

Meeting Minutes of June 10, 2020



Board meeting was held in person at WBRA office and virtually via GotoMeeting.

Roll Call: Todd Pysher, Teri Snyder, Ed Feigles, Debbie Stine, Pat Deitrick, Rocky Sanguedolce and Chuck Leonard

Roll Call present via virtual conference call: Leon Liggitt

Guests present via virtual conference call: Dave Walters of Larson Design Group Ed Pietroski of Entech

Guests present: WBRA employees: Tara Rall, Johnny Lynch, John Karichner and Alyssa Henry, WBRA Solicitor, Chris Kenyon, and Montgomery resident Mervin Stoltzfus

Executive Session: Executive Session took place at 6pm regarding legal matters.

Public Comment: Mervin Stoltzfus addressed the Board in regard sewer connection at two of his properties on ElimSPORT Road and Rt. 15. Mr. Stoltzfus is proposing a short lateral up ElimSPORT Road to his second property. Discussions included a grinder lift station which would be pumped to the line on Rt. 15. The Authority would pay for the main pressure line to the lift station and manhole while Mr. Stoltzfus would be responsible for line down to ElimSPORT.

Johnny Lynch informed the Board that he received a quote from Guyer Brothers to bore under Subway parking lot off Rt. 15 for \$11,000.

Motion contingent upon Dave Walter's review to proceed with Guyer Brothers to bore under Subway parking lot made by Teri Snyder. Second by Deb Stine. All were in favor. Motion passed.

Board discussed Northwood Motel's past due sewer bills. **Motion** for Solicitor, Chris Kenyon to place lien on Northwood Motel made by Teri Snyder. Second by Chuck Leonard. All were in favor. Motion passed.

Approval of Minutes: **Motion** to accept meeting minutes of May 13, 2020 made by Pat Deitrick. Second by Ed Feigles. All were in favor. Motion passed.

Approval of Bills /Treasurer's Report: **Motion** to accept Bills/Treasurer's Report made by Chuck Leonard. Second by Ed Feigles. All were in favor. Motion passed.

Old Business

Rate Resolution amendments: **Motion** to amend Rate Resolution made by Chuck Leonard. Second by Teri Snyder. All were in favor. Motion passed. Board discussed creating a Committee to review rate resolutions.

Entech: Ed Pietroski updated the Board on concrete cleaning that recently took place. Hairline cracks were found in the walls at SBR tank. Mr. Pietroski also met with the landfill to discuss leachate and future projects which are still in very preliminary discussions at this time.

Larson Design Group: Guyer Brothers is now on the east side of Rte. 15. Bidding on Route 54 will be advertised which will include 1,200 feet of gravity sewer, 2 businesses and 2 homes connected by gravity and approximately 6 homes with grinder pumps. Bids will be due on July 2 at WBRA.

Motion to approve Payment App #2 made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

New Business

Pooled Leave/Long Term Sick Leave: **Motion** to adopt Pooled Leave/Long Term Sick Leave Policy made by Chuck Leonard. Second by Rocky Sanguedolce. All were in favor. Motion passed.

Job Descriptions for Executive Director: **Motion** to adopt job description of Executive Director by Chuck Leonard. Second by Ed Feigles. All were in favor. Motion passed.

Salary and Benefit Analysis: E.D. provided Board with a pay scale draft and recommends a Cost of Living and 2% merit bonus each year for employees. Any employee hired after January 1, 2021 will be responsible for paying his/her health deductible. **Motion** to adopt pay scale as presented by Teri Snyder. Second by Chuck Leonard. All were in favor. Motion passed.

Job Description of Assistant Bookkeeper: Part time bookkeeper will work 16-20 hours per week at a pay scale of Level 1. Motion to create assistant bookkeeping position at pay scale Level 1 and approve job description made by Chuck Leonard. Second by Pat Deitrick. All were in favor. Motion passed.

Volunteer Fire Department EDU Discussion: E.D. has spoken with all three local fire departments regarding exchanging EDUs for training each year of WBRA staff. 1 (one) training each year for programs such as CPR for WBRA staff will result in 1 (one) free EDU for that facility that year. **Motion** to have E.D. send letters to all three fire departments confirming agreement made by Rocky Sanguedolce. Second by Chuck Leonard. All were in favor. Motion passed.

VFD – Water St. Pump Station: **Motion** to approve emergency purchase of a VFD in the amount of \$9,888.02 made by Chuck Leonard. Second by Teri Snyder. All were in favor. Motion passed. Purchase to be paid out of Capital fund.

Voluntary Life Insurance Program: WBRA is now offering additional Voluntary Life Insurance to employees at their own cost. 5 employees have already signed up for it. Open enrollment will be every June. WBRA can now receive a 5% discount on health insurance now it is a “multi-policy”.

Projects

E. Houston: Water and sewer will be completed next week.

Cemetery Hill work will take place between June 22 – July 3.

W. Houston – work will take place from July 13-August 1

Mowrey Extension – August 3

Grinder pumps on 15 are scheduled for September

SCI Muncy – Flow meters will be installed for a month. Upon inspections most of the water is coming from inside the prison. Another meeting will take place after July 4 to discuss next steps.

Industrial Park lift station needs renovated. Chase did a proposal and will be available at the next meeting.

Director’s Report

Project planning will begin next month to help in preparing the budget for 2021. E.D. will provide the Board with an operating budget and 5-year capital budget. Project plans will determine the capital budget over the next 5 years.

COVID-19 procedures are still in place with staggered office hours and staff.

Committee Reports: None

With no Further public business to conduct, motion made by Teri Snyder to adjourn the meeting at 8:15 pm.

Certified as Approved Meeting Minutes of the WBRA: Debra Stine _____