

# Meeting Minutes of July 8, 2020



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

**Roll Call in person:** Todd Pysher, Ed Feigles, and Pat Deitrick

**Roll Call present via virtual conference call:** Chuck Leonard, Leon Liggitt, Debbie Stine, Rocky Sanguedolce

**Absent:** Teri Snyder

**Guests present via virtual conference call:** Dave Walters of Larson Design Group, WBRA Executive Director, Kurt Hausammann, Jr., WBRA Bookkeeper, John Karichner, WBRA Solicitor, Chris Kenyon, Bryan Peace and Bill Brown for Murray Motors, Dan Mathers for Surplus Outlet,

**Guests present in person:** WBRA employees: Tara Rall, Johnny Lynch, and Alyssa Henry

**Public Comment:** Bryan Peace and Bill Brown addressed the Board regarding to a previous agreement Murray Motors had with Eric Moore to waive the tapping fee. No signed agreement is on record. Mr. Peace and Mr. Brown will provide the Board with any notes, plans and agreements they had with Eric to discuss at a future meeting.

Ken Easton of Surplus Outlet addressed the Board regarding EDU calculation errors. EDUs for establishments like this is based on the number of employees. Are part time employees counted the same as full time employees in relation to establishing EDUs? This will be discussed and revisited at next meeting.

**Approval of Minutes: Motion** to accept meeting minutes of June 10, 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 Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

## Old Business

### a. Larson Design Group updates:

Pay App No: 3: **Motion** to approve Pay App #3 for \$436,225.44 made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

**Motion** to approve Change Order #3 made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

**Motion** to approve Certificate of Completion made by Pat Deitrick. Second by Ed Feigles. All were in favor. Motion passed.

b. Northwoods Motel lien: Solicitor Kenyon filed lien on Northwoods Motel property. A copy will be sent to the current owner. If owner of property does not reach out by the next meeting Solicitor will take steps towards Sheriff Sale.

## New Business

a. Route 54 Bids: 7 bids were read on July 2, 2020. Bids ranged from \$188,500 - \$385,240. Guyer Bothers was awarded as low bidder. **Motion** to award Guyer Brothers bid for the Route 54 project made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

Board discussed eminent domain for property owned by Justin Harer. **Motion** to adopt Resolution 2020-05 regarding Condemnation of a Portion of Land Owned by Guy Saxton and Known as Part of Tax Parcel 07-391-139.02 made by Debbie Stine. Second by Ed Feigles. All were in favor. Motion passed.

b. Approve job descriptions: Staff will review job descriptions and then pass onto the Personnel Committee for final review. Personnel Committee will provide recommendations to the Board at next meeting.

c. Grinder Pit Agreement approval: Reviewed and approved by Solicitor and Chairman Pysher. Effective immediately.

d. Employee Award: Kurt Hausammann, Jr. created an employee award system to begin in January 2021. This award program will take place both quarterly and annually with the award including the employee's name on a plaque and a gift card. **Motion** to approve employee award program with gift cards and name plaque by Pat Deitrick. Second by Ed Feigles. All were in favor. Motion passed.

e. Assistant Bookkeeper – Deb Bennett: **Motion** to approve Deb Bennett as Assistant Bookkeeper starting August 3<sup>rd</sup> at a rate of \$17 per hour with a \$.50 raise after 90 days made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed. Deb will work an average of 16-20 hours per week.

f. Water Tech position- funded by MBMA: **Motion** to advertise Water Tech position which will be funded by MBMA made by Pat Deitrick. Second by Ed Feigles. All were in favor. Motion passed.

g. Project Manager position: Alyssa Henry informed the Board she is resigning as current Project Manager. **Motion** to advertise for Project Manager made by Pat Deitrick. Second by Ed Feigles. All were in favor.

## **Projects**

Route 54: Septic failed 3 houses down from last connection. Property owner inquired about paying WBRA to pump her septic. Board discussed costs associated with adding 4 additional properties to the project. Dave Walters will review and report back.

Cemetery Hill Road: Done

W. Houston: Once permits come back from DEP project can begin.

SCI: Sending meter reading information to SCI for meeting next week.

Lift Station on Route 15: Done

## **Director's Report**

Kurt Hausammann, Jr., updated the Board on the following:

- Keeping up with COVID guidelines and recommendations for all staff
- Started budget process
- Capital budget meeting on 7/13/20
- Operating budget meeting in August
- Finance Committee meeting in September
- Budget to the Board by October

Kurt met with Nittany Engineer, Eric Lundy regarding vacuum sewers for Route 54 extension towards Montgomery.

## **Committee Reports: None**

Ed Feigles suggested the Board consider allowing Kurt Hausammann, Jr., to work more from home due to COVID risks. The Board agreed and extended to all staff, if there is a possibility of working from home due to health issues please see his/her Supervisor.

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

Certified as Approved Meeting Minutes of the WBRA: Debra Stine\_\_\_\_\_