



ELIZABETHTOWN REGIONAL SEWER AUTHORITY

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Elizabethtown Regional Sewer Authority Minutes August 11, 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, Nick Viscome and Rick Erb. Also present were ERSA Manager Steve Rettew, Engineer Abraham King, solicitor Jeff Shank and Bookkeeper Michele Range. Absent was Michael Tyler.

Public Attendance: lawyer from Jeff Shank's office

General Business:

1. It was **motioned** by Viscome and seconded by Shaffer to approve July 14, 2026, meeting minutes. Motion carried.
2. Rettew confirmed that he had reviewed the pay application for Barrasso Excavation with the engineer and recommended payment. No additional discussion was given. It was **motioned** by Viscome and seconded by Shaffer to approve Application for Payment #3 Turnpike Rd No. 2 Pumping Station Expansion Project payable to Barrasso Excavation, Inc. in the amount of \$116,510.40. Motion carried.
3. Rettew confirmed that he had reviewed the pay application for PSI Pumping Solutions, Inc with the engineer and recommended payment. No additional discussion was given. It was **motioned** by Viscome and seconded by Shaffer to approve Application for payment #1 for Turnpike Rd No. 2 Pumping Station Expansion Project payable to PSI Pumping Station Solutions, Inc. in the amount of \$18,000.00. Motion carried.
4. Rettew discussed the change order No. 1 for Contract 2025-01 in the amount of \$1,197 to cover additional concrete encasement of the gravity sewer line to properly protect an existing utility. It was **motioned** by Snyder and seconded by Viscome to approve Change Order No. 1 for the Turnpike Road No. 2 Pumping Station Expansion Project associated with Contract 2025-01. Motion carried.
5. King reviewed Rettew's proposal for the Hershey Rd Pump Station and downstream interceptor upgrades, explaining that work will proceed in phased stages and is contingent on Catalyst posting escrow funds in advance of each phase. It was **motioned** by Snyder and seconded by Viscome to approve Rettew's proposal for the Hershey Road P.S. and Interceptor Expansion project. Motion carried.
6. Rettew presented a quote from Thern for an electric bolt-on davit crane upgrade at the Miller Rd pump station to replace manual hand-cranking for pumps and grinder maintenance. It was motioned by Snyder and seconded by Viscome to approve quote for purchase of davit crane electrical hoist at Miller Rd Pumping Station in the amount of \$7,920.00.

7. Rettew reviewed the revised ERSA Employee Handbook with the board. The revisions were prepared by staff with the input of attorney Wanda Whare. The board discussed provisions including vacation payout, sick time, vehicle use and potential future childcare/parental leave language and to adopt the updated handbook effective immediately as a living document that can be amended as needed. It was **motioned** by Snyder and seconded by Viscome to approve the new ERSA Employee Handbook effective on August 11, 2026. Motion approved.
8. Rettew discussed a property owner's request at 1234 E College Ave to install a fence across the sewer easement with access gates for ERSA equipment. Advice was given by the engineer and solicitor citing ownership/dedication issues and concerns about setting a precedent. The Board declined to act and tabled the request until the sewer line and easement are fully dedicated to the Authority.

Reports:

A. Engineer

King discussed the engineer report and highlighted the following:

- a. Masonic Village plans for about \$500,000 of interceptor improvements in 2028 with ERSA's share estimated near \$250,000
- b. Miller Rd pump station capacity not improved with new air-release valves, hydraulic model is being updated to diagnose trapped air
- c. Cameron/Colebrook/Nolt projects are entering construction with DESSCO mobilizing next month
- d. CCTV work has begun in Hershey Rd and Miller Rd basins with heavy sediment and debris requiring significant cleaning
- e. New development activity with West Mount Phase 1 plans, though ERSA has not yet signed off due to incomplete sewer/pump station design details.

B. Treasurer

Shaffer discussed the financial reports and highlighted the following:

- a. July financial performance was strong with net ordinary income well above budget due in part to correctly reclassifying LCSW credits as separate income
- b. Year -to-date net ordinary income is about \$997,800 versus a budget of \$616,000, cash and investments total roughly \$9.1 million and capital spending is running behind the 2026 capital budget, which explains much of the favorable cash variance

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 \$242,224.48. Motion carried.

Sweigart stated that the public session would close at 7:49pm and move directly into executive session.

Executive session was held to discuss 2 different personnel issues.