

# Public Meeting Agenda

October 14, 2020 • 6:30pm

In Person or Virtual

<https://global.gotomeeting.com/join/403852013>

+1 (786) 535-3211 Access Code: 403-852-013



**Call to Order** By: \_\_\_\_\_ Time: \_\_\_\_\_

**Pledge of Allegiance**

**Guests:** Anthony Delsite-Smith, Sewer customer

**Public Comment:**

**I. Approval of Minutes:** September 9, 2020 Motion: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

**II. Approval of Bills /Treasurer's Report:** Motion: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

**III. Safety Officer Presentation**

**IV. Old Business** (15 minutes) (K.H.)

- a. Easement Policy
  - 1. Compensation
  - 2. Payment Plan
- b. Allen Pond Update

**V. New Business** (15 minutes) (K.H.)

- a. Entech – Receiving Station
- b. LDG-Change Order \$3,000
- c. Guyer Bros. Pay App. #1 - \$127,788.02

**VI. Action Items** (30 minutes) (K.H.)

- |   |                                      |
|---|--------------------------------------|
| a. 2021 Pay Scale – 1.5% increase                 |                                      |
| b. Personnel Actions:                             | c. Opera House – out for bid         |
| 1. Overtime Exempt                                | d. Order 2020 Chevy Equinox \$23,500 |
| 2. Safety Officer-Job description/stipend \$4,000 | replace Explorer                     |
| 3. Dan Whitmoyer retirement – 10/14/2020          | e. Compliance Enforcement Policy     |
| 4. CCTV Operator hiring- Koser \$37,500           |                                      |

**VII. Discussion Items** (15 minutes) (K.H.)

- a. Bullet Resistant glass
- b. New camera and lock system – front doors
- c. November 11, 2020 meeting – By-laws – Should be November 12

**VIII. Projects** (10 minutes) (J.L.)

- |               |              |
|---------------|--------------|
| a. Route 54   | c. SCI Muncy |
| b. Blind Road | d. Mowrey's  |

**IX. Director's Report** (5 minutes) (K.H.)

**X. Committee Reports** (10 minutes)

**Adjourn:** Time: \_\_\_\_\_ Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

# Meeting Minutes of September 9, 2020



Board meeting was held in person at WBRA office and virtually via GotoMeeting beginning at 6:30pm.

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

**Roll Call present via virtual conference call:** Debbie Stine, Rocky Sanguedolce, Teri Snyder

**Absent:** Leon Liggitt

**Guests present via virtual conference call:** WBRA Executive Director, Kurt Hausammann, Jr., WBRA Bookkeeper, John Karichner, WBRA Solicitor, Morgan Madden standing in for Chris Kenyon

**Guests present in person:** WBRA employees: Tara Rall, Johnny Lynch, Brittnee Vann and Zach Slonaker

**Public Comment:** None

**Approval of Minutes:** **Motion** to accept meeting minutes of August 12, 2020 made by Chuck Leonard. Second by Ed Feigles. 6 in favor of Motion. Pat Deitrick abstained. Motion passed.

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

## Old Business

a. Septic Pumping Policy: Change language from "will pay \$55.00 per month" to "will pay the current rate". **Motion** to adopt Septic Pumping Policy as amended by Chuck Leonard. Second by Pat Deitrick. All were in favor. Motion passed.

b. Pump truck bids: only bid that came in was for the truck discussed at last month's meeting for \$36,900. **Motion** to approve pump truck bid at \$36,900 by Pat Deitrick. Second by Chuck Leonard. All were in favor. Motion passed. Truck will be picked later this week.

c. Easement discussion: Discussions continued regarding what to offer property owners if easement is needed to access property. Offering a flat EDU in exchange for easements instead of negotiating individual easements. If a home is located too far from a sewer line then a cash payment could be discussed. At this point there will be no changes to the policy until Route 54 is complete.

## New Business

a. Route 54 – Change Order: **Motion** to approve Change order in the amount of \$29,274.79 made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

b. Century Engineering Proposal \$4,700: **Motion** to approve paying Century Engineering \$4,700 to evaluate if Route 54 is a candidate for vacuum sewer made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

c. & d.. Staff/Board Meeting/Meeting and Greet 9/24/2020: The Board will be meeting with staff at 11am on September 24, 2020. After the meeting WBRA will be hosting a lunch for all municipal partners and elected officials. Tours will be available at that time. Lunch will be catered by Station House.

e. Jim Snyder – Easement Rt. 54: **Motion** to approve easement offer to Jim Snyder for \$1,450.00 by Ed Feigles. Second by Chuck Leonard. All were in favor. Motion passed.

f. VAC truck and camera: Truck and camera is on order for \$532,688. There is a savings of \$135,000 if both the truck and camera are purchased together. Camera will be available now with the truck being ready this Spring. WBRA will be receiving \$90,000 for the old VAC truck. **Motion** to approve purchase of new VAC truck and camera for \$532,688 made by Ed Feigles. Second by Chuck Leonard. All were in favor. Motion passed.

g. Water shut offs as of 9/17/2020: As of 9/17/20 shut offs can begin again. Letters will be sent out to Muncy past due customers with shut offs being scheduled for October. In October Montgomery will receive shut off letters for shut offs scheduled for November. Liens and sheriff sales will take place during the winter months.

## Projects

Route 54: Construction has started with digging behind Sunoco.

Blind Road: Scheduled for next year. **Motion** to hire Kelch Engineering to design sewer extension for \$10,400 made by Ed Feigles. Second by Chuck Leonard. All were in favor. Motion passed.

Industrial Park: Motion to approve contract with Kelch Engineering for tasks 1, 2, 3, and 5 as stated in the contract made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

SCI Muncy: Kurt Hausammann will contact SCI representative to see if any proposals have been received for conducting sewer line upgrades.

Mowrey's: Waiting on DEP for permit approval.

## Director's Report

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

- Keeping up with COVID guidelines and recommendations for all staff
- Waiting on insurance quotes for health, dental and vision to complete draft of budget.
- Dan Whitmoyer will be retiring at the end of the year. He will work part time during the construction season.
- Kurt met with County Commissioners to update them on WBRA projects.

Motion to adopt COLA pay raises made by Chuck Leonard. Second by Ed Feigles. All were in favor. Motion passed.

**Committee Reports:** Personnel, Finance and Planning/Equipment Committee notes provided.

With no Further public business to conduct, motion made by Ed Feigles to adjourn the meeting at 7:40 pm.

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

BOARD OF DIRECTORS:  
Todd Pysher, Chairman  
Teri Snyder, Vice-Chairman  
Debbie Stine, Secretary  
Edward Feigles, Treasurer  
Pat Deitrick  
Chuck Leonard  
Leon Liggitt  
Rocky Sanguedolce



[www.westbranch-ra.org](http://www.westbranch-ra.org)

Kurt Hausammann, Jr., MPA, AICP,  
Executive Director

McCormick Law Firm,  
Christopher H. Kenyon,  
Solicitor

PO Box 428  
127 Girton Dr,  
Muncy, PA 17756  
(570) 935-0087

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## **West Branch Regional Authority Treasurer's Report October 2020**

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**Cash Summary**  
**as of 09/30/20**

	General Acct	Payment Acct	Capital Improvement Fund	Online & ACH Acct (JSSB)	WWTP Construction Acct	2014 I/I Project Acct	MBMA Payment Acct (Restricted)	SCI Debt Reserve Acct
Balance as of 08/31/20	\$ 1,909,010.67	\$ 208,032.61	\$ 2,061,028.23	\$ 57,705.86	\$ 73,919.28	\$ 12,651.64	\$ -	\$ 473,657.22
Deposits	\$ 77,679.29	\$ 159,888.41	\$ 14,500.00	\$ 58,621.20	\$ -	\$ -	\$ -	\$ -
Withdrawals	\$ (389,339.05)	\$ (815.26)	\$ (36,900.00)	\$ (1,066.58)	\$ (73,819.28)	\$ (12,551.64)	\$ -	\$ -
Interest Earned	\$ 410.79	\$ 20.71	\$ 420.87	\$ 0.40	\$ -	\$ -	\$ 0.02	\$ 97.07
Transfers								
General Acct to WWTP Acct	\$ (73,819.28)	\$ -	\$ -	\$ -	\$ 73,819.28	\$ -	\$ -	\$ -
General Acct to 2014 I/I Acct	\$ (12,551.64)	\$ -	\$ -	\$ -	\$ -	\$ 12,551.64	\$ -	\$ -
Payment Acct to General Acct	\$ 208,032.61	\$ (208,032.61)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Online & ACH Acct to General Acct	\$ 57,705.86	\$ -	\$ -	\$ (57,705.86)	\$ -	\$ -	\$ -	\$ -
General Acct to PNC MBMA Payment Acct	\$ (100.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -
SCI Debt Reserve to General Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvement to General Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance as of 08/31/20	\$ 1,777,029.25	\$ 159,093.86	\$ 2,039,049.10	\$ 57,555.02	\$ 73,919.28	\$ 12,651.64	\$ 100.02	\$ 473,754.29
Balance as of 08/31/20	\$ 7,140.56	\$ 1,014,051.29	\$ 1,333.38	\$ 87,564.32	\$ 2,431.81	Balance as of 08/31/20	\$ 5,908,526.87	
Sinking Fund		Janney Montgomery Scott	Petty Cash	SCI Muncy Acct (Restricted)	PNC Bank Acct	TOTAL		
Deposits	\$ -	\$ 103,868.23	\$ -	\$ -	\$ -	Deposits	\$ 414,557.13	
Withdrawals	\$ -	\$ -	\$ (58.99)	\$ -	\$ (2.00)	Withdrawals	\$ (514,552.80)	
Interest Earned	\$ 1.46	\$ -	\$ -	\$ 17.95	\$ -	Interest Earned	\$ 969.27	
Balance as of 08/31/20	\$ 7,142.02	\$ 1,117,919.52	\$ 1,274.39	\$ 87,582.27	\$ 2,429.81	Balance as of 08/31/20	\$ 5,809,500.47	

**West Branch Regional Authority**  
**Check Listing by Bank Account**  
September 2020

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Date	Num	Name	Memo	Paid Amount
<b>1000101 - General Acct - Muncy Bank</b>				
09/09/2020	7308	Department of Enviromental Protection	Robert Smith - Wastewater License Renewal	-60.00
09/09/2020	7309	Fairway Laboratories, Inc.	WWTP Lab Testing on 07/30/20	-998.00
			WWTP Lab Testing on 08/03/20	
			WWTP Lab Testing on 08/05/20	
			WWTP Lab Testing on 08/07/20	
			WWTP Lab Testing on 08/11/20	
			WWTP Lab Testing on 08/13/20	
			WWTP Lab Testing on 08/18/20	
			WWTP Lab Testing on 08/25/20	
09/09/2020	7310	Family Practice Center, PC	Daniel R Whitmoyer - Health Insurance Deductible	-136.61
09/09/2020	7311	Fry's Plastic	Clay to Plastic Adapter	-1,332.39
			Supplies for W Houston Ave	
			Supplies for W Houston Ave	
			Charcoal Filter	
			Supplies for W Houston Ave	
			Supplies for W Houston Ave	
09/09/2020	7312	Glenn O Hawbaker Inc	2A Subbase	-9,829.20
09/09/2020	7313	Kelch Engineering	Sewer Main Design - W Houston Ave	-7,090.00
			Sewer Main Design - Rt 54 Hwy	
09/09/2020	7314	Larson Design Group	Project #8006-013 (Rt 15 Phase 2) - Final Bill	-15,394.58
			Project #8006-015 (2020 Retainer) for 07/01/20 - 08/22/20	
			Project #8006-016 (Rt 54 Extension) for 07/01/20 - 08/22/20	
09/09/2020	7315	Lycoming County	Rt 15 Loan Payment	-26,127.91
09/09/2020	7316	Orchard Pump & Supply Co., Inc	Grinder Pumps	-64,244.00
			Grinder Pump for Pump Station	
09/09/2020	7317	PPL Electric Utilities	Pepper St Pump Station for 07/09/20 - 08/10/20	-13,631.69
			Industrial Park Pump Station for 07/10/20 - 08/11/20	
			Muncy Creek Pump Station #2for 07/14/20 - 08/13/20	
			Muncy Creek Pump Station #1 for 07/14/20 - 08/13/20	
			Water St Pump Station Backup for 07/21/20 - 08/20/20	
			Water St Pump Station for 07/21/20 - 08/20/20	
			Rt 15 Pump Station for 07/23/20 - 08/24/20	
			Adams Creek Pump Station for 07/27/20 - 08/26/20	
			Adams Creek Flow Meter for 07/27/20 - 08/26/20	
			Black Hole Creek Meter Station for 07/27/20 - 08/26/20	
			SCI-Muncy Flow Meter for 07/27/20 - 08/26/20	
			Rt 405 Pump Station for 07/27/20 - 08/26/20	
			Rt 54 Pump Station for 07/27/20 - 08/26/20	
			Turkey Run Pump Station for 07/27/20 - 08/26/20	
			Saeger Station Pump Station for 08/05/20 - 09/03/20	
			Montgomery Pump Station for 08/05/20 - 09/03/20	
			WWTP for 08/05/20 - 09/03/20	
09/09/2020	7318	Susquehanna Imaging Assoc	Ron Alexander - Health Insurance Deductible	-37.80
09/09/2020	7319	UniFirst Corporation	Mat Rental on 08/19/20	-112.95
			Mat Rental on 08/26/20	
			Mat Rental on 09/02/20	
09/09/2020	7320	Univar USA Inc	Chlorine	-1,660.40
09/09/2020	7321	UPMC Health Services	Alyssa M Henry - Health Insurance Deductible	-825.88
09/17/2020	7322	Lycoming County Recorder of Deeds	File 18 Easements @ Courthouse	-1,237.50
09/23/2020	7324	Entech Engineering, Inc.	Project #4156.011 (Concrete Tank) for 06/27/20 - 07/31/20	-33,694.50
			Prjoect #4156.012 (Landfill Leachate) for 06/27/20 - 07/31/20	
			Project #4156.011 (SBR Tank Concrete) for 08/01/20 - 08/28/20	
			Project #4156.012 (Landfill Leachae) for 08/01/20 - 08/28/20	
			Project #4156.003 (Misc Services) for 08/01/20 - 08/28/20	
09/23/2020	7325	Fairway Laboratories, Inc.	WWTP Lab Testing on 09/03/20	-429.00
			WWTP Lab Testing on 09/11/20	
			WWTP Lab Testing on 08/31/20	
			WWTP Lab Testing on 09/03/20	
09/23/2020	7326	Family Practice Center, PC	Jerry Yeagle - Health Insurance Deductible	-44.11
			Ron Alexander - Health Insurance Deductible	
09/23/2020	7327	Geisinger Health Systems	Jerry Yeagle - Health Insurance Deductible	-839.84

**West Branch Regional Authority**  
**Check Listing by Bank Account**  
September 2020

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Date	Num	Name	Memo	Paid Amount
09/23/2020	7328	PPL Electric Utilities	Pepper St Pump Station for 08/10/20 - 09/09/20 Industrial Park Pump Station for 08/11/20 - 09/10/20 Muncy Creek Pump Station #1 for 08/13/20 - 09/14/20 Muncy Creek Pump Station #2 for 08/13/20 - 09/14/20	-400.75
09/23/2020	7329	Quest Diagnostics	Jerry Yeagle - Health Insurance Deductible	-131.64
09/23/2020	7330	Quill Corporation	Binder Clips & Kitchen Supplies Post Its & Hanging Folders Printer Ink Copy Paper	-310.41
09/23/2020	7331	UPMC Health Services	Ron Alexander - Health Insurance Deductible	-212.73
09/10/2020	11410	Exeter Supply Co., Inc.	Curb Boxes Autoflusher for Exchange Road	-1,853.36
09/10/2020	11411	Ecological Laboratories Inc	Microbe	-2,612.43
09/10/2020	11412	Cole's Hardware, Inc	Misc Hardware	-1.20
09/10/2020	11413	Keystone Advertising Specialties	Logo Clothing	-333.86
09/10/2020	11414	Lycoming County Resource Mgmt Services	Sludge Disposal - August 2020	-1,961.64
09/10/2020	11415	Hach Company	Replacement Reactor for Lab Testing	-1,442.39
09/10/2020	11416	Jennifer Smith	General Cleaning & Disinfecting for 07/19/20 - 08/08/20	-675.00
09/10/2020	11417	Hurwitz Batteries, LLC.	Disposable Gloves	-689.70
09/10/2020	11418	Moyer Instruments	WWTP Annual Meter Calibrations Collection System Annual Meter Calibrations	-1,980.00
09/10/2020	11419	Pow-R Mole Sales, LLC	Parts for Push Camera Camera Head & Cable for Push Camera	-993.38
09/10/2020	11420	Montgomery Water and Sewer	WWTP for 07/20/20-08/20/20	-309.72
09/10/2020	11421	OPSCO Service Inc.	Pump Seal Kit Inspect Pump @ Brady Twp	-851.19
09/10/2020	11422	McCormick Law Firm	Solicitor Services - June 2020	-2,044.50
09/10/2020	11423	Marco Technologies, LLC	Copier Maintenance for 08/28/20 - 09/27/20	-47.00
09/10/2020	11424	R/W Connection	Unleaded Fuel Delivered on 08/03/20 Lug Washers	-176.79
09/10/2020	11425	McCarty's Machinery Inc	Tires for Large Vac Truck Repair Tire on Red Dump Truck	-1,205.00
09/10/2020	11426	Rakoski Automotive	Light Bulb for Explorer	-15.49
09/10/2020	11427	Real IT Care LLC	IT Services - September 2020	-1,183.95
09/10/2020	11428	Sauers Disposal	Extra Garbage	-50.00
09/10/2020	11429	Under Pressure Connections LLC	Repair Hydraulic Line in Backhoe Airline for Yellow Dump Truck Hose Gaskets	-341.21
09/10/2020	11430	Super Shoe Stores/Macro Retail	Purchases - August 2020	-172.40
09/10/2020	11431	USA BlueBook	Diffusers for Brady Twp & TSS Filters	-1,063.10
09/10/2020	11431	USA BlueBook	Charts & Pens	-143.30
09/25/2020	11432	Exeter Supply Co., Inc.	Air Valve	-499.98
09/25/2020	11433	Pennsylvania One Call System, Inc.	PA One Call Services - August 2020	-52.95
09/25/2020	11434	Williamsport Sun Gazette	Statement #650821	-93.23
09/02/2020	Dir Dep	Payroll		-19,852.29
09/09/2020	Dir Dep	Payroll		-19,961.15
09/16/2020	Dir Dep	Payroll		-20,355.87
09/23/2020	Dir Dep	Payroll		-20,690.00
09/30/2020	Dir Dep	Payroll		-20,104.92
09/30/2020	Dir Dep	EIT	Local Tax - September 2020	-2,374.20
09/02/2020	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 8/17/20- 8/23/20	-819.97
09/02/2020	EFT	John Hancock	457b Employee Contributions for 8/24/20 - 8/30/20	-1,012.02
09/02/2020	EFT	United States Treasury	Fed, Med & SS for 8/24/20 - 8/30/20	-7,001.14
09/09/2020	EFT	Pennsylvania Dept. of Revenue	PA Withholding for 8/24/20 - 8/30/20	-836.54
09/09/2020	EFT	John Hancock	457b Employee Contribution for 8/31/20 - 9/6/20	-1,020.74
09/09/2020	EFT	United States Treasury	Fed, Med & SS Withholding for 8/31/20 - 9/6/20	-7,068.60
09/09/2020	EFT	Joshua Lynch - Expense	Rags, Funnel & Paper Towels for Lewis Twp	-14.05
09/09/2020	EFT	Kurt Hausamann Jr - Expense	Mileage Reimbursement	-12.12
09/09/2020	EFT	Scott Freedle - Expense	Muck Boots	-159.99
09/09/2020	EFT	Stephen P Michael - Expense	Clothing Allotment Reimbursement	-108.77
09/10/2020	EFT	Best Line Equipment	Generator Repair	-12.33
09/10/2020	EFT	Hanson Aggregates Pennsylvania LLC	Sand	-218.63
09/10/2020	EFT	Praxair Distribution, Inc.	Welding Gas	-34.61

**West Branch Regional Authority**  
**Check Listing by Bank Account**  
September 2020

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Date	Num	Name	Memo	Paid Amount
09/10/2020	EFT	Quill Corporation	Post Its, Binder Clips & Trash Bags Sharpies Folders & Paper Towels	-125.61
09/10/2020	EFT	Selective	Endorsement on Commercial Package	-696.00
09/10/2020	EFT	Sunbelt Rentals	Road Saw Rental	-285.28
09/10/2020	EFT	Superior Plus Energy Services	Diesel Fuel Delivered on 08/10/20 Unleaded Fuel Delivered on 08/10/20 Unleaded Fuel Delivered on 08/21/20 Diesel Fuel Delivered on 08/21/20	-2,524.77
09/10/2020	EFT	UGI Penn Natural Gas Inc	Montgomery Pump Station for 07/30/20 - 08/28/20 WWTP for 07/30/20 - 08/27/20	-65.13
09/10/2020	EFT	Waste Management of Pennsylvania, Inc.	Sludge Dumpster Service - August 2020	-469.20
09/16/2020	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 8/31/20 - 9/6/20	-842.06
09/16/2020	EFT	John Hancock	457b Employee Contribution for 9/7/20 - 9/13/20	-1,067.78
09/16/2020	EFT	United States Treasury	Fed, Med & SS for 9/7/20 - 9/13/20	-7,278.58
09/20/2020	EFT	Allstate Insurance	Allstate Insurance for 08/17/20 - 09/06/20	-551.16
09/23/2020	EFT	Pennsylvania Dept. of Revenue	PA Withholding for 9/7/20 - 9/13/20	-861.52
09/23/2020	EFT	John Hancock	457b Employee Contributions for 9/14/20 - 9/20/20	-1,083.45
09/23/2020	EFT	United States Treasury	Fed, Med & SS for 9/14/20 - 9/20/20	-7,397.10
09/23/2020	EFT	Franklin R Wertz Jr - Expense	CDL Physical Reimbursement	-62.00
09/23/2020	EFT	Frederick J Herr II - Expense	Expense Reimbursement	-100.00
09/23/2020	EFT	Joshua Lynch - Expense	Expense Reimbursement	-63.54
09/25/2020	EFT	AT&T Mobility	Cell Phones, Modems & Tablets for 09/08/20 - 10/07/20	-2,004.31
09/25/2020	EFT	Cardmember Services	Credit Card Purchases for 08/06/20 - 09/03/20	-3,555.23
09/25/2020	EFT	Comcast	Phone & Internet for 09/06/20 - 10/05/20	-474.62
09/25/2020	EFT	Windstream	Muncy Creek Pump Station #2 for 09/07/20 - 10/06/20	-52.60
09/25/2020	EFT	Geisinger Quality Options, Inc	Health Insurance - October 2020	-25,762.15
09/25/2020	EFT	Guardian	Dental Insurance - October 2020	-1,121.90
09/25/2020	EFT	Highmark Blue Shield	Vision Insurance - October 2020	-312.42
09/25/2020	EFT	Principal Financial Group	AD&D, STD, LTD, & Life Insurance - October 2020	-1,710.46
09/28/2020	EFT	Alexander J Wardigo - Expense	Clothing Allotment Reimbursement Alex Wardigo - CDL Physical Reimbursement	-216.96
09/28/2020	EFT	Jacob R Moore - Expense	CDL Physical & Test Reimbursement	-155.50
09/28/2020	EFT	Kevin N Rodgers - Expense	CDL Test Reimbursement	-98.50
09/28/2020	EFT	Zachary B Shadle - Expense	CDL Physical & Test Reimbursement	-155.50
09/28/2020	EFT	United States Treasury	Fed, Med & SS Withholding for 9/21/20 - 9/27/20	-7,103.26
09/30/2020	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 9/14/20 - 9/20/20	-875.49
09/30/2020	EFT	John Hancock	457b Employee Contributions for 9/21/20 - 9/27/20	-1,034.37
Total 1000101 - General Acct - Muncy Bank				\$ (389,339.05)
<b>1000103 - Payment Acct - Muncy Bank</b>				
09/03/2020	EFT		Acct #06218 - Ck #1661 for \$55 Taken As \$50.55	-4.45
09/09/2020	1059	Penn Real Estate	Refund on Closed Sewer Acct #95047A	-250.16
09/09/2020	1060	Matthew & Heather Post	Refund on Closed Sewer Acct #95833B	-65.65
09/09/2020	1061	Lisa Campbell	Refund Double Payments on Sewer Acct #05949	-440.00
09/10/2020	EFT		Acct #05318 - CK #1 for \$55 Returned "No Acct # on Check"	-55.00
Total 1000103 - Payment Acct - Muncy Bank				\$ (815.26)
<b>1000104 - Online &amp; ACH Payments - JSSB</b>				
09/17/2020	EFT		Returned ACH	-55.00
09/18/2020	EFT		Acct #05353 - Refund ACH Payment	-55.00
09/30/2020			Merchant Services Fees	-956.58
Total 1000104 - Online & ACH Payments - JSSB				\$ (1,066.58)
<b>1000106 - PNC Bank - Loan Repayment Acct</b>				
09/30/2020			Paper Statement Fee	\$ (2.00)
Total 1000106 - PNC Bank - Loan Repayment Acct				\$ (2.00)
<b>1000107 - SCI Acct- Muncy Bank</b>				
Total 1000107 - SCI Acct- Muncy Bank				\$ -
<b>1000110 - Petty Cash</b>				
09/22/2020	Cash	Petty Cash	Mums for Office	-58.99
Total 1000110 - Petty Cash				-58.99



# West Branch Regional Authority

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## Credit Card Purchases

08/06/20 - 09/03/20

<u>Purchase Description</u>	<u>Amount</u>
Dan Whitmoyer - Clothing Allotment	\$ (84.35)
John Karichner - Clothing Allotment	\$ (8.64)
Dan Whitmoyer - Clothing Allotment	\$ (119.95)
08/11/20 - Pins from Tractor Supply	\$ (40.91)
08/14/20 - Oil & Exhaust Fluid from Sam's Club	\$ (495.02)
08/11/20 - Cords for Board Room from Walmart	\$ (108.64)
08/11/20 - USB Extension Cables for Board Room from Best Buy	\$ (111.26)
08/17/20 - Wireless Router Equipment from Best Buy	\$ (215.10)
08/18/20 - FoxIT PDF Software from Deb Bennett & Brittnee Vann	\$ (379.48)
08/18/20 - Ethernet Cables from Walmart	\$ (62.26)
08/18/20 - USB Hub for Deb Bennett from Best Buy	\$ (31.79)
08/24/20 - Wireless Routers from Walmart	\$ (236.38)
08/24/20 - Wireless Keyboard and Cables for Board Room from Best Buy	\$ (159.95)
08/24/20 - WiFi Extenders from Best Buy	\$ (290.47)
John Lynch - Health Insurance Deductible from UPMC	\$ (118.25)
09/02/20 - Rags & Water from Sam's Club	\$ (288.27)
08/06/20 - Safety Ladder from Amazon.com	\$ (115.88)
On Call Forwarding for 08/21/20 - 09/20/20	\$ (54.55)
Ron Alexander - Health Insurance Deductible	\$ (318.92)
08/19/20 - Storage for Women's Restroom from Amazon.com	\$ (74.99)
08/21/20 - Shoulder Bag for Lea Rehm from Amazon.com	\$ (25.99)
QuickBooks Payroll Processing - August 2020	\$ (59.36)
08/26/20 - Ink from Amazon.com	\$ (18.99)
08/06/20 - Extension Cables for Board Room	\$ (113.37)
08/10/20 - HDMI Cables from Amazon.com	\$ (22.46)
	<u>\$ (3,555.23)</u>

**West Branch Regional Authority**  
**Balance Sheet**  
As of September 30, 2020

	<u>Sep 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	5,809,500.47
Other Current Assets	
1003000 · Investments	139,478.38
1004000 · Due From Other Governments	50,107.43
Total Other Current Assets	<u>189,585.81</u>
Total Current Assets	5,999,086.28
Fixed Assets	
1006700 · Accumulated Depreciation	-6,643,667.24
1600000 · Buildings	18,015,735.00
1610000 · Machinery & Equipment	11,631,269.92
1620000 · Infrastructure	17,404,979.03
1630000 · Vehicles	832,451.00
1640000 · Property Improvements	747,873.24
1650000 · Land	779,768.54
1660000 · Capital In Process	1,524,612.56
1680000 · Building (Opera House)	126,555.16
Total Fixed Assets	<u>44,419,577.21</u>
<b>TOTAL ASSETS</b>	<b><u>50,418,663.49</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	9,258.10
Other Current Liabilities	
2002000 · Payroll Liabilities	12,684.76
2002100 · Customer Deposits	87,205.90
2002200 · Current Portion of LTD	875,306.94
Total Other Current Liabilities	<u>975,197.60</u>
Total Current Liabilities	984,455.70
Long Term Liabilities	
2006100 · Rev Note Ser B 2012	362,524.14
2006200 · Current Portion LTD - Contra	-875,306.94
2006300 · Lycoming County - Rt 15/54 Ext	1,428,073.98
2206000 · PennVest Loan (WWTP)	19,299,375.89
2306000 · PennVest (2014 I/I Project)	3,310,912.23
Total Long Term Liabilities	<u>23,525,579.30</u>
Total Liabilities	24,510,035.00
Equity	
2007000 · Retained Earnings	13,487,632.55
2007100 · Unrestricted Net Assets	12,010,629.70
Net Income	410,366.24
Total Equity	<u>25,908,628.49</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>50,418,663.49</u></b>

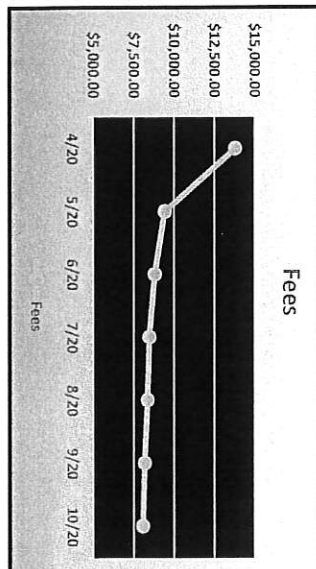
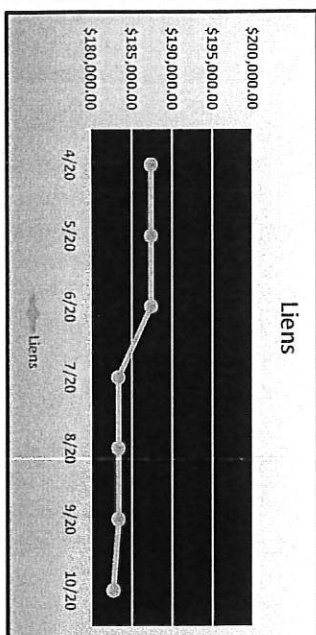
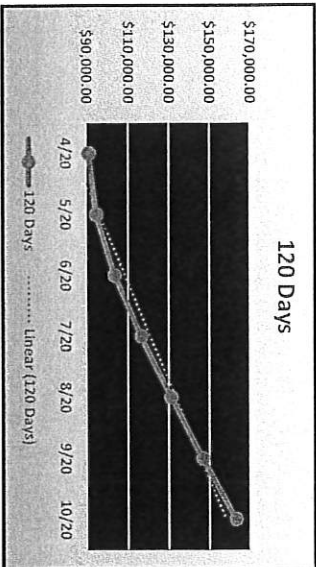
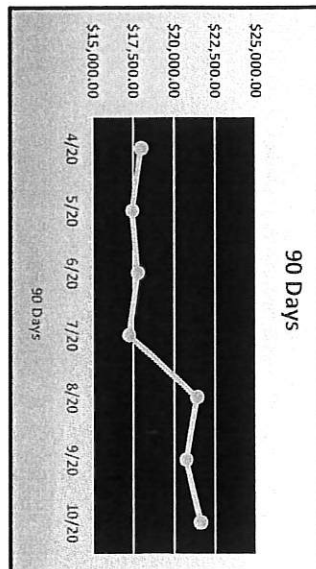
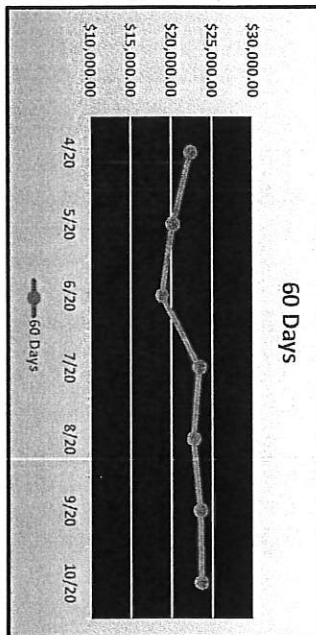
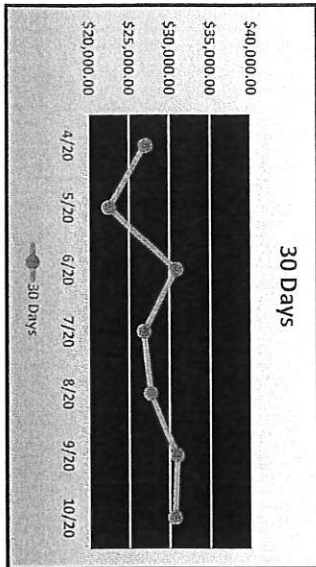
## 2020 Budget Summary

	2020 1st Quarter	2020 2nd Quarter	July 2020	August 2020	September 2020	2020 Total as of 09/30/20	2020 Budget	\$ Amount Over / (Under)	% of Budget
∞									
<b>INCOME</b>									
3000100 - Sewer Revenue	\$ 869,505.91	\$ 735,444.84	\$ 184,867.48	\$ 261,533.83	\$ 217,584.35	\$ 2,268,936.41	\$ 3,179,000.00	\$ (910,063.59)	71.37%
3000200 - Shared Services	\$ 77,625.55	\$ 62,117.34	\$ 20,244.50	\$ 38,434.28	\$ 41,460.00	\$ 239,881.67	\$ 335,000.00	\$ (95,118.33)	71.61%
3000300 - Due From Other Gov't	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)	0.00%
3000400 - Interest Earned	\$ 14,785.47	\$ 3,009.31	\$ 1,107.65	\$ 1,009.41	\$ 969.27	\$ 20,881.11	\$ 100,000.00	\$ (79,118.89)	20.88%
3000500 - Leachate Treatment	\$ 24,604.13	\$ 59,449.97	\$ -	\$ 11,519.34	\$ 10,759.63	\$ 106,333.07	\$ 130,000.00	\$ (23,666.93)	81.79%
3000600 - Septic Haulers	\$ 1,046.25	\$ 720.00	\$ 337.50	\$ 592.50	\$ 495.00	\$ 3,191.25	\$ 5,000.00	\$ (1,808.75)	63.83%
3000800 - Surcharges	\$ 20,903.25	\$ 6,721.11	\$ 12,122.55	\$ 34,179.09	\$ 11,543.40	\$ 84,869.40	\$ 20,000.00	\$ 64,869.40	424.35%
3000900 - Misc Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
3001000 - Inter Office Transfers - In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,300.00	\$ (121,300.00)	0.00%
3000120 - MPP Permit Fees	\$ -	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ 1,000.00	\$ (750.00)	25.00%
3000130 - Opera House Rent	\$ 300.00	\$ 300.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 750.00	\$ 1,200.00	\$ (450.00)	62.50%
<b>TOTAL INCOME</b>	<b>\$ 1,008,170.56</b>	<b>\$ 868,012.57</b>	<b>\$ 218,729.68</b>	<b>\$ 347,318.45</b>	<b>\$ 282,861.65</b>	<b>\$ 2,725,092.91</b>	<b>\$ 3,902,500.00</b>	<b>\$ (1,177,407.09)</b>	<b>69.83%</b>
<b>EXPENSES</b>									
4010000 - Debt Expenses	\$ 259,112.76	\$ 298,452.76	\$ 112,498.83	\$ 112,498.83	\$ 112,498.83	\$ 895,062.01	\$ 1,118,200.00	\$ (223,137.99)	80.04%
4020000 - Insurance Expenses	\$ 514.00	\$ 4,967.84	\$ 54,576.00	\$ -	\$ 696.00	\$ 60,753.84	\$ 55,000.00	\$ 5,753.84	110.46%
4030000 - Professional Fees	\$ 6,939.28	\$ 22,269.92	\$ 24,772.93	\$ 5,852.88	\$ 8,143.85	\$ 67,978.86	\$ 79,000.00	\$ (11,021.14)	86.05%
4040000 - Contracted Services	\$ 6,390.22	\$ 104,465.85	\$ 22.77	\$ 13,014.73	\$ (9,167.91)	\$ 114,725.66	\$ 39,900.00	\$ 74,825.66	287.53%
4050000 - Payroll Expenses	\$ 474,054.49	\$ 481,797.11	\$ 191,244.33	\$ 144,703.88	\$ 184,593.12	\$ 1,476,392.93	\$ 1,899,900.00	\$ (423,507.07)	77.71%
4060000 - Admin Expenses	\$ 22,519.54	\$ 19,490.07	\$ 967.62	\$ 10,354.01	\$ 3,853.09	\$ 57,184.33	\$ 63,300.00	\$ (6,115.67)	90.34%
4070000 - Engineering, I/I & GIS Expenses	\$ 383.90	\$ 2,944.40	\$ 1,461.70	\$ 784.36	\$ 1,215.48	\$ 6,789.84	\$ 14,000.00	\$ (7,210.16)	48.50%
4080000 - Lab Expenses	\$ 4,762.05	\$ 6,223.79	\$ 1,947.05	\$ 1,946.73	\$ 4,335.09	\$ 19,234.71	\$ 28,000.00	\$ (8,765.29)	68.70%
4090000 - Maintenance Dept Expenses	\$ 23,678.67	\$ 20,299.33	\$ 5,485.81	\$ 5,369.97	\$ 3,790.27	\$ 56,624.35	\$ 86,000.00	\$ (29,375.65)	66.17%
4100000 - Collection System - O&M Expense	\$ 13,923.45	\$ 27,811.22	\$ 8,886.05	\$ 5,820.58	\$ 4,066.41	\$ 60,507.71	\$ 124,500.00	\$ (63,992.29)	48.60%
4110000 - WWTP - O&M Expenses	\$ 36,296.05	\$ 38,658.62	\$ 24,509.26	\$ 5,394.90	\$ 8,733.67	\$ 113,592.50	\$ 146,100.00	\$ (32,507.50)	77.75%
4120000 - Utilities Expense	\$ 63,222.19	\$ 65,146.90	\$ 18,623.49	\$ 14,586.11	\$ 14,407.29	\$ 175,985.98	\$ 234,000.00	\$ (58,014.02)	75.21%
4130000 - Training & Professional Develop	\$ 4,828.65	\$ (194.58)	\$ 263.00	\$ 657.00	\$ 553.50	\$ 6,107.57	\$ 20,700.00	\$ (14,592.43)	29.51%
4150000 - Safety	\$ 788.95	\$ 1,615.45	\$ -	\$ 4,852.70	\$ 115.88	\$ 7,372.98	\$ 13,000.00	\$ (5,627.02)	56.72%
<b>TOTAL EXPENSES</b>	<b>\$ 917,414.20</b>	<b>\$ 1,093,948.68</b>	<b>\$ 445,258.84</b>	<b>\$ 325,836.68</b>	<b>\$ 337,854.87</b>	<b>\$ 3,120,313.27</b>	<b>\$ 3,921,600.00</b>	<b>\$ (801,286.73)</b>	<b>79.57%</b>
<b>NET INCOME/(LOSS)</b>	<b>\$ 90,756.36</b>	<b>\$ (225,936.11)</b>	<b>\$ (226,529.16)</b>	<b>\$ 21,481.77</b>	<b>\$ (54,993.22)</b>	<b>\$ (395,220.36)</b>			

\*\* Contracted Services is high due to the cost of the E Houston Water Project. WBRA will be reimbursed at the end of the project by Montgomery Water. Income will also increase from the project.

## Accounts Receivable

	12/19	1/20	2/20	3/20	4/20	5/20	6/20	7/20	8/20	9/20	10/20
current	\$ 156,317.11	\$ 151,647.14	\$ 43,218.62	\$ 29,354.73	\$ 61,689.05	\$ 180,073.92	\$ 73,523.23	\$ 74,810.55	\$ 177,847.47	\$ 93,219.60	\$ 124,040.82
30 Days	\$ 24,406.32	\$ 28,042.07	\$ 26,642.28	\$ 26,809.76	\$ 27,061.66	\$ 22,470.00	\$ 30,845.61	\$ 26,860.15	\$ 27,683.19	\$ 30,933.44	\$ 30,635.74
60 Days	\$ 19,578.93	\$ 19,692.87	\$ 19,982.38	\$ 20,537.87	\$ 22,390.05	\$ 20,206.89	\$ 18,886.69	\$ 23,454.15	\$ 22,774.93	\$ 23,590.56	\$ 23,668.44
90 Days	\$ 17,524.47	\$ 15,816.20	\$ 15,902.28	\$ 18,495.19	\$ 17,989.45	\$ 17,453.53	\$ 17,791.49	\$ 17,241.17	\$ 21,419.65	\$ 20,745.98	\$ 21,626.61
120 Days	\$ 53,742.44	\$ 64,212.36	\$ 68,427.27	\$ 80,545.26	\$ 91,308.52	\$ 94,760.88	\$ 103,518.56	\$ 116,722.33	\$ 131,221.96	\$ 146,843.80	\$ 163,170.36
Liens	\$ 188,930.01	\$ 188,930.01	\$ 188,930.01	\$ 188,930.01	\$ 187,439.51	\$ 187,439.51	\$ 187,439.51	\$ 183,328.51	\$ 183,328.51	\$ 183,328.51	\$ 182,684.51
Fees	\$ 9,290.45	\$ 10,441.02	\$ 11,080.46	\$ 12,696.23	\$ 13,801.28	\$ 9,441.50	\$ 8,826.42	\$ 8,497.71	\$ 8,380.32	\$ 8,206.46	\$ 8,078.40
Total AR's	\$ 469,789.73	\$ 478,781.67	\$ 374,183.30	\$ 377,369.05	\$ 421,679.52	\$ 531,846.23	\$ 440,831.51	\$ 450,914.57	\$ 572,656.03	\$ 506,868.35	\$ 553,904.88







## 1

### **Application For Payment Change Order Summary**


1. ORIGINAL CONTRACT PRICE.....	\$	\$188,500.00
2. Net change by Change Order.....	\$	\$29,274.79
3. Current Contract Price (Line 1 + 2).....	\$	\$217,774.79
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$141,986.69
5. RETAINAGE:		
a. 10% X _____ Work Completed.....	\$	\$14,198.67
b.     X _____ Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$14,198.67
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$	\$127,788.02
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	
8. AMOUNT DUE THIS APPLICATION.....	\$	\$127,788.02
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5c above).....	\$	\$87,239.91

(1) The undersigned contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment (fee and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrance)); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of:	\$ 127,788.02
is recommended by:	(Line 8 or other - attach explanation of the other amount)  10/8/2020
(Engineer)	(Date)
Payment of:	\$ _____
is approved by:	(Line 8 or other - attach explanation of the other amount)
(Owner)	(Date)
Approved by:	
Funding or Financing Entity (if applicable)	(Date)

# Progress Estimate - Unit Price Work

## Contractor's Application

For (Contract): Phase 3 - Route 54 Sanitary Sewer										Application Number: 1	
										Application Date: 10/6/2020	
A											
Bid Item No.	Item Description	Item Quantity	Contract Information		B	C	D	E	F		
			Units	Unit Price							Total Value of Item (\$)
1	8" PVC Sanitary Sewer, Traffic Areas	30	LF	\$85.55	\$2,566.50	75	\$2,138.75		\$427.75	83.3%	\$-18,232.38
1A	0-8 feet deep	30	LF	\$91.62	\$2,748.60	729	\$30,980.98			763.3%	
1B	8-12 feet deep	30	LF	\$91.62	\$2,748.60	729	\$30,980.98			763.3%	
2	8" PVC Sanitary Sewer, Non-Traffic Areas	640	LF	\$17.17	\$23,753.80	547	\$20,331.99		\$3,456.81	85.5%	\$1,456.81
2A	0-8 feet deep	640	LF	\$17.17	\$23,753.80	547	\$20,331.99		\$3,456.81	85.5%	\$1,456.81
3	3" SDR 21 PVC Pressure Sewer, Traffic Areas	505	LF	\$46.34	\$23,401.70	136	\$6,302.24		\$17,099.46	26.6%	\$4,200.08
3A	8-12 feet deep	505	LF	\$52.44	\$26,030.60	33	\$1,730.52		\$4,300.08	28.7%	
4	3" SDR 11 Pressure Sewer, Non-Traffic Areas	115	LF	\$78.59	\$9,030.00						
5	3" SDR 11 Pressure Sewer, Directional Drill under SR 54	134	LF	\$30.15	\$4,020.10	122	\$3,714.80		\$3,075.30	92.4%	
5A	3" DR 11 Directional Drill	134	LF	\$235.10	\$31,503.40						
6	1.5" SDR 21 PVC pressure sewer lateral, traffic areas		LF	\$71.35							
7	1.5" SDR 21 PVC pressure sewer lateral, non-traffic areas		LF	\$62.30							
8	1.5" DR 11 pressure sewer lateral, directional drill under SR 54	342	LF	\$62.30	\$21,306.60	103	\$6,416.90		\$14,889.70	30.1%	\$1,895.04
8A	1.5" DR 11 Directional Drill	342	LF	\$62.30	\$21,306.60	103	\$6,416.90		\$14,889.70	30.1%	\$1,895.04
9	6" PVC Sanitary Sewer Lateral (includes cleanout)	40	LF	\$118.44	\$4,737.60	24	\$3,842.56		\$1,895.04	60.0%	
10	4 ft. diameter manhole base, cover and frame	5	EA	\$3,224.52	\$16,122.60	5	\$16,122.60		\$0.00	100.0%	
11	4 ft. diameter manhole first walls	15	VF	\$185.52	\$2,782.80	17.52	\$3,250.31		\$-467.51	116.8%	
12	Flushing station	1	EA	\$5,454.15	\$5,454.15				\$5,454.15		
13	Fluxing lining manhole 40A	1	EA	\$2,999.98	\$2,999.98	1	\$2,999.98		\$0.00	100.0%	
14	Surface restoration										
14A	Lower Open space restoration	4195	SY	\$4.67	\$19,590.65	1518	\$7,089.06		\$12,501.59	26.2%	
14B	Superpave base course placement	16	TONS	\$284.91	\$4,558.56				\$4,558.56		
14C	Superpave wearing course placement	64	SY	\$60.96	\$3,901.44				\$3,901.44		
15	Erosion and Sediment control	1.15	LS	\$3,000.00	\$4,025.00				\$4,025.00		
16	Stabilization and closure	1	LS	\$23,000.00	\$23,000.00	0.5	\$11,500.00		\$11,500.00	50.0%	
17	Contingency Items								\$620.00		
17A	Unclassified Excavation and backfill with excavated soil	25	CY	\$24.80	\$620.00				\$620.00		
17B	Unclassified Excavation and backfill with Tembuco No. 2A	25	CY	\$45.63	\$1,140.75				\$1,140.75		
17C	Unclassified Excavation and backfill with ASHTO No. 57	25	CY	\$49.26	\$1,231.50				\$1,231.50		
17D	Concrete encasement gravity main for private water supply	150	LF	\$12.00	\$1,800.00	98	\$3,136.00		\$1,664.00	65.2%	
Totals					\$316,027.93	\$411,286.69	\$141,986.69	\$66,074	\$73,011.24		

BOARD OF DIRECTORS:

Todd Pysher, Chairman  
Teri Snyder, Vice-Chairman  
Debbie Stine, Secretary  
Edward Feigles, Treasurer  
Pat Deitrick  
Chuck Leonard  
Leon Liggitt  
Rocky Sanguedolce



[www.westbranch-ra.org](http://www.westbranch-ra.org)

Kurt Hausammann, Jr., MPA, AICP,  
Executive Director

McCormick Law Firm,  
Christopher H. Kenyon,  
Solicitor

PO Box 428  
127 Girtan Dr,  
Muncy, PA 17756  
(570) 935-0087

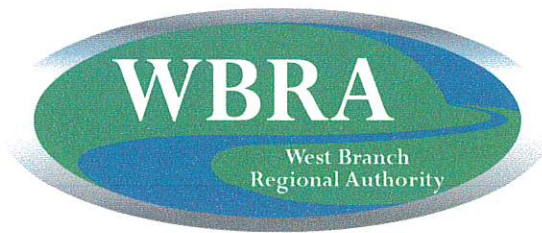
## WBRA Pay Scale

2021

<u>Grade</u>	<u>Range</u>
8	\$91,350-\$111,650
7	\$65,975-\$86,275
6	\$55,825-\$71,050
5	\$50,750-\$65,975
4	\$45,675-\$60,900
3	\$40,600-\$55,825
2	\$35,525-\$50,750
1	\$30,450-\$45,675

2021 Pay scale includes a 1.5% COLA.

Board Approved November 11, 2020



**JOB TITLE:  
SAFETY OFFICER**

**Stipend**

**DESCRIPTION**

The Employee in this classification provides support for all aspects of the WBRA. Work tasks include routine and non-routine work which require the ability to exercise independent judgment in coordinating the WBRA safety program. The Safety officer is elected by the Safety Committee. The elected Safety officer completes the assigned safety duties in addition to their regular job duties.

**SPECIFIC DUTIES**

1. Schedule and conduct safety trainings for employees.
2. Conduct necessary orientation trainings for new WBRA employees.
3. Conduct job hazard analysis inspections and reviews.
4. Coordinate the Safety Committee.
5. Provide monthly reports at safety committee meetings.
6. Investigate incidents and near misses.
7. Conduct annual safety climate survey.
8. Maintain updated Safety Data Sheets.
9. Maintain updated Emergency Action Plan.
10. Maintain updated Occupational Health and Safety Plan.
11. Balance annual safety budget.
12. Issue clothing and PPE as necessary.
13. Address to employee safety concerns.
14. Inventory and maintain first aid kits.
15. Conduct Emergency Drills.
16. Emergency Response Planning
17. Provide general assistance to all Departments
18. Coordinate with WBRA Managers and Supervisors to determine priorities.
19. Make recommendations on equipment needs.
20. Other duties as assigned.



## **SUPERVISORY RESPONSIBILITIES**

None.

## **WORKING CONDITIONS**

In addition to normal office conditions, work may be required after normal working hours.

## **JOB REQUIREMENTS**

1. Two (2) years' construction experience or public works operations.
2. Ability to read and interpret construction plans, and technical specifications
3. Communication Skills
4. High School Diploma
5. Valid Driver's License

Board approved August 12, 2020.

## Kurt Hausammann

---

**From:** John Karichner  
**Sent:** Friday, October 2, 2020 1:32 PM  
**To:** Kurt Hausammann  
**Subject:** RE: Opera House

### Opera House Costs

Purchase = \$1,555.16  
Repairs & Maintenance = \$4,732.25  
Total = \$6,287.41

John F Karichner III  
Bookkeeper  
West Branch Regional Authority  
PO Box 428  
Muncy, PA 17756  
Phone #: (570) 935-0087  
Fax #: (570) 935-0248  
Website: [www.westbranch-ra.org](http://www.westbranch-ra.org)

### -----Original Message-----

From: Kurt Hausammann <[KurtH@westbranch-ra.org](mailto:KurtH@westbranch-ra.org)>  
Sent: Wednesday, September 30, 2020 1:32 PM  
To: John Karichner <[JohnK@westbranch-ra.org](mailto:JohnK@westbranch-ra.org)>  
Subject: Opera House

Can you figure up how much money we have in the opera house?

Kurt

Sent from my iPhone



Control Stamp	Compliance Enforcement Policy
	Revision
	Last Revised

**Summary:** This Policy is to establish steps in enforcing property owners to comply with our Rules and Regulations and Municipality Ordinances pertaining to inflow & infiltration and extended public sewer connection. All steps and penalty stages for non-compliant property owners will be discussed within this policy.

**Steps:**

- Send initial compliance requirement letter for:
  1. Scheduling of Home Inspection (may require more than one follow up action or visit)
  2. Reconstruction of property owners lateral with proper materials or proper location
  3. Requirement to connect to public sewer that has been extended to the owner's property
- If compliance requirements were not met.

**1. Home Inspections**

- a. If the requirement is to schedule a home inspection to reduce inflow and infiltration into WBRA's sewer system, the initial deadline will be explained in a letter to comply within 30 days.
- b. If the owner does not comply, a second letter goes out giving another 14 days to comply with the requirements to schedule. In this letter WBRA explains if the owner does not comply, they have the potential to be fined 3 times the sewer rates every month until compliance is achieved.
- c. Public Water customers - if the fines continue for more than 3 months WBRA will then file a civil complaint with the District Justice for enforcement.
- d. Customers without Public Water - if the fines continue past 3 months WBRA will then file a civil complaint with the District Justice for enforcement.
- e. Note: property owner will be responsible for any and all legal fees and costs related to any civil complaint filed with the District Justice.
- f. If the requirement is to make changes to your building's sewer (follow up requirement to initial home inspection) the property owner is given 45 days by letter notification to make changes and schedule their follow up inspection.
- g. If the owner does not comply a second letter goes out giving another 14 days to comply with the requirements to schedule. In this letter WBRA explains if the owner does not comply, they have the potential to be fined 3 times the sewer rates every month until compliance is achieved.
- h. If follow up requirements are not met for Public Water supplied property owners - Refer to 1c.
- i. If follow up requirements are not met for Non-Public Water supplied property owners - Refer to 1d.



Control Stamp	Compliance Enforcement Policy
	Revision
	Last Revised

## 2. Lateral Upgrade Program

- a. If property owners are required to make lateral upgrades because WBRA has supplied the property owner with an upgraded connection point, property owner is given 2 years to make any upgrades required of them to their lateral by notification letter.
- b. If lateral upgrading has not been completed after 1 year, a reminder letter of the requirement and deadline is sent to property owner.
- c. If after 8 more months has passed and the requirement has still not been met, a final notice reminder will be sent to the property owner reminding of deadline to comply.
- d. If compliance is not met by the 2-year deadline a 4<sup>th</sup> letter will be sent explaining that the owner is now in violation of the rules and regulations of WBRA. The owner will now be subject to a fine at 3 times the rate of the monthly sewer bill, which will begin on the next sewer bill unless the repair is completed within 30 days.
- e. If requirements are not met for Public Water supplied property owners - Refer to 1c & e.
- f. If requirements are not met for Non-Public Water supplied property owners - Refer to 1d & e.
- g. If the property owner has applied for CDBG funds, then the penalty time frames are suspended until grant qualification is decided. Penalties will proceed if the property owner does not qualify for the grant from CDBG.

## 3. Connection To Extended Public Sewer

- a. If property owners are required to connect to Public sewer because WBRA has extended the sewer to, or adjacent to the owner's property, property owner will be given 2 years to connect to the extended WBRA sewer system by letter notification.
- b. If requirements are not met after 1 year - Refer to 2b.
- c. If requirements are not met after 20 months - Refer to 2c.
- d. If compliance is not met by the 2-year deadline a 4<sup>th</sup> letter will be sent explaining that the owner is now in violation of the Municipality's Ordinance. The owner will now be subject to a civil complaint being filed with the District Justice unless the connection is completed within 30 days.
- e. Note: The usual and customary sewer rates for WBRA customers will be assessed against the property owner starting at the expiration of the 2-year deadline and shall continue to be assessed until the connection is completed.

Refer to 2g dealing with CDBG grants.



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Executive Director

McCormick Law Firm,  
Christopher H. Kenyon,  
Solicitor

PO Box 428  
127 Girton Dr,  
Muncy, PA 17756  
(570) 935-0087

## Director's Report

October 14, 2020

Revised 10/13/20

1. Continuing COVID Procedures
2. 2 Staff Self Quarantined
3. November 2 Going to 70/30 – 70% in Office 30% at Home – Office Open Monday – Thursday 10am-2pm – Phones Answered All Day, Answered Until Noon Friday
4. Accident – Large Excavator hit Underpass When Being Towed
5. COVID Grant Application to County - \$13,074.01
6. Selected a Performance Evaluation Form – To be Used for all Employees
7. Performance Evaluations to be Completed by November 13
8. Draft Budget - November Meeting
9. Adopt 2021 Budget - December Meeting
10. Health Insurance Increase 17% for 2021 – 20% Budgeted