd in the amount of \$384,200.00. The proposals are to purchase the Gorman-Rupp packed pump station equipment directly through Envirep instead of through the construction contractor. It was explained that

buying the three station packages up front would cut months off lead time and allow contractors to start and finish construction sooner. It would also avoid the contractor markup on roughly \$1 million of equipment, plus an additional manufacturer/rep discount for direct early purchase.

D. Rettew explained that the Borough completed a state-assisted SCADA upgrade at the wastewater treatment plant with a total project cost of \$618,102 and ERSA's proportional share is \$296,256.72. King noted the Borough received grant funding and shared that benefit with ERSA reducing the net impact. King/Rettew reviewed the cost breakdown and found it reasonable and in line with expectations for a full SCADA upgrade.

E. Rettew reported that Stoneybrook 4A developers requested a reduction of their letter of credit down to the standard 15% maintenance amount. After review of inspection reports, test results and manuals it was confirmed the installed improvements match authority requirements. Since televising of the lines and record drawings were not yet completed it is the recommendation for a partial reduction until those items are completed, which would leave the letter of credit at \$58,077.50.

F. Rettew explained that the previous resolution on authorized signatories approved in January was written to apply only to fiscal year 2025. To correct this the board would need to re-approve the authorization wording to remain in effect as long as the listed individuals hold their positions.

5. It was **motioned** by Snyder and seconded by Viscome to adopt Items A through I as presented. Motion carried.

Reports:

A. Engineer

King along with Jeff Shank discussed the Metered Waste Surcharge Policy. It was explained that ERSA's metered waste surcharge policy, in place since 2012, had not been actively enforced; no commercial customers were being surcharged as well as EDU purchase records were incomplete. They outlined a corrective approach:

1. Use historical records (and, if missing, 2012 flow data) to establish each customer's baseline EDU allocation.
2. Compare current flows (2025) to that baseline to identify over-users.
3. Under the policy, any customer exceeding its allocation two consecutive quarters out of four must purchase additional EDUs and pay additional surcharge of \$50/1,000 gallons

B. Treasurer

Shaffer discussed the financial reports.

It was noted that January revenues were about \$88,000 below budget (mainly due to two large billing adjustments and no accrued investment income listed), but expenses were \$48,000 under budget, leaving net income about \$39,000 below plan. Beginning cash was roughly \$9.7 million, with the 2026 budget (including \$5.2 million in capital work) projecting around \$5.1 million in cash at year-end, consistent with the long-term capital and rate plan.

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 Viscome to approve the bills payable in the amount of \$461,890.91. Motion carried.

It was **motioned** by Snyder and seconded by Shaffer to adjourn the general session at 7:51pm. Motion carried.