

# Meeting Minutes of November 14, 2018



The Public Meeting was called to order by Ed Shrimp at 6:30pm.

**Roll Call:** Present: Ed Shrimp, Lynn Crist, Leon Liggitt, Teri Snyder, Bill Ramsey, Chuck Leonard and Dick Miller.  
Absent: None

## **Pledge of Allegiance.**

**Guests:** Eric Moore, Executive Director; Tara Rall, WBRA Admin. Coordinator; John Karchiner, WBRA Finance; Attorney, Mike Collins, WBRA Solicitor; Mark Barbier of 94 Penn Street, Montgomery and Ruth Little of 63 Warren Street, Montgomery

## **Public Comment:**

Executive Director, Eric Moore announced the passing of WBRA Board Chairman, David Eakin. Mr. Eakin passed away on November 8, 2018. **Motion** to donate \$100 to St. John's Lutheran Church in memory of David Eakin was made by Teri Snyder. Second by Leon Liggitt. All were in favor. Motion passed.

Ruth Little of 63 Warren Street, Montgomery raised an issue regarding a late fee that was added to her October bill. Ms. Little made her October payment online on October 31<sup>st</sup>. Late fees are added to accounts on the 30<sup>th</sup> of each month. The Board agreed to remove Ms. Little's late fee of \$5.50 since she paid on the last day of the month. Ms. Little also filled out a Right-To-Know form for information regarding the 2018 and 2019 budget and any proposal WBRA made to Montgomery Water for the purchase of the water system.

The Board directed that WBRA employees no longer pick up payments at any borough or township office. If those offices wish to provide residents with a WBRA drop box it will be that office's responsibility to deliver payments to WBRA. Late fees will be assessed to sewer accounts on the last day of the month. Late fees will not be waived if payments are delivered to any boro or township office.

**Approval of Minutes:** **Motion** to approve meeting minutes of September 12, 2018 approved by Chuck Leonard. Second by Dick Miller. All were in favor. Motion passed.

**Approval of Bills/Treasurer Report:** **Motion** to accept Bill/Treasurer's Report of September 2018 made by Teri Snyder. Second by Lynn Crist. All were in favor. Motion passed.

**Motion** to accept Bill/Treasurer's Report of November 2018 made by Leon Liggitt. Second by Dick Miller. All were in favor. Motion passed.

**Executive Session:** Held at end of the public meeting.

## **Old Business**

Route 15 update: Mr. Moore met with a developer who has signed an agreement to develop property at the intersection of Routes 15 and 54. The developer asked WBRA if Phase 2 of the sewer can be expedited in 2019. This phase was originally planned for 2020. The Board directed Mr. Moore to begin bidding process with Larson Design in this matter.

E. Houston Ave Project: Sewer and water project are completed. Milling will begin this week.

Opera House: WBRA staff painted the window frames of the first floor of the Opera House to protect against this winter's weather. The roof was also fixed because of a recent leak found. Many residents voiced their appreciation of seeing the Opera House get a touchup.

Red Cross Blood Drive – 12/4/18: WBRA will be hosting another blood drive on 12/4/18 from 10 am to 3pm. The first blood drive was held over the summer and 19 people donated. This is again open to the public. Information can be found on the WBRA website.

## New Business

Water Street Pump Station: Some control hardware needed replaced at the pump station totaling \$6,829.50. It is a capital expense, however, was not in the capital expense budget for this year. **Motion** to approve \$6,829.50 for hardware repairs at the Water Street Pump Station made by Chuck Leonard. Second by Leon Liggitt. All were in favor. Motion passed.

Correspondence from Shaheen Auto Sales of 9/13/18: Discussed under Old Business: Route 15 update.

2019 Budget: John Karchiner provided an updated 2019 Budget for review and approval. The digging crew requested budgeting for a new larger excavator. The price of a larger excavator is approximately \$145,000. This information was provided to Mr. Moore at the last minute so further research will need to be done. **Motion** to adopt the entire budget with the exception of the excavator while more information is collected and added at a subsequent date, made by Chuck Leonard. Second by Leon Liggitt. All were in favor. Motion passed.

Dedication Agreement with Panda Power (fka Moxie Energy): E. Moore prepared and delivered a Developers Agreement between WBRA and Panda Power regarding ownership of a sewer line once installed by Panda Power. **Motion** for approval of the dedication document, contingent upon no changes made from Panda Power, made by Lynn Crist. Second by Chuck Leonard. All were in favor. Motion passed.

Christmas luncheon 12/21/18: Staff Christmas luncheon will be held on 12/21/18 at noon in the board room. Lunch will be catered by Station House. WBRA will also be hosting a bake-off again that afternoon. \$500 is budgeted for the lunch.

Open House: Mr. Moore would like to discuss hosting another open house. The Board discussed choosing a date in late Spring. Dates will be discussed in the next few meetings.

Policies: The Board was provided with 8 new policies to review for approval. Policies reviewed and discussed were: 2018-004 Thanksgiving Holiday, 2018-005 Easter Friday, 2018-006 Employee Drug Testing, 2018-007 Failure to Report damaged vehicle/equipment, 2018-008 Board Room Calendar, 2018-009 Deadline to purchase items, 2018-011 Late fees on sewer accounts, 2018-012 Removing late fees and 2018-013 Receiving sewer payments. 2018-10 is still be prepared.

**Motion** to approve policies as reviewed was made by Leon Liggitt. Second by Teri Snyder. All were in favor. Motion passed.

Mr. Moore informed the Board of his discussions with Montgomery School District regarding Well 4, located on school property. A walking trail used by students is in proximity of Well 4. With no fencing around the Well there is great opportunity for potential contamination issues. The district has agreed to relocate the trail away from the Well 4 site.

Mr. Moore asked the Board to start considering new members to fill the upcoming Board seats. Bill Ramsey, Muncy Boro rep., will be stepping down from his seat at the end of December. The Board discussed Edward Feigles as a possible replacement for Bill Ramsey. **Motion** to direct Eric Moore write a letter of recommendation to the boroughs and townships of possible candidates to sit on the WBRA Board made by Dick Miller. Second by Chuck Leonard. Yes votes: Bill Ramsey, Dick Miller, Chuck Leonard, Lynn Crist, Leon Liggitt and Ed Shrimp. No votes: Teri Snyder. Motion passed.

The Board announced it will be going into Executive Session to discuss an EEOC notice. The Board will not reconvene.

With no further business to conduct, **Motion** made by Chuck Leonard to adjourn the meeting at 7:55 pm. Second by Dick Miller. All were in favor. Motion passed.

Certified as Approved Meeting Minutes of the WBRA:

