

# Meeting Minutes of February 10, 2021



The Public Meeting was called to order by Todd Pysher at 6:30 pm.

**Roll Call:** Board Members Present in office: Ed Feigles,

Board Members present via GoToMeeting: Todd Pysher, Pat Deitrick, Chuck Leonard, Rocky Sanguedolce, Teri Snyder, Debbie Stine, and Leon Liggitt.

**Absent:** None

**Guests via GoToMeetings:** Brittnee Vann - WBRA Project Manager, Rob Smith - WBRA Safety Officer, Kurt Hausammann, Jr., Executive Director and Chris Kenyon - WBRA Solicitor

**Guests present** Johnny Lynch, Jr. - WBRA Deputy Executive Director, Jeff Siverling - WWTP Manager, Tara Rall - WBRA Administrative Manager

## **Pledge of Allegiance**

## **Public Comment**

**I. Approval of Minutes:** **Motion** to accept meeting minutes of January 13, 2021 made by Deb Stine. Second by Pat Deitrick. All were in favor. Motion passed.

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

## **III. Old Business**

**A. Opera House:** Bids were opened for purchase of Opera House in Muncy Boro. **Motion** to accept Royce Eyer's bid of \$5,500 made by Teri Snyder. Second by Deb Stine. Motion passed 7-1. Ed Feigles voted against motion.

**B. Tapping fees:** **Motion** to approve reducing tapping fees to \$1,500 made by Teri Snyder. Second by Pat Deitrick. Motion passed 6-2. Chuck Leonard and Leon Liggitt voted against motion.

**C. WBRA Complete laterals:** **Motion** to approve WBRA to install laterals due at time of hook-up, charge for materials at time of hook-up, and not charging a tapping fee when reattaching to sewer made by Leon Liggitt. Second by Teri Snyder. All were in favor. Motion passed.

**D. Laterals:** Board approved giving customers 24 months to pay for materials when connecting to sewer. WBRA will oversee labor for installation.

**E. Compliance Policy:** Board reviewed amended policy. Approval at next meeting.

**F. Guyer Brothers payment \$35,199.78:** Previously thought to be coming in under proposal at \$35,199.78, it was a billing error and WBRA was not charged for work on Route 54 totaling \$35,199.78. **Motion** to pay Guyer Brothers when amended pay application is provided for work on Route 54 made by Pat Deitrick. Second by Leon Liggitt. All were in favor. Motion passed.

**G. Dig Crew #2:** 4 new positions for a second dig crew have been requested to help with all upcoming projects. **Motion** to authorize second dig crew made by Chuck Leonard. Second by Leon Liggitt. All were in favor. Motion passed.

## **IV. New Business:**

**A. Personnel actions – recommendations from Personnel Committee:** Upgrade Bookkeeper (John Karichner) to Pay Grade 3. Change Lab Technician (Josh Lynch) to Operator/Lab Technician and upgrade to Pay Grade 3. Change Head Water Operator (Lea Rehm) to Water Manager and move to Pay Grade 4. Upgrade Administrative Assistant (Ashley Lynch) to Pay Grade 2. Upgrade Administrative Manager (Tara Rall) to Pay Grade 4. Committee also recommends 5% raise when position is graded higher. **Motion** to approve recommendations of the Personnel Committee by Chuck Leonard. Second by Deb Stine. All were in favor. Motion passed.

**B. Collection Agency:** Executive Director, Kurt Hausammann, Jr., recommended not hiring a Collection Agency to handle past due accounts. Collection Agency would require 33% of total funds recovered.

C. **COVID check:** WBRA received a check from the County for \$14,663.20 for COVID related expenses.

D. **Rate Resolution 2021 draft: Motion** to approve Rate Resolution as amended (changing Tapping Fee amount) made by Chuck Leonard. Second by Deb Stine. All were in favor. Motion passed.

E. **John Hancock – addition of Trustee:** Motion to approve Deb Bennett authorization to access John Hancock portal made by Chuck Leonard. Second by Leon Liggitt. All were in favor. Motion passed.

F. **Coronavirus Policy Amendment:** Amendment was updated to include employees can use sick time from COVID bank if employee who receives vaccine has adverse reactions to the vaccine. **Motion** to approve amended Coronavirus Policy made by Leon Liggitt. Second by Chuck Leonard. All were in favor. Motion passed.

G. **Nittany Engineering – Saeger Station Rd. \$1,100.00: Motion** to approve Nittany Engineering proposal for Saeger Station Road not to exceed \$1,100 made by Ed Feigles. Second by Teri Snyder. All were in favor. Motion passed.

V. **Project Reports:** John Lynch, Jr., Deputy Executive Director provided Board with updated Project Report attached. **Motion** to authorize Brittnee Vann, Project Manager, to sign all DEP Permits made by Leon Liggitt. Second by Chuck Leonard. All were in favor. Motion passed.

VI. **Director's Report:** Kurt Hausammann, Jr., Executive Director provided Board with Director's Report attached. Office heating is back up and running. It has been recommended to have a second gas furnace installed. Motion to get the heating system fixed made by Teri Snyder. Second by Chuck Leonard. All were in favor. Motion passed.

## VII. Committee Report

A. **Personnel Committee:** Discussed and reviewed under New Business.

Executive Session was requested to take place at close of meeting regarding legal actions. Meeting will not reconvene.

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: \_\_\_\_\_ *Debbie Stine* \_\_\_\_\_