WBRA
West Branch
Regional Authority

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

Roll Call in person: Ed Feigles

Roll Call present via virtual conference call: Debbie Stine, Todd Pysher, Chuck Leonard, Rocky Sanguedolce, Pat Deitrick and Leon Liggitt

Absent: Teri Snyder

Guests present via virtual conference call: WBRA employees: Kurt Hausammann, Jr. (Executive Director), WBRA Solicitor, Chris Kenyon

Guests present in person: WBRA Bookkeeper, John Karichner, Tara Rall (Admin. Manager), Johnny Lynch (Deputy Executive Director), Jeff Siverling (Plant Operator), Ashley Lynch (Admin. Assistant), Brittnee Vann (Project Manager), Zach Slonaker (IT) and Dan Whitmoyer (retired Compliance Inspector)

Public Comment:

I.   Approval of Minutes: Motion to accept meeting minutes of October 14, 2020 made by Ed Feigles. Second by Chuck Leonard. All in favor of Motion. Motion passed.

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

III.   Retirement Presentation: Ed Feigles, on behalf of the WBRA Board of Directors, presented Dan Whitmoyer with a desk clock to thank him for 8 years of service with WBRA.

IV.   Old Business

a.   Approve preliminary 2021 Budget/5 Year Capital Budget: **Motion** to approve Finance Committee's recommended $3.00 per month rate increase for residential accounts beginning January 1, 2021 made by Ed Feigles. Second by Chuck Leonard. In favor: Ed Feigles, Chuck Leonard, Rocky Sanguedolce, Debbie Stine, Todd Pysher. Against: Pat Dietrick and Leon Liggitt. Motion passed 5-2.

   Motion to approve preliminary 2021 Budget made by Chuck Leonard. Second by Ed Feigles. All were in favor. Motion passed.

   Motion to approve projected 5-year budget made by Chuck Leonard. Second by Deb Stine. All were in favor. Motion passed.

b.   Public Comment Policy: Policy limits public comment between 3 to 5 minutes. Public comment shall be limited to 30 minutes at the beginning of the meeting. **Motion** to approve Public Comment Policy made by Ed Feigles. Second by Deb Stine. All were in favor. Motion passed.

c.   Rt. 15 Final payment $1,500: **Motion** to approve final payment of $1,500 made by Leon Liggitt. Second by Deb Stine. All were in favor. Motion passed.

d.   Anti-Nepotism Policy: Tabled

e.   Approve audit – No findings: **Motion** to accept audit made by Chuck Leonard. Second by Leon Liggitt. All were in favor. Motion passed. Finance Committee will discuss investment options.

f.   Postage machine: **Motion** to approve leasing of postage machine at $115 per month made by Leon Liggitt. Second by Deb Stine. All were in favor. Motion passed.

g.   Christmas lunch/dinner: **Motion** to approve $700 for staff to have Christmas party made by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.

h.   1974 Pinchtown Road: Sewer was disconnected at property after a fire. There now appears to be to 3 trailers on the property and no record of the property owner having sewer hooked back up. A letter will be sent to the property owner advising that hook up is required.

i.   Saeger Station Road: Tabled

Projects Report: Board reviewed attached report.
Director's Report: Board reviewed attached report.

Staff is still complying with CDC guidelines regarding COVID. Opera House can be transferred to Chamber of Commerce.

> **Motion** to allow Johnny Lynch or Kurt Hausammann, Jr. to sign checks along with one board member made by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.
>
> **Motion** to approve Pay App #4 for $13,845 made by Chuck Leonard. Second by Pat Deitrick. All were in favor. Motion passed.

Committee Reports:
> **Planning**: Board reviewed attached report.
> **Personnel**: Board reviewed attached report.
> **Finance**: Board reviewed attached report.

With no Further public business to conduct, motion made by Ed Feigles to adjourn the meeting at 7:45pm.

Certified as Approved Meeting Minutes of the WBRA: _ *Debbie Stine*_____