ELIZABETHTOWN REGIONAL SEWER AUTHORITY
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Elizabethtown Regional Sewer Authority Minutes
September 8, 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: Ken Shaffer, Roger Snyder, Michael Tyler, Nick Viscome and Rick Erb. Also present were ERSA Manager Steve Rettew, Engineer Abraham King, solicitor Jeff Shank and Bookkeeper Michele Range. Absent was David Sweigert.

Public Attendance: none

General Business:

1. It was **motioned** by Viscome and seconded by Shaffer to approve August 11, 2026, meeting minutes. Motion carried.
2. Rettew discussed the motion to approve Application for payment #4 for Turnpike Road No. 2 P.S. expansion project payable to Barrasso Excavation, Inc. Rettew noted that the amount listed on agenda as $115,556.30 was incorrect and should be $116,556.30. It was **motioned** by Viscome and seconded by Shaffer to approve payment #4 to Barrasso Excavation, Inc. in the amount of $116,556.30. Motion carried.
3. Rettew and King discussed Change Order No. 1 for Turnpike Road No. 2 P.S. expansion project stating that there were no issues and the work was well done. It was **motioned** by Viscome and seconded by Shaffer to approve Change Order No. 1 for Turnpike Road No. 2 P.S. expansion project associated with Contract 2025-02 for PSI Pumping Solutions in the amount of $7,816.72. Motion carried.
4. Rettew discussed the sewer inspection work invoices submitted by Utility Services Group explaining that the invoices were the first costs being paid from a $286,000 state grant, with reimbursement to be requested from the state. The work was being done along the Hershey right-of-way and the Miller Road interceptor right-of-way. It was **motioned** by Viscome and seconded by Shaffer to approve payment of invoices 35370 & 35465 for 2026 CCTV Sewer Inspection payable to Utility Services Group in the total due amount of $118,663.04. Motion carried.
5. Rettew discussed the financial reduction request of $246,200.80 for Stoneybrook Phase 3B stating the manhole inspections and testing were complete, supporting the engineer's recommendation to reduce the financial security. The reduction would leave the remaining amount of $46,686.20. It was **motioned** by Viscome and seconded by Shaffer to approve Stoneybrook Phase 3B Financial Security Reduction in the amount of $246,221.80. Motion carried.
6. Rettew reviewed proposed employee handbook changes, including correcting an erroneous provision, clarifying vacation payout when an employee leaves in good

standing and setting annual sick leave at 80 hours for full-time and 40 hours for part-time employees. Michael Tyler questioned excluding regular part-time employees from the Roth IRA contribution benefit and suggested including them. The board discussed the eligibility and the potential cost. It was **motioned** by Viscome and seconded by Shaffer to withdraw the original motion and table approval of ERSA Employee handbook revisions until the next board meeting so proposed changes could be consolidated and reviewed together. Motion carried.

7. Rettew discussed the motion to authorize RETTEW to request reimbursement of grant funding for the CCTV inspection contract. Abraham King explained that the reimbursement is less than the $118,663.04 paid in invoices to Utility Services Group because the grant requires a 15% local match. It was **motioned** by Viscome and seconded by Shaffer to authorize RETTEW to request reimbursement of $100,863.58 in Small Water and Sewer grant funding for the 2026 CCTV Sewer Inspection Contract. Motion carried.

Reports:

A. Engineer

King discussed the engineer report and highlighted the following:

a. The team plans to prepare a $1 million LSA application for a 2027 sewer rehabilitation project, informed by CCTV inspections across several sewer basins.
b. The Sheaffer Road sewer relocation project is delayed while awaiting DEP sewage-planning approval which is taking longer than expected.
c. Featherton Crossings declined to grant requested temporary easements. The team will discuss construction alternatives with Landmark Homes.
d. At Miller Road a hydraulic analysis suggests air entering the force main may be reducing pump capacity. Additional field testing is planned to check the air-release valves and see whether the trapped air can be cleared more quickly.
e. Other project updates – Industrial-user surveys are being reviewed, CCTV inspection of Miller Road basin was nearing completion, field work for the Hershey Road pump-station expansion was completed and Westmount subdivision plans were received for review.

B. Treasurer

Shaffer discussed the financial reports and highlighted the following:

a. August sewer rentals, tapping fees, and cash balances exceeded budget expectations.
b. Giant payment made by ACH for additional EDU purchase was initially misclassified as rental fees but then recorded correctly under tapping fees.
c. Tapping fees were over budget due to collection of additional EDU purchases.
d. Cash ended at about $9.3 million, compared with an estimate of $6.7 million.

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

It was **motioned** by Viscome and seconded by Tyler to approve the bills payable in the amount of $586,519.83. Motion carried.

Snyder called for any further business. There being none, it was motioned by Viscome and seconded by Shaffer to adjourn the regular meeting at 7:13p.m. and enter Executive session.

Executive session was held to discuss retirement security and other potential employee handbook updates.