

MINUTES
ELIZABETHTOWN REGIONAL SEWER AUTHORITY
November 8, 2016

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

The minutes of the meeting of October 11, 2016 were approved on a motion by Dave Lewis and a second by Al Sollenberger. Motion carried.

Unfinished Business

- A. Nick responded to Dan Brill's question at the end of last month's meeting regarding the number of apartments we have on our system. Nick said that there are 520 apartment units in Mount Joy Township and 34 units in West Donegal Township. As this issue relates to the recent lawsuit by Water Polo, each of the 554 is billed on a flat fee basis consistent with all other residential units. George then discussed the status of the lawsuit and the next steps on behalf of ERSA.
- B. *It was motioned by Dave Lewis, seconded by Dan Brill to approve Resolution 3-2016 adopting recent changes to the Employee Personnel Policy. Motion carried.* The changes to the personnel policy were suggested by Special Counsel Dave Keller.
- C. Nick reported that the Lancaster Soil and Conservation Service signed off on our building project. They wanted the erosion in the 2 drainage basins stabilized. This officially concludes our building project.
- D. Nick presented a proposal from Muni-Link Utility Software. Muni-Link purchased our current company, MasterTrak. The proposal is for a one time set-up fee of \$6,000 and a monthly fee of \$1,075. The same people who support MasterTrak will support the Muni-Link system. When asked Nick told the Board that this is a cloud based system rather than having software installed on individual computers. *Following discussion, it was motioned by Rick Erb, seconded by Al Sollenberger to accept Muni-Link's proposal. Motion carried.*
- E. Nick relayed to the Board the interview that Dave Sweigart had with one candidate. Nick told the Board he interviewed another candidate and he felt this candidate would be a good fit for ERSA. Nick suggested that Dave Sweigart meet this candidate in the very near future. The Board authorized Nick and Dave to interview this person and if acceptable, craft an offer for the vacant supervisor position.

New Business

- A. Nick gave the Board members an update of the proposed 2017 budget which updated a number of line items. All of the changes added revenue or showed a savings.

He and Byrne also discussed:

1. The salary schedule for 2017 and a salary survey conducted by the Pennsylvania Municipal Authorities Association. This survey showed that we pay people closer to the average contained in the survey rather than the high end.
2. The 2017 health insurance and dental insurance plans were handed out and discussed.
3. The Capital Improvement schedule for next year. Byrne told the Board that the sewer line on Bainbridge Road (near the singing bridge) is located far enough from the bridge that it does not need to be rerouted. This should be a savings. Secondly, we received the study for Radio Road Sewer Interceptor. Byrne and Nick have a meeting with the Borough on the 16th. We will learn what will be asked of ERSA in relation to this project and how much our budget will be affected by proposed improvements to the Borough's treatment plant.

Engineer's Report

Byrne told the Board that the Stoney Brook subdivision has reached the 20 unit mark in construction. Byrne reminded the Board that we were going to begin the Miller Road station design when 50 units within the subdivision were built.

Treasurer's Report

Ken reported that we added 1.4 million dollars to the Operating Fund in 2016. Most of these funds resulted from refinancing the 2010 Bond, sale of the ERSA land, and higher than expected tapping fees. With respect to the Operating Fund, we are still on target. *It was motioned by Al Sollenberger, seconded by Dan Brill to approve the Treasurer's Report. Motion carried.*

Bills Payable: *It was motioned by Brill, seconded by Sollenberger to pay the monthly bills of \$673,154.03. Motion carried.*

The meeting adjourned at 8:15 PM.