

Meeting Minutes of October 14, 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 Teri Snyder

Roll Call present via virtual conference call: Debbie Stine, Rocky Sanguedolce and Leon Liggitt

Absent: Chuck Leonard

Guests present via virtual conference call: WBRA Bookkeeper, John Karichner, WBRA Solicitor, Chris Kenyon, Entech Rep, Ed Pietroski,

Guests present in person: WBRA employees: Kurt Hausammann, Jr. (Executive Director), Tara Rall (Admin. Manager), Johnny Lynch (Deputy Executive Director), Robert Smith (Safety Coordinator), Jeff Siverling (Plant Operator) and Zach Slonaker (IT), Muncy resident, Anthony Delsite-Smith

Public Comment: Muncy resident and WBRA customer, Anthony Delsitse-Smith asked the Board to consider allowing him to proceed with a payment plan that he voided in June. The Board said they would discuss the issue in Executive Session, and someone would get in touch with him tomorrow with their decision.

I. Approval of Minutes: Change to meeting minutes to reflect that Board member, Leon Liggitt attended last meeting. **Motion** to accept meeting minutes of October 14, 2020 made by Pat Dietrick. Second by Ed Feigles. All in favor of Motion. Motion passed.

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

III. Safety Presentation by Robert Smith to Board. The Board would like quarterly reports from the Safety Coordinator.

IV. Old Business

a. Easement Policy: Planning Committee will review new easement policy at next meeting. Discussions will also include possible payment plans for tapping fees.

b. Allen Pond Update: Pond drained after clay liner was damaged from trench digging. A new clay liner will need to be created. Johnny will inspect the pond again on Friday.

V. New Business

a. Entech – Ed Pietroski updated the board on the pros and cons of a Receiving Station. Johnny Lynch, Jeff Siverling and Ed Pietroski will meet to discuss feasibility of the station.

b. LDG – Change Order \$,3000: **Motion** to accept Change Order for design services on extension of Rt. 54 made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

c. Guyer Bros – Pay App #1: **Motion** to approve Pay App #1 for \$127,788.02 made by Pat Deitrick. Second by Ed Feigles. All were in favor. Motion passed.

VI. Action Items

a. 2021 Pay Scale: Cost of Living Adjustment will be 1.5% for all employees.

b. Personnel Actions:

1. Overtime Exempt: Personnel Committee discussed which positions were exempt from overtime. These positions include: Administrative Manager, Collection System Manager, Head Water Operator and Project Manager. Collection System Manager will have pay increased by \$3,000 to offset what he would get in overtime. This actually saves WBRA \$4,000 per year. Administrative Manager will move up to pay grade 4 and Assistant Administrative Manager will move up to pay grade 2. **Motion** to approve recommendations of Personnel Committee as presented made by Ed Feigles. Second by Teri Snyder. All were in favor. Motion passed.

2. Safety Officer stipend \$4,000: WBRA Safety Officer is also one of the plant operators. Safety Officer will receive a stipend of \$4,000 per year. During the construction season Safety Officer time will be split 60% in safety and 40% in plant operations. During winter season his time will be split 50/50. Board discussed hiring a Wastewater

Technician during the construction season to help offset the Safety Officer's time. **Motion** to approve Safety Officer stipend of \$4,000 made by Pat Deitrick. Second by Ed Feigles. All were in favor. Motion passed.

3. Dan Whitmoyer – Retirement: **Motion** to purchase retirement gift not to exceed \$200.00 made by Pat Deitrick. Second by Ed Feigles. All were in favor. Motion passed.

4. CCTV Operator - Kaelyn Koser: **Motion** to hire Kaelyn Koser at \$37,500 per year with \$.50 raise after 90 days made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

c. Opera House: **Motion** for Kurt Hausammann, Jr. work with Lycoming County to get building transferred to Chamber of Commerce made by Teri Snyder. Second by Pat Deitrick. All were in favor. Motion passed.

d. 2020 Chevy Equinox: **Motion** to purchase 2020 Chevy Equinox for \$23,500 through COSTARS made by Pat Deitrick. Second by Teri Snyder. All were in favor. Motion passed. Equinox will arrive in January. Ford Explorer will be put out to bid.

e. Compliance Enforcement Policy: Items to add to the policy include no time frame for inspections (do not schedule home inspections during winter months only) and fines must be reasonable. Solicitor will review.

VII. Discussion Items:

a. Bullet Glass- Watontown Glass will install bullet proof glass to the front windows and lobby areas early next year.

b. New camera and lock system: New lock system and cameras were installed in the front lobby this past week. Customers must buzz prior to be allowed into the building.

c. November 11, 2020 meeting: Next board meeting is currently scheduled for Veteran's Day. Meeting will be rescheduled to Thursday, November 12, 2020.

VIII. Projects

Route 54: Project Manager has all easement on the first portion of the project except 1 who will not answer to any type of contact she has tried to make. Next portion of project has 5-7 people ready to sign easements. Board discussed an air operated pump vs. a grinder pump on one of the properties due to electricity issues.

Blind Road: Nothing new to report until January.

SCI Muncy: No new updates

Mowrey's: Project started today and should be completed by next Thursday.

Lowes Super Duper: There are currently 3 EDUs at this location. Muncy Bank, who owns building, would like to reduce to 1 EDU until the building is occupied. Board discussed. **Motion** to remove 1 EDU from the building made by Teri Snyder. Second by Ed Feigles. All were in favor. Motion passed.

Pole Shed – Heated bay: It would cost \$8,300 to renovate the pole shed to include 3 bays with 2 doors. **Motion** to approve renovations of Pole shed made by Teri Snyder. Second by Pat Deitrick. All were in favor. Motion passed.

Director's Report

November 2nd office staff will work 70% in office and 30% at home. The office will be open to the public Monday – Thursday from 10-2pm. Phones will be on from 8-4 each day except Fridays which will be 8-12. Board discussed not allowing the public to enter the WBRA office anymore and no longer accepting cash to begin January 1, 2020

Committee Reports:

Executive Session: Session took place once meeting closed. Personnel matters discussed and Board did not reconvene.

With no Further public business to conduct, motion made by Ed Feigles to adjourn the meeting at 9:20 pm.

Certified as Approved Meeting Minutes of the WBRA: Debra Stine