

# MINUTES

## ELIZABETHTOWN REGIONAL SEWER AUTHORITY

January 14, 2014

The Board of the Elizabethtown Regional Sewer Authority (ERSA) met at 7:00 pm in the meeting room of West Donegal Township with the following members present: Keith Murphy, Rick Erb, Allen Sollenberger, Dan Brill, Dave Sweigart, and Ken Shaffer. Also present were Nick Viscome, Byrne Remphrey, and George Alspach.

The minutes of the December 10, 2013 meeting were approved on a motion by Sweigart and a second by Brill.

### Reorganization

It was motioned by Sweigart, seconded by Erb to keep the following slate of officers for 2014. They are:

Keith Murphy, Chairman	Ken Shaffer, Treasurer
Rick Erb, Vice Chairman	Allen Sollenberger, Assistant Secretary
Dan Brill, Secretary	Dave Sweigart, Assistant Treasurer

It was motioned by Shaffer, seconded by Sweigart to make the following appointments:

George Alspach, Solicitor	White & Rudy, Accountant
CDM Smith, Engineer	Nick Viscome, Manager

It was motioned by Shaffer, seconded by Sollenberger to establish the pay of officers. The following pay scale was approved:

Chairman	\$90.00	Treasurer	\$90.00
Vice Chairman	\$75.00	Assistant Secretary	\$75.00
Secretary	\$90.00	Assistant Treasurer	\$75.00

All of the above motions carried.

### Unfinished Business

- A. Nick explained that Todd from D. C. Gohn Assoc. has been working with Steve Gault, Mount Joy Township engineer, to satisfy the review conditions for ERSA's land development plan. Nick told the Board that ERSA has received various agreements from

the township and our plan should receive preliminary approval on Monday, January 27, 2014. Keith suggested that another builder's meeting be held after January 27, 2014, when all of the approval conditions are known. Nick needs to be at the 27<sup>th</sup> meeting to sign various agreements.

- B. Nick informed the Board that Ed Chambers of Elizabethtown, PA was the contractor who submitted the lowest price to remove the trailer/garage at 143 Harrisburg Avenue. Ed's price was \$6,695.36. Nick will be applying for a MJ Twp. building permit and UCC permit. Once we get approval, work can begin.

### New Business

- A. Nick discussed a yearly bonus program that he drafted and sent to the Board. The Board agreed that if a bonus program is instituted, a certain amount of money will likely be given every year with the amount varying depending on the year's performance. Dan expressed the idea that there should be goals/objectives that are "measurable" either by the employee or by a team. Nick agreed to provide goals that can be measured.
- B. It was motioned by Brill, seconded by Sweigart to release \$26,872.74 from the Featherton Phase # letter of credit. Following this release, there will be \$212,205.26 remaining. Motion carried.

### Engineer's Report

Byrne distributed a sketch of a bypass system for Miller Road as requested. The Board has been concerned about pump replacement at the station and the length of time it takes to get a replacement pump and parts. Byrne told the Board that a bypass piping system needs to be constructed when the Miller Road station is upgraded. Byrne has suggested we build this bypass piping in the near future in case any of the existing pumps go down. That way we could rent a pump and hook into the bypass system rather than hire a pump out crew for a long period. Byrne was asked to do some more work on this project and get some quotes to accomplish this work.

### Treasurer's Report

Ken went through the end of the year financial report. He said that we stayed on budget all year and even made around \$200,000 this year. The report was approved on a motion by Brill and a second by Sweigart.

Ken presented the bills for the month totaling \$55, 023.43. These bills were approved on a motion by Sweigart and a second by Brill.

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Ken then presented requisition #1-2014 for the withdrawal from the Construction Fund for D. C. Gohn Assoc. in the amount of \$459.92. This requisition was approved on a motion by Brill and a second by Sollenberger.

The meeting adjourned at 7:45 pm.