

**ELIZABETHTOWN REGIONAL SEWER AUTHORITY
MINUTES
DECEMBER 10, 2013**

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

No public comments were received.

The minutes of the November 12, 2013 meeting were approved on a motion by Shaffer and a second by Sweigart.

Unfinished Business

- A. Nick introduced Mitch Denlinger of JMJ IT Solutions. EAWA recently hired his firm to maintain its computer system and Nick had asked Mitch for a proposal to maintain ERSA's computers and records. Mitch expanded upon his proposal and answered questions from the Board. Following this discussion, it was motioned by Sweigart, seconded by Erb to accept a contract from JMJ Solutions to maintain ERSA's IT needs for \$800/month. Motion carried.
- B. Nick told the Board that action on our land development plan has been delayed until December 23, 2013. If all goes well, the Mount Joy Township Supervisors will act on the plan in January, 2014. Also, a meeting of the Building Committee and all of our consultants to discuss the bidding of our building scheduled for Thursday, Dec. 12, 2013.
- C. It was motioned by Sweigart, seconded by Brill to adopt the Business Continuity Plan for ERSA. Motion carried.
- D. Prior to discussing the final 2014 budget, the Board discussed some personnel issues relating to end of the year compensations. The Board directed Nick to develop a plan using the guidelines that were provided by the Board.

It was motioned by Sweigart, seconded by Shaffer to adopt the 2014 budget for the Authority. Motion carried.

New Business

- A. It was moved by Brill, seconded by Sweigart to accept the proposal from White, Rudy & Company for the audit of ERSA's 2013 financial year. Motion carried.
- B. It was motioned by Sollenberger, seconded by Erb to approve and advertise the dates of ERSA's 2014 meeting schedule. Motion carried.
- C. The Board reviewed a sketch plan to create 10 single family lots off of Sheaffer Road on lands owned by Gerald Hackman.
- D. It was motioned by Brill, seconded by Shaffer to approve the 2014 rate schedule for CDM Smith. There were no changes to the 2014 rates. Motion carried.
- E. Nick told the Board that he had the crew that is tearing down the house in Rheems (across from Wenger Feeds) give him an estimate for the removal of the trailer and garage. The estimate was \$6,800. The Board wanted Nick to get another estimate and further authorized Nick to sign a contract with the lowest bidder. The Board set a \$7,000 ceiling for this project.
- F. Nick read a letter from J. Kenneth Kreider who requested a refund for 3 lots for which he purchased tapping fees for in 2006. At that time he paid \$4,400 per lot. The Board discussed this issue in light of the several similar requests they have reviewed recently. The Board's position (supported by resolution) is that refunds are not due for tapping fees that are more than one year old.
- G. The Board had a discussion with Byrne regarding the timing of the Miller Road upgrade project. Since it has taken so long to get pump replacement parts, the Board wondered what else it could do to prevent expensive repairs/replacements. Byrne told the Board that we could install a temporary connection to the trunk line with a pit where a large emergency pump could be placed. This would not be a redundant action because when Miller Road gets upgraded, bypass pumping will be required. So the Board suggested installing this emergency/bypass pump in the near future. Byrne will give the Board a proposal to engineer this request.

Engineer's Report

Byrne discussed the Bob Kettering land development on Maytown Road. Bob intends to build a second building on the lot. Nick told the Board that he needs to submit a plan, renew escrow, and catchup on the tapping fees from the first building.

Treasurer's Report

Ken went over the last financial report of the year. Despite the Authority's large expenditures in 2013, the year still ended with a positive balance. It was motioned by Brill, seconded by Erb to approve the Treasurer's Report.

Ken presented bills for the month totaling \$59,042.64. The payment of the bills was approved on a motion by Sollenberger and a second by Brill.

The meeting adjourned at 8:20 pm.