

ELIZABETHTOWN REGIONAL SEWER AUTHORITY MINUTES

May 10, 2016

The Elizabethtown Regional Sewer Authority (ERSA) met at 7:00 PM in the meeting room at 235 Ersa Drive with the following members present: Dave Sweigart, Ken Shaffer, Dave Lewis, Dan Brill, Allen Sollenberger, and Rick Erb. Also present were Nick Viscome, Byrne Remphrey, and George Alspach.

Minutes of April 12, 2016

Ken Shaffer corrected a figure in paragraph B of Unfinished Business. He and Phil Rudy agreed that the delinquencies were somewhere between \$250,000-\$300,000. *The minutes of April 12, 2016 with Shaffer's correction were approved on a motion by Lewis and a second by Shaffer. Motioned carried.*

Unfinished Business

- A. Phil Rudy from White and Rudy was present to present the 2015 audit. Phil was complimentary towards the staff and felt that generally the finances are in good shape. Phil went over the budget in greater detail last month. *It was motioned by Shaffer, seconded by Brill to accept the audit report as presented.*
- B. During the audit, Phil Rudy asked if ERSA had an investment policy. Nick said he could not locate the investment policy. George sent everyone a policy that was developed for the Elizabethtown Area Water Authority (EAWA). Nick decided to copy all financial policies for our Board to review. They were:
 - Capitalization policy and procedures
 - Credit card policy

Dave Lewis, in reviewing the capitalization policy, noticed that *the dollar threshold for each asset was set at \$2,500. Dave suggested a figure of \$3,500. He put that in the form of a motion with Ken Shaffer seconding the motion. Motion carried.*

- C. Nick distributed an amendment to an agreement between Bob Kettering and ERSA which extends the settlement date for Lot #2 to September 1, 2016. Bob signed the agreement, but wrote into the agreement a purchase price of \$210,000 instead of the agreed upon figure of \$215,000. *After some discussion, it was motioned by Brill seconded by Sollenberger to accept the submitted agreement which contained the \$210,000 purchase price. Motion carried.*

New Business

- A. Nick told the Board that a citizen asked if ERSA could offer discounts to those who want to pay a year's sewer bill for residences. Currently, we do not offer this option although Nick told the Board that MasterTrak will require a change in the systems at the end of this year. The Board wanted Nick to explore this option when we settle on a new utility billing software system.

Engineer's Report

Byrne updated the Board on the following subjects:

- ✓ PA DOT meeting for Miller Road sewer line relocation
- ✓ The final invoice for the Bossler #2 pump station project
- ✓ Timber Villa sewer system dedication project
- ✓ The Veolia sewer line on Ridge Road
- ✓ The planning module for the single lot on Aberdeen Road
- ✓ Review of the Westbrooke Phase IV plans
- ✓ Stoney Brook sewer easement

Treasurer's Report

Ken discussed the Revenue/Expenditures to Budget report. The report shows that, to date, we have received 97% of expected revenues and have only spent 83% of expected expenditures. *The Treasurer's Report was approved on a motion by Lewis and a second by Sollenberger. Motion carried.*

Bills Payable

Ken presented the monthly bills amounting to \$306,173.30. *It was motioned by Erb, seconded by Sollenberger to pay the bills as presented. Motion carried.*

The meeting adjourned at 8:10 PM.