

MINUTES

ELIZABETHTOWN REGIONAL SEWER AUTHORITY

December 13, 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 November 8, 2016 were approved on a motion by Dave Lewis and a second by Al Sollenberger. Motion carried.

Unfinished Business

- A. Nick presented the final draft of the 2017 budget. He pointed out the line items that were changed since the Board last saw the proposed budget in November. Nick showed that there will be an unappropriated balance this year of \$48,814 and a balance of \$642,568 at the end of 2017. Ken pointed out an apparent formula problem which didn't record the total revenues.

Nick then led a salary discussion to get the Board's approval on certain items. It was noted that arriving at a Capital Improvements Plan is too difficult at this point—too many unresolved issues.

Following discussion, it was motioned by Shaffer, seconded by Sollenberger to approve the budget for 2017. Motion carried.

- B. *It was motioned by Brill, seconded by Shaffer to approve a list of meeting dates for 2017. The meetings will be held on the second Tuesday of every month. Motion carried.*

- C. Nick and Byrne summarized the meeting which was held by the Borough and their engineers (HKG) concerning the Radio Road Interceptor study. It was concluded that the monitoring period, March through June, was unusually dry. The Borough wants to reinstall the monitors to try and record some wet weather periods. Other key points were:

- Flow monitoring data collected suggests that ERSA is within its allocation and able to accommodate the Elizabethtown Crossing development.
- Regardless of capacity restraints, the conditions of certain sections of the interceptor warrant rehabilitation and/or replacement at an estimated cost of at least 2.2 million dollars.

- An updated consolidated Inter-municipal Agreement between ERSA and the Borough should be developed.

Byrne handed out a series of tables showing the interceptor improvement costs and ERSA's capacity. The greater the capacity reserved, the greater the costs of improvements. For example:

| | |
|---------------------|-------------------|
| 1. Project cost | \$2,235,000 |
| ERSA capacity | .695 MGD |
| ERSA cost share | \$ 255,000 |
| 2. Project cost | \$2,235,000 |
| ERSA capacity | 1.343 MGD |
| ERSA cost share | \$ 446,000 |
| 3. Project cost | \$2,235,000 |
| ERSA capacity | .695 MGD |
| ERSA expansion | .65 |
| ERSA cost (upgrade) | \$ 255,000 |
| ERSA expansion | <u>\$ 559,000</u> |
| ERSA cost share | \$ 814,000 |

Nick and Byrne will continue to meet with the Borough.

- D. Nick presented a sketch of Bob Kettering's proposed development on ERSA's former parcel. Bob has asked for a 30 ft. easement off of Ersa Drive and ERSA's private drive so that the stormwater facilities behind Lots 1 & 2 can be accessed.

New Business

- A. Nick told the Board that Steve Rettew of Marietta has been hired as supervisor of the field crew. Nick described the salary and benefits offered to Steve.

Nick also told the Board that he is evaluating the need for a fourth employee so that the crew could work in teams of 2. The primary consideration for a fourth member would be safety since the crew works in confined spaces. Nick will discuss this issue with the Board at a later time.

- B. *It was motioned by Brill, seconded by Sollenberger to approve an engagement letter from auditor Phil Rudy to audit the Authority for 2016 for \$9,200. Motion carried.*
- C. *It was motioned by Lewis, seconded by Shaffer to approve the rate schedule for CDM Smith for 2017. There was no increase in rates for next year. Motion carried.*

Engineer's Report

Byrne discussed the status of the Miller Road sewer line and the Westbrook IV subdivision plan. Byrne also presented requests for sewer capacity. They are:

- ❖ *Westbrook IV—it was motioned by Brill, seconded by Sollenberger to grant 221 EDUs of capacity for this plan. Motion carried.*
- ❖ *Hoffer plan (Sheaffer Road)—it was motioned by Brill, seconded by Sollenberger to approve 50 EDUs of capacity for this subdivision. Motion carried.*

Treasurer's Report

Ken told the Board that the Authority has gained 1.2 million dollars in cash flow for the year. The monthly financial reports showed that revenues for 11 months are on target and expenditures are down by 20%.

It was motioned by Sollenberger, seconded by Brill to approve the Treasurer's Report. Motion carried.

Bills Payable: the monthly bills amount to \$299,940.54. *It was motioned by Lewis, seconded by Erb to approve the bills as presented. Motion carried.*

The meeting adjourned at 8:40 PM.