

Meeting Minutes of March 10, 2021



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

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

Absent: Ed Feigles

Guests: Brittnee Vann - WBRA Project Manager, Rob Smith - WBRA Safety Officer, Kurt Hausammann, Jr., Executive Director, 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 February 10, 2021 made by Chuck Leonard. Second by Deb Stine. 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. Grinder Pump Agreement: **Motion** to approve Grinder Pump Agreement made by Leon Liggitt. Second by Teri Snyder. All were in favor. Motion passed.

B. Grinder Pump Policy: **Motion** to approve Grinder Pump Policy pending Solicitor approval made by Teri Snyder. Second by Leon Liggitt. All were in favor. Motion passed.

C. Gravity Lateral Agreement: **Motion** to approve Gravity Lateral Agreement made by Leon Liggitt. Second by Teri Snyder. All were in favor. Motion passed.

D. Easement Policy: **Motion** to approve Easement Policy made by Teri Snyder. Second by Deb Stine. All were in favor. Motion passed.

E. Bonding update: Bookkeeper, John Karichner and Assistant Bookkeeper, Deb Bennett have been bonded for one year through The Dunn Agency.

IV. New Business

A. Action Items:

1. Disconnect Policy: **Motion** to approve Disconnection Policy and Disconnection Form made by Teri Snyder. Second by Pat Deitrick. All were in favor. Motion passed. Policy is for residential customers only, customers can disconnect for a minimum of 12 months, customer is responsible for \$32 for inspection of reconnection.

2. Disconnect Form (attached): Board reviewed.

3. Employee of the Quarter: The Board chose Lea Rehm, Head Water Operator as Senior Level Employee of the Quarter. She will receive a \$50 Visa gift card. Thad Martin. Thad Martin was chosen by Awards Committee as Employee of the Quarter and will receive a \$50 Visa gift card.

4. Credit Card processing – Muncy Bank: **Motion** to approve moving to credit card processing and remote deposit equipment provided by Muncy Bank made by Pat Deitrick. Second by Chuck Leonard. All were in favor. Motion passed.

5. David Taylor: Update website: **Motion** to approve new service plan at \$395 per month and website upgrades not to exceed \$1,750 made by Deb Stine. Second by Chuck Leonard. All were in favor. Motion passed.

6. David Taylor Service plan \$395/month (attached): Board reviewed upgraded service plan.

7. Office phones: Upgrades through Comcast will allow for staff to answer office calls through cell phones in case office is ever shut down again. **Motion** to upgrade office phones through Comcast made by Leon Liggitt. Second by Deb Stine. All were in favor. Motion passed.

8. Head-works coating: Motion to approve new spray on coating of head works tank with a 30-year guarantee made by Leon Liggitt. Second by Teri Snyder. All were in favor. Motion passed.

B Discussion Items:

1. Heating System quotes: 1 quote is in and waiting for 2 others to present to the Board.

2. GIS Analyst – Koser,

3. CCTV Operator – Wardigo

4. New Hires:

- a. Kevin Bryson – Operator
- b. Isaac Barton, Shawn Moore and Zach Sauers – Laborers

Motion to approve Kaelyn Koser as GIS Analyst, rehiring of Alex Wardigo and new laborers and operator made by Teri Snyder. Second by Deb Stine. All were in favor. Motion passed.

Board member, Pat Dietrick discussed purchasing a multi-filtration system for the Board room. Pure Shield 500 removes viruses from the air and covers 1,000 square feet for \$1,300.

Deputy Executive Director, John Lynch got 16 employees on a list at River Valley Health and Dental for COVID vaccinations.

Reports: Board reviewed attached report

Director’s Report: Board reviewed attached report.

Committee Reports: Board reviewed attached Personnel and Planning Committee reports

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

With no Further public business to conduct, motion made by Teri Snyder to adjourn the meeting at 7:55 pm.

Certified as Approved Meeting Minutes of the WBRA: ___ *Deb Stine* _____