

ELIZABETHTOWN REGIONAL SEWER AUTHORITY
MINUTES
December 8, 2015

The Board of the Elizabethtown Regional Sewer Authority (ERSA) met at 7:00 PM at their building located at 235 Ersa Drive. Present were Keith Murphy, Dan Brill, Ken Shaffer, Rick Erb, and Dave Sweigart. Al Sollenberger was absent. Also present were Nick Viscome, George Alspach, and Byrne Remphrey.

The minutes of the November 10, 2015 meeting were approved on a motion by Brill and a second by Sweigart. Ken Shaffer suggested a change in the first paragraph. *Motion carried.*

Unfinished Business

- A. Nick discussed aspects of the budget such as the Capital Improvements Plan and the salary schedule. The Capital Improvements plan logs out the 2016 projects amounting to \$374,000. It is hoped that these funds can come out of the Operating Fund rather than using invested funds. Regarding the salary schedule, the Board approved a 2% cost of living increase for all employees. The Board also authorized Nick to grant bonuses to the staff within the ranges established last December. Nick will report in January the amount of the bonuses given. *Following this discussion it was motioned by Sweigart, seconded by Brill to adopt the 2016 Operating Fund budget. Motion carried.*
- B. *It was motioned by Sweigart, seconded by Erb to approve Resolution 2015-4 fixing sewer rates for 2016.* The commercial rate for Mount Joy Township commercial customers was increased from \$7.75/1,000 gallons to \$8.50/1,000 gallons after the minimum charge. *Motion carried.*
- C. *It was motioned by Shaffer, seconded by Brill to approve an agreement between Concord Public Finance and ERSA as a refinancing advisor. Motion carried.*

New Business

- A. *It was motioned by Sweigart, seconded by Brill to approve a proposal from White Rudy & Co. for auditing service for 2015 in the amount of \$8,900.00. Motion carried.* The Board is expecting a completed audit by April 30, 2016.
- B. *It was motioned by Shaffer, seconded by Brill to approve a reduction in escrow for Featherton Crossing Phase 3 in the amount of \$15,741.18. Motion carried.*

C. *It was motioned by Brill, seconded by Shaffer to approve the 2016 rate schedule for CDM Smith. Motion carried.*

Engineer's Report

Byrne told the Board that the Bossler Road #2 station upgrade is substantially complete. Byrne asked for 3 actions listed below:

- ✓ Approval of the Substantial Completion Certificate
- ✓ Approval of the only change order (a net deduction in price)
- ✓ Approval of a payment request in the amount of \$174,657.50. This leaves 5% of the project costs until closeout

It was motioned by Erb, seconded by Brill to approve the above stated items. Motion carried.

Byrne informed the Board that a lot owner off of Aberdeen Road has requested an EDU to build a single home. *It was motioned by Sweigart, seconded by Brill to grant the owner (Sue Nissley) one (1) EDU. Motion carried.*

Treasurer's Report

Ken Shaffer reviewed the monthly reports and reviewed certain aspects of the Capital Improvements Plan. He reminded the Board that the Operating Fund afforded almost all of the new building expenses and said he was hoping we could complete the Miller Road Station upgrade without borrowing money assuming several good building years to accumulate developer's contributions. *It was motioned by Brill, seconded by Erb to approve the Treasurer's Report.*

It was motioned by Sweigart, seconded by Erb to approve the Bill List of December 8, 2015 in the amount of \$246,564.43. Motion carried.

Executive Session

A brief executive session was held to discuss the manager's salary and bonus.

The meeting adjourned at 7:50 PM.