

Public Meeting Agenda  
August 11, 2021 • 6:30pm  
127 Girton Drive, Muncy, PA 17756



<https://global.gotomeeting.com/join/403852013>  
[+1 \(786\) 535-3211](tel:+17865353211) Access Code: 403-852-013

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

**Public Comment:**

- I.      Approval of Minutes:** July 14, 2021      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.    Old Business (0 minutes - K.H.)**
- IV.    New Business (0 minutes - K.H.)**  
a.
- V.     Discussion Items (0 minutes – K.H.)**  
a. Brady Twp  
b. Muncy Creek Twp
- VI.    Director Report (5 mins. - K.H.) (attached)**
- VII.   Deputy Executive Director Report (10 mins - J.L.) (attached)**
- VIII.   Committee Reports: None**

**Adjournment: Time:** \_\_\_\_\_ **Motion:** \_\_\_\_\_

# Meeting Minutes of July 14, 2021



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

**Roll Call:** Todd Pysher, Teri Snyder, Rocky Sanguedolce, Pat Deitrick, Ed Feigles and Leon Liggitt.

**Absent:** Debra Stine and Chuck Leonard

**Guests:** Kurt Hausammann, Jr., Executive Director, Johnny Lynch, Jr. - WBRA Deputy Executive Director, Jeff Siverling - WWTP Manager, Tara Rall - WBRA Administrative Manager, John Karichner, WBRA Bookkeeper, Chris Kenyon, WBRA Solicitor, Charlie Hall, Muncy Boro Manager, Chase Kelch, Kelch Engineering, Robby Smith, WBRA Safety Officer, Bob Kaiser (via telephone), WBRA Compliance Coordinator, Brittnee Vann, WBRA Project Manager, John Mihalick, 10 Quarry Rd.

**Public Comment:** John Mihalick of 10 Quarry Rd addressed the board regarding property issues he feels needs to be corrected by the Authority. The board assured Mr. Mihalick that the portion of his property that was disturbed by WBRA during lateral work will be corrected as soon as the project is completed and/or as weather permits.

**I. Approval of Minutes:** **Motion** to accept meeting minutes of June 9, 2021, made by Rocky Sanguedolce. Second by Leon Liggitt. Pat Deitrick abstained due to absence at previous meeting. Motion passed 5-0-1.

**II. Approval of Bills /Treasurer's Report:** **Motion** to accept Bills/Treasurer's Report made by Leon Liggitt. Second by Ed Feigles. Pat Deitrick abstained from the Applied Industrial invoice. All were in favor. Motion passed.

**III. Safety Briefing:** Robby Smith, WBRA Safety Officer, provided the board with his quarterly safety report.

## **IV. Old Business**

a. Allen Pond update: Pond is still leaking. WBRA will install 2 clay plugs, one towards Route 15 and the other by the manhole at Sunoco.

## **V. New Business (30 minutes) (K.H.)**

a. Award Fuel Bid: Superior: **Motion** to approve Superior fuel bid at \$.55 above cost made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed. WBRA will be receiving 2 new 500 gallon above ground tanks.

b. Title Changes: Executive Director informed board that the role of Bookkeeper, currently held by John Karichner has been changed to Financial Officer and Assistant Bookkeeper held by Deb Bennett has changed to Bookkeeper

c. Personnel Committee Recommended changes: **Motion** to approve Personnel Committee recommendations promoting Frank Smith to Foreman and Brittnee Vann to Supervisor for GIS & I&I, adopting the new Organizational Chart and Project Manager job description made by Pat Deitrick. Second by Ed Feigles. All were in favor. Motion passed.

d. Amended Payment plan policy: **Motion** to approve amended Payment Plan Policy reflecting removal of the \$5,000 before Sheriff Sales can take place and that water will be shut off and remain off until the lien is paid made by Rocky Sanguedolce. Second by Teri Snyder. All were in favor. Motion passed.

## **VI. Discussion Items (15 minutes – K.H.)**

a. Muncy Creek Sewer Line – east of Muncy Creek: This will be turned over to the Planning Committee for explanation and evaluation and then onto the Finance Committee for review.

b. Saeger Station Rd Sewer: Road needs a low pressure main with grinder pumps.

c. Real IT Care – security equipment \$1,220.00: **Motion** to approve security equipment through Real IT Care including 3 cameras at roughly \$1,500 made by Pat Deitrick. Second by Leon Liggitt. All were in favor. Motion passed.

d. Clinton Township Volunteer Fire Company donation request: Request for donation denied.

## **VII. Director Report:**

- Still waiting on bullet resistant glass. It is on backorder.
- Verizon phones are assigned and working well

- Mandatory Hepatitis A&B shots were provided to all WBRA employees on Thursday, July 15<sup>th</sup>. Tetanus shots were not mandatory but provided as well.
- New HVAC system equipment has been ordered
- Grant money needed in order for WBRA to take over the system.

VIII. Deputy Director Report:

- Quarry Rd Water main and meter pits are complete
- Quarry Rd. sewer main and lateral complete
- W. Blind Rd sewer main is in progress
- S. Market St. abandon old water main between High and Penn Street
- Sherman St. abandon old water main between High and Penn Street
- Penn DOT project on E. Water St. starts September 13, 2001.

IX: Committee Reports: None

X. Executive Session: To take place at conclusion of meeting. Will not reconvene. Discussions involve legal matters.

With no Further public business to conduct, motion made by Leon Liggitt to adjourn the meeting at 7:45 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



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

## **West Branch Regional Authority Treasurer's Report August 2021**

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# West Branch Regional Authority

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## Cash Summary as of 07/31/21

	General Acct	Payment Acct	Capital Improvement Fund	Online & ACH Acct (JSSB)	WWTP Construction Acct	2014 I/I Project Acct	CC & ACH Payments (Muncy Bank)
<b>Balance as of 06/30/21</b>	<b>\$ 740,823.11</b>	<b>\$ 216,720.12</b>	<b>\$ 1,254,791.95</b>	<b>\$ 81,917.04</b>	<b>\$ 73,919.28</b>	<b>\$ 12,651.64</b>	<b>\$ 23.57</b>
Deposits	\$ 55,299.66	\$ 154,633.29	\$ -	\$ 120,794.52	\$ -	\$ -	\$ -
Withdrawals	\$ (444,443.76)	\$ (2,012.13)	\$ -	\$ (11,326.14)	\$ (73,819.28)	\$ (12,551.64)	\$ (101.48)
Interest Earned	\$ 166.62	\$ 22.25	\$ 266.46	\$ 0.88	\$ -	\$ -	\$ -
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	\$ 216,820.12	\$ (216,820.12)	\$ -	\$ -	\$ -	\$ -	\$ -
Online & ACH Acct to General Acct	\$ 71,233.85	\$ -	\$ -	\$ (71,233.85)	\$ -	\$ -	\$ -
General Acct to CC & ACH Payment Acct	\$ (100.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00
SCI Debt Reserve to General Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvement to General Acct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Balance as of 07/31/21</b>	<b>\$ 553,428.68</b>	<b>\$ 152,543.41</b>	<b>\$ 1,255,058.41</b>	<b>\$ 120,152.45</b>	<b>\$ 73,919.28</b>	<b>\$ 12,651.64</b>	<b>\$ 22.09</b>

	Sinking Fund	Janney Montgomery Scott	Petty Cash	SCI Muncy Acct (Restricted)	PNC Bank Acct	MBMA Payment Acct (Restricted)	SCI Debt Reserve Acct
<b>Balance as of 06/30/21</b>	<b>\$ 7,155.23</b>	<b>\$ 1,126,834.27</b>	<b>\$ 589.83</b>	<b>\$ 87,314.36</b>	<b>\$ 2,411.81</b>	<b>\$ 37,910.81</b>	<b>\$ 474,640.17</b>
Deposits	\$ -	\$ 825.85	\$ -	\$ -	\$ -	\$ 78,927.75	\$ -
Withdrawals	\$ -	\$ -	\$ (71.06)	\$ -	\$ (2.00)	\$ (37,910.81)	\$ -
Interest Earned	\$ 1.52	\$ -	\$ -	\$ 18.54	\$ -	\$ 10.53	\$ 100.79
<b>Balance as of 07/31/21</b>	<b>\$ 7,156.75</b>	<b>\$ 1,127,660.12</b>	<b>\$ 518.77</b>	<b>\$ 87,332.90</b>	<b>\$ 2,409.81</b>	<b>\$ 78,938.28</b>	<b>\$ 474,740.96</b>

### TOTAL

<b>Balance as of 06/30/21</b>	<b>\$ 4,117,703.19</b>
Deposits	\$ 410,481.07
Withdrawals	\$ (582,238.30)
Interest Earned	\$ 587.59
<b>Balance as of 07/31/21</b>	<b>\$ 3,946,533.55</b>

**West Branch Regional Authority**  
**Check Listing by Bank Account**  
**July 2021**

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Date	Num	Name	Memo	Paid Amount
<b>1000101 - General Acct - Muncy Bank</b>				
07/01/2021	7523	Brelsford Motors & Equipment Co	PA Emmission & Inspection for Cruz	-69.50
07/01/2021	7524	Entech Engineering, Inc.	Proj # 4156-011 SBR Tank Concrete Investigation	-3,789.00
			Proj # 4156-011 SBR Tank Concrete Investigation	
			Proj # 4156-011 SBR Tank Concrete Investigation	
			Proj # 4156-011 SBR Tank Concrete Investigation	
07/01/2021	7525	Hanson Aggregates Pennsylvania LLC	2A subbase	-10,401.15
			57 2B stone	
			Mason Sand	
07/01/2021	7526	PPL Electric Utilities	Rte 54 Pump St for 4/29/21 - 5/28/21	-12,540.16
			Saeger Station Pump Sta. for 5/7/21 - 6/8/21	
			Montgomery Pump Sta. for 5/7/21 - 6/8/21	
			WWTP for 5/7/21 - 6/8/21	
07/01/2021	7527	Quill Corporation	Quill paper towels	-236.31
			Hanging folder frame & 8.5 x 11 copy paper	
			Brother Ink cartridges & white-out	
07/01/2021	7528	Magisterial District Judge 29-3-03	Constable services - WALK	-60.00
07/01/2021	7529	Magisterial District Judge 29-3-03	Constable services - MERRIFIELD	-60.00
07/01/2021	7530	Magisterial District Judge 29-3-03	Constable services - STRICKLAND	-60.00
07/01/2021	7531	Magisterial District Judge 29-3-03	Constable services - SHARR	-60.00
07/01/2021	7532	Magisterial District Judge 29-3-03	Constable services - WALK	-60.00
07/01/2021	7533	Magisterial District Judge 29-3-03	Constable services - LYNCH	-60.00
07/01/2021	7534	Magisterial District Judge 29-3-03	Constable services - DYER	-60.00
07/01/2021	7535	Magisterial District Judge 29-3-03	Constable services - 701 YORK RD	-60.00
07/01/2021	7536	Magisterial District Judge 29-3-03	Constable services - SMITH	-60.00
07/12/2021	7537	Magisterial District Judge 29-3-03	Civil Compliant filing fee - COX	-123.25
07/12/2021	7538	Magisterial District Judge 29-3-03	Civil Compliant filing fee - LAIELLI	-123.25
07/12/2021	7539	Magisterial District Judge 29-3-03	Civil Compliant filing fee - LYNCH	-123.25
07/12/2021	7540	Magisterial District Judge 29-3-03	Civil Compliant filing fee - JOHNSON-SWINN	-131.25
07/12/2021	7541	Magisterial District Judge 29-3-03	VOID: Civil Compliant filing fee - EICHENLAUB	0.00
07/12/2021	7542	Magisterial District Judge 29-3-03	Civil Compliant filing fee - SWARTHOUT	-123.25
07/12/2021	7543	Magisterial District Judge 29-3-03	Civil Compliant filing fee - FORCE	-104.25
07/14/2021	7544	Magisterial District Judge 29-3-03	Civil Compliant filing fee - EICHENLAUB	-104.25
07/14/2021	7545	Best Line Equipment	Road saw repair	-1,325.81
			T64 Bobcat rental w/74" bucket for 6/12/21 - 6/17/21	
			Parts for chop saw repair	
			Replacement parts for Stihl saw	
			Replacement parts for chop saw	
07/14/2021	7546	Brelsford Motors & Equipment Co	PA Inspection & parts for Ford F-550	-1,449.33
			PA Inspection & parts for GMC K2500	
			96 Chevy Dumptruck Inspection	
			Inspection on 2012 GMC Plow Truck	
			Inspection on 2012 Ford F-550 Dump Truck	
			Inspection on 2012 Bri-Mar Trailer	
07/14/2021	7547	Cole's Hardware, Inc	Valve ball, bushing, nipples & couplings	-116.69
			Ball valve, nipple, bushing & coupling	
			Elbow conduit	
			PVC piper cleaner & cement	
			Adhesive	
07/14/2021	7548	Deihl Vault & Precast Inc.	Manhole assemblies	-5,083.00
			Gasket	
07/14/2021	7549	Fairway Laboratories, Inc.	VOID:	0.00
07/14/2021	7550	Fastenal Company	Marking paint, washers & screws	-987.54
			Carbon steel threaded rod	
			Cable ties, nuts, bolts, screws	

**West Branch Regional Authority**  
**Check Listing by Bank Account**  
**July 2021**

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Date	Num	Name	Memo	Paid Amount
07/14/2021	7551	Freezer's Auto Parts, Inc.	Oil & air filters Washer fluid & antifreeze Replacement impact gun Filters Oil	-654.49
07/14/2021	7552	Fry's Plastic	Sewer marking tape Adapters, plugs & gaskets Fittings PVC Pipe & fittings SC60 Sewer cleanouts	-1,918.58
07/14/2021	7553	Hanson Aggregates Pennsylvania LLC	2A Subbase (Quarry Rd) #57 2B stone (Quarry Rd) Mason sand (Quarry Rd)	-18,293.55
07/14/2021	7554	Highway Equipment & Supply Co.	VOID:	0.00
07/14/2021	7555	Lycoming County	Rt 15 Loan Payment - July 2021	-26,127.91
07/14/2021	7556	Muncy Hardwoods Inc.	Allen Pond Repair - Labor & Equipment Rental 7/2/21 - 7/7/21	-5,950.00
07/14/2021	7557	PA Rural Water Association	Membership Renewal for Single System 1501-5000	-614.00
07/14/2021	7558	PPL Electric Utilities	Industrial Park Pump Sta for 5/13/21 - 6/14/21 Muncy Creek Pump Sta for 5/17/21 - 6/16/21 Muncy Creek Pump Sta. # 2 for 5/17/21 - 6/16/21 W Water St pump St for 5/24/21 - 6/23/21 210 Elimsport Rd Pump Sta for 5/26/21 - 6/25/21 193 W Water St Pump Sta for 5/26/21 - 6/23/21 Rt 15 Pump Sta for 5/26/21 - 6/5/21 Adams Creek Pump Sta for 5/28/21 - 6/29/21 Adams Creek Flowmeter for 5/28/21 - 6/29/21 Black Hole Creek Pump Sta for 5/28/21 - 6/29/21 SCI-Muncy Flow meter for 5/28/21 - 6/29/21 Rt 405 Turkey Run Pump Sta for 5/28/21 - 6/29/21 Rt 405 Pump Sta for 5/28/21 - 6/29/21 Montgomery Pump Station for 06/08/21 - 07/08/21 Saeger Staion Pump Station for 06/08/21 - 07/08/21 WWTP for 06/08/21 - 07/08/21	-13,906.22
07/14/2021	7559	Sunbelt Rentals	Floor saw, lift bed & asphalt blade rental for 6/7/21 - 6/8/21 Digging box rental for 6/2/21 - 6/29/21 Gas cutoff saw rental for 6/7/21 - 7/4/21 Core Drill Rental	-3,426.67
07/14/2021	7560	UniFirst Corporation	Mat rental on 6/16/21 Mat rental for 6/23/21 Mat rental on 6/30/21 Mat rental for 7/7/21 Mat Rental on 07/14/21	-188.25
07/14/2021	7561	Commonwealth of PA	2021 Chapter 302 Annual Service Fee	-65.00
07/14/2021	7562	Fairway Laboratories, Inc.	WWTP Lab Testing on 5/25/21 WWTP Lab testing on 5/27/21 WWTP Lab testing on 6/2/21 WWTP Lab testing on 6/3/21 WWTP Lab testing on 6/8/21 WWTP Lab Testing on 6/10/21 WWTP Lab Testing on 6/15/21 WWTP Lab Testing on 6/17/21 WWTP Lab Testing on 6/22/21 WWTP Lab Testing on 6/24/21	-1,205.00

**West Branch Regional Authority**  
**Check Listing by Bank Account**  
**July 2021**

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Date	Num	Name	Memo	Paid Amount
07/14/2021	7563	Highway Equipment & Supply Co.	Volvo ECR58D Compact Excavator Rental - 6/17/21 - 6/23/21 Volvo ECR58D Compact Excavator Rental - 6/24/21 - 6/30/21 Bucket Teeth Oil & fuel filters Compact excavator rental 7/1/21 - 7/7/21 SDLG Loader Repair Bucket Teeth Compact excavator rental 7/8/21 - 7/14/21 Excavator Bucket Rental	-4,002.05
07/27/2021	7564	Kimberly Alexander, Tax Collector	LST - 2021 2nd Quarter	-467.00
07/01/2021	11755	Cleveland Brothers Equip Co., Inc	259D Catapiller rental w/ 74" bucket for 6/7/21 - 6/11/21 304 Mini excavator rental w/ 24" bucket	-970.00
07/01/2021	11756	Applied Industrial Technologies	Motor for Pista grit mixer	-3,051.16
07/01/2021	11757	Deihl Vault & Precast Inc.	Manholes assemblies	-5,741.00
07/01/2021	11758	Exeter Supply Co., Inc.	Hymax Flip Coupling w/ flip gasket	-723.94
07/01/2021	11759	Family Practice Center, PC	Kevin Rodgers - Act # 480401	-15.59
07/01/2021	11760	Fairway Laboratories, Inc.	WWTP Lab testing on 5/20/21	-103.50
07/01/2021	11761	Mark's Outfitters	Zach Shadle- Clothing Allotment	-264.95
07/01/2021	11762	Larson Design Group	Proj # 8006-015 2020 - 2021 retainer - 1/4/21 - 3/4/21 Proj # 8006-15 2020-2021 Retainer - 3/24/21 - 5/20/21	-1,155.00
07/01/2021	11763	Marco Technologies, LLC	Usage charge for 5/28/21 - 6/27/21	-47.00
07/01/2021	11764	Schaedler Yesco Distribution	Replacement Incadescent Lamps	-79.72
07/01/2021	11765	R/W Connection	Female cams & Ultimate cuts	-70.40
07/01/2021	11766	Stephenson Equipment Inc	Filters	-399.71
07/01/2021	11767	Pennsylvania One Call System, Inc.	Monthly Activity fee for May 2021	-34.30
07/01/2021	11768	USA BlueBook	Partlow Circular Charts	-65.19
07/01/2021	11769	Cumberland Truck Equipment	VOID: Surface mount light for Cruz	0.00
07/01/2021	11769	UniFirst Corporation	Mat rental on 6/9/21	-37.65
07/20/2021	11770	Under Pressure Connections LLC	6" FDA Commodity Hose	-766.74
07/15/2021	11771	Central Equipment Company	One Lane Road Signs	-328.00
07/15/2021	11772	BSGI	Fire & Security Monitoring for 04/01/21 - 03/31/22 Fire System Repair in Headworks Building	-1,750.00
07/15/2021	11773	B & W Disposal, Inc.	Press dumpster service - June 2021	-924.00
07/15/2021	11774	BNB Block Co, inc	Concrete mix	-724.00
07/15/2021	11775	A & H Equipment Co.	Vactor fitting	-273.02
07/15/2021	11776	Century Engineering	Pro # 204062-01 Rt 54 to Mowery Farm - May services	-1,938.00
07/15/2021	11777	David Taylor Design LLC	Website Maintenance 5/9/21 - 8/8/21	-1,185.00
07/15/2021	11778	G.I. Electric Co. Inc.	Repair & clean Baldor motor	-385.20
07/15/2021	11779	Jennifer Smith	Cleaning services for 5/23/21 - 6/13/21	-675.00
07/15/2021	11780	Hurwitz Batteries, LLC.	Latex gloves & batteries	-568.50
07/15/2021	11781	Exeter Supply Co., Inc.	Valve for SBR Sediment Filter Bags for Allen's Pond	-2,342.35
07/15/2021	11782	Hach Company	Phosphorus TNT + UHR, HR, LR SC200 Controller keypad	-534.92
07/16/2021	11783	Link Computer Corporation	Muni-link Billing for 7/1/21 - 7/31/21	-944.33
07/15/2021	11784	Mark's Outfitters	Clothing Allotment for Thad Martin	-102.72
07/15/2021	11785	Kruger Fence Co., Inc	Double swing gate installation for fence	-1,360.00
07/16/2021	11786	Lycoming County Resource Mgmt Services	Sludge disposal for June 2021	-3,122.45
07/16/2021	11787	LB Water Service, Inc.	Combination drill tap for ductile & cast iron Plug, gasket & coupling Reed Tapping Machine Repair	-869.65
07/15/2021	11788	Keystone Advertising Specialties	New Business Cards for Staff	-568.54
07/15/2021	11789	Marco Technologies, LLC	Copier maintenance for 4/28/21 - 5/27/21 Copier maintenance for 6/28/21 - 7/27/21 Copier overage for 3/26/21 - 6/27/21	-532.19
07/16/2021	11790	McCormick Law Firm	Services for 3/1/21 - 5/31/21	-3,394.00
07/15/2021	11791	Mayer Electric Supply Company, Inc.	PVC conduit, elbows, adapters bushings & locknuts	-483.13



**West Branch Regional Authority**  
**Check Listing by Bank Account**  
**July 2021**

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Date	Num	Name	Memo	Paid Amount
07/15/2021	11792	Montgomery Water Authority	113 Kinsey St water shutoff 6/16/21 Water usage from hydrant for vac truck Water usage for 5/20/21 - 6/20/21	-656.46
07/15/2021	11793	National Vision Administrators, LLC	Vision Insurance for July 2021	-325.68
07/15/2021	11794	Pollard Water	Universal Chart ink & paper	-108.56
07/16/2021	11795	Pow-R Mole Sales, LLC	Detachable coiled cable & lanyards	-178.88
07/15/2021	11796	Praxair Distribution, Inc.	Welding gas	-90.00
07/15/2021	11797	Quality Air Mechanical, Inc	AC Cleaning	-348.62
07/15/2021	11798	Platinum Chemicals, Inc	Eliminator weed killer	-574.00
07/15/2021	11799	Pennsylvania One Call System, Inc.	PA One Call for June 2021	-56.20
07/16/2021	11800	Real IT Care LLC	Monthly IT services for July 2021	-1,115.75
07/15/2021	11801	STEP Inc	May 2021 Services	-325.00
07/15/2021	11802	Williamsport Sun Gazette	Fuel Bid Advertisement Annual newspaper subscription for 7/23/21 - 7/22/22	-546.00
07/16/2021	11803	Wayne Township Landfill	Clay for Allen's Pond	-3,611.20
07/16/2021	11804	Under Pressure Connections LLC	6" FDA Commodity Hose Hose & fittings Pipe Tee & fittings	-907.77
07/07/2021	Dir Dep	Payroll	06/27/21 - 07/04/21	-26,732.62
07/14/2021	Dir Dep	Payroll	07/05/21 - 07/11/21	-23,679.16
07/21/2021	Dir Dep	Payroll	07/12/21 - 07/18/21	-23,436.13
07/28/2021	Dir Dep	Payroll	07/19/21 - 07/25/21	-23,600.66
07/28/2021	Dir Dep	EIT	Local Tax - July 2021	-2,282.74
07/01/2021	EFT	AT&T Mobility	Cell, Internet & Phones for 5/8/21 - 6/7/21	-1,161.71
07/01/2021	EFT	Selective	Commercial Insurance - April 2021	-282.00
07/01/2021	EFT	Windstream	Cell, Internet & phones for 6/7/21 - 7/6/21	-108.16
07/01/2021	EFT	Superior Plus Energy Services	Biodiesel 2D B2 CONV Unleaded 87 Oct	-8,090.72
07/07/2021	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 6/21/21 - 6/27/21	-1,015.90
07/07/2021	EFT	John Hancock	457b Employee Contributions for 6/28/21 - 7/4/21	-1,412.83
07/07/2021	EFT	PA SCDU	John E Bell for 6/28/21 - 7/4/21	-136.06
07/07/2021	EFT	United States Treasury	Fed, Med & SS Withholdings for 6/28/21 - 7/4/21	-9,181.02
07/12/2021	EFT	Geisinger Quality Options, Inc	Health Insurance - July 2021 Health Insurance - August 2021	-70,225.08
07/14/2021	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 6/28/21 - 7/4/21	-1,122.89
07/14/2021	EFT	John Hancock	457b Employee Contributions for 7/5/21 - 7/11/21	-1,416.96
07/14/2021	EFT	PA SCDU	John E Bell for 7/5/21 - 7/11/21	-136.06
07/14/2021	EFT	United States Treasury	Fed, Med & SS for 7/5/21 - 7/11/21	-8,197.88
07/14/2021	EFT	Christopher L Hartman - Expense	Clothing Allotment - Chris Hartman	-124.95
07/14/2021	EFT	Jerry A Yeagle - Expense	Clothing Allotment - Jerry Yeagle	-44.91
07/14/2021	EFT	Robert F Smith - Expense	Mileage to & from 6/15/21 training	-78.40
07/14/2021	EFT	Superior Plus Energy Services	CONV Unleaded 87 Oct Biodiesel 2D B2	-4,789.02
07/15/2021	EFT	Comcast	Cell, Internet & Phones for 7/6/21 - 8/5/21	-587.01
07/15/2021	EFT	Cumberland Truck Equipment	LED Safety Light, magnet Surface mount light for Cruz B/O release	-337.68
07/15/2021	EFT	Hometown Disposal	Recycling Dumpster Service for 08/21 - 10/21	-44.43
07/15/2021	EFT	Quill Corporation	Heavy Duty paper punch & 8.5 x 11 copy paper Bifold towels Bookends & copy paper Scotch Tape, Lens Cleaner Towlettes Flyswatter	-226.32
07/15/2021	EFT	UGI Penn Natural Gas Inc	Montgomery Pump Sta for 5/29/21 - 6/29/21 WWTP for 5/29/21 - 6/29/21	-73.34
07/20/2021	EFT	AT&T Mobility	Cell, Internet & Phones for 6/8/21 - 7/7/21	-364.89

**West Branch Regional Authority**  
**Check Listing by Bank Account**  
**July 2021**

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Date	Num	Name	Memo	Paid Amount
07/20/2021	EFT	PPL Electric Utilities	Rt 54 Pump Sta for 5/28/21 - 6/29/21 Industrial Park Pump Sta for 6/14/21 - 7/14/21	-131.24
07/21/2021	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 7/5/21 - 7/11/21	-1,002.49
07/21/2021	EFT	John Hancock	457b Employee Contributions for 7/12/21 - 7/18/21	-1,401.94
07/21/2021	EFT	PA SCDU	John E Bell for 7/12/21 - 7/18/21	-136.06
07/21/2021	EFT	United States Treasury	Fed, Med & SS Withholdings for 7/12/21 - 7/18/21	-8,107.16
07/22/2021	EFT	Selective	Endorsement on Commercial Policy	-49,353.00
07/26/2021	EFT	Allstate Insurance	Allstate Insurance 06/21/21 - 07/18/21	-573.44
07/26/2021	EFT	Cardmember Services	Credit card purchaes for 6/4/21 - 7/6/21	-2,957.93
07/28/2021	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 7/12/21 - 7/18/21	-992.06
07/28/2021	EFT	John Hancock	457b Employee Contributions for 7/29/21 - 7/25/21	-1,427.35
07/28/2021	EFT	PA SCDU	John E Bell for 7/19/21 - 7/25/21	-136.06
07/28/2021	EFT	United States Treasury	Fed, Med & SS for 7/19/21 - 7/25/21	-8,195.40
07/28/2021	EFT	PA UC Fund	UCT for 2nd Quarter 2021	-1,575.17
<b>Total 1000101 - General Acct - Muncy Bank</b>				<b>\$ (444,443.76)</b>
<b>1000103 - Payment Acct - Muncy Bank</b>				
07/01/2021	1076	Joanna Miller	Refund on Closed Sewer Acct #343-0	-1,967.50
07/01/2021	1077	Muncy Properties Inc	Refund on Closed Acct #2675-0 (15 N Washington St, Muncy)	-44.63
<b>Total 1000103 - Payment Acct - Muncy Bank</b>				<b>\$ (2,012.13)</b>
<b>1000104 - Online &amp; ACH Payments - JSSB</b>				
07/02/2021			Merchant Service Fees	-802.75
07/14/2021	207	Muncy Borough Municipal Authority	CC & ACH Payments - June 2021	-10,523.39
<b>Total 1000104 - Online &amp; ACH Payments - JSSB</b>				<b>\$ (11,326.14)</b>
<b>1000106 - PNC Bank - Loan Repayment Acct</b>				
07/01/2021			Paper Statement Fee	\$ (2.00)
<b>Total 1000106 - PNC Bank - Loan Repayment Acct</b>				<b>\$ (2.00)</b>
<b>1000107 - SCI Acct- Muncy Bank</b>				
				\$ -
<b>Total 1000107 - SCI Acct- Muncy Bank</b>				<b>\$ -</b>
<b>1000109 - Sinking Fund - Muncy Bank</b>				
				\$ -
<b>Total 1000109 - Sinking Fund - Muncy Bank</b>				<b>\$ -</b>
<b>1000110 - Petty Cash</b>				
07/01/2021	Cash	Petty Cash	Insect Repellant	\$ (6.31)
07/12/2021	Cash	Petty Cash	Excavating Permit - 135 W Houston Ave, Montgomery	\$ (50.00)
07/30/2021	Cash	Petty Cash	Lien Release - 18 E Houston Ave, Montgomery	\$ (14.75)
<b>Total 1000110 - Petty Cash</b>				<b>\$ (71.06)</b>
<b>1000111 - Capital Improvement Fund</b>				
				0.00
<b>Total 1000111 - Capital Improvement Fund</b>				<b>\$ -</b>
<b>1000112 - MBMA Payment Acct</b>				
07/07/2021	1007	Muncy Borough Municipal Authority	Payments - June 2021	-37,910.81
<b>Total 1000112 - MBMA Payment Acct</b>				<b>\$ (37,910.81)</b>
<b>1000113 - CC &amp; ACH Payments (Muncy Bank)</b>				
07/02/2021			Merchant Service Fees	-101.48
<b>Total 1000113 - CC &amp; ACH Payments (Muncy Bank)</b>				<b>\$ (101.48)</b>
<b>1200100 - WWTP Construction Account</b>				
06/01/2021	EFT	PennVest	PennVest Loan Payment - July 2021	-73,819.28
<b>Total 1200100 - WWTP Construction Account</b>				<b>\$ (73,819.28)</b>
<b>1300100 - 2014 I/I Project Account</b>				
06/01/2021	EFT	PennVest	PennVest Loan Payment - July 2021	-12,551.64
<b>Total 1300100 - 2014 I/I Project Account</b>				<b>\$ (12,551.64)</b>
<b>TOTAL</b>				<b>\$ (582,238.30)</b>

# West Branch Regional Authority

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## Credit Card Purchases

**06/04/21 - 07/06/21**

<u>Purchase Description</u>	<u>Amount</u>
Meter fee on 6/3/21 from Williamsport Parking Authority	\$ (0.50)
Batteries & LED charger for Samsung camera from Amazon	\$ (16.99)
PILOT pens & color code dot stickers from Amazon	\$ (47.29)
Two gift cards for Employee of 2nd Quarters from Weis Markets	\$ (109.90)
Car chargers for new cell phones from Amazon	\$ (89.90)
Plant Watering Balls from Amazon	\$ (17.23)
On Call Forwarding for 6/21/21 - 7/20/21	\$ (54.66)
5/3/21 - PA Background check for new employee from PA PATCH	\$ (22.00)
Swingline heavy duty staples from Amazon	\$ (9.53)
Health Insurance deductible for Brenda Herr from Geisinger	\$ (354.49)
Health Insurance deductible for Brenda Herr from Quest Diagnostics	\$ (93.04)
Quickbooks Payroll for June 2021 from Intuit	\$ (80.56)
Bottled Water from Sam's Club	\$ (143.04)
Health Insurance deductible for Cynthia Alexander from Lincare	\$ (186.08)
Wireless keyboard & mouse for Lea from Amazon	\$ (29.99)
Spare Wireless keyboard & mouse from Amazon	\$ (29.99)
Plastic storage clipboard from Amazon	\$ (22.99)
Bottled Water from Weis	\$ (35.06)
Bottled Water from Weis	\$ (15.52)
Medical tourniquets from Amazon	\$ (127.76)
Annual Conference System Attendee Registration from PA Rural Water Assoc.	\$ (325.00)
Clear cases for new cell phones from Amazon	\$ (81.90)
Screen protectors for new cell phones from Amazon	\$ (27.96)
Shockproof protective case from ipad from Amazon	\$ (23.10)
Ethernet cable for Lea's computer from Amazon	\$ (13.49)
Brother Ink Cartridge replacement for printer from Amazon	\$ (25.89)
Gatorade from Sam's Club	\$ (87.00)
Number Stencils for parking lot from Elery Nau	\$ (6.99)
Ultra Multi-probe from EH Tools Snap-on	\$ (318.00)
Chop saw rebuild kit from Ebay	\$ (189.74)
Motor oil, rags & bearings from Sam's Club	\$ (332.06)
Repair truck flat at Steve Shannon	\$ (40.28)
	<b><u>\$ (2,957.93)</u></b>

**West Branch Regional Authority**  
**Balance Sheet**  
As of July 31, 2021

	Jul 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	3,946,535.55
<b>Other Current Assets</b>	
1003000 · Investments	129,114.95
1004000 · Due From Other Governments	91,631.67
<b>Total Other Current Assets</b>	220,746.62
<b>Total Current Assets</b>	4,167,282.17
<b>Fixed Assets</b>	
1006700 · Accumulated Depreciation	-8,112,420.13
1600000 · Buildings	18,043,235.00
1610000 · Machinery & Equipment	12,190,045.93
1620000 · Infrastructure	18,798,907.61
1630000 · Vehicles	858,596.00
1640000 · Property Improvements	747,873.24
1650000 · Land	779,768.54
1660000 · Capital In Process	652,336.44
1662000 · Inventory	107,100.05
1680000 · Building (Opera House)	126,555.16
<b>Total Fixed Assets</b>	44,191,997.84
<b>TOTAL ASSETS</b>	<b>48,359,280.01</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	33,846.97
<b>Other Current Liabilities</b>	1,387,888.42
<b>Total Current Liabilities</b>	1,421,735.39
<b>Long Term Liabilities</b>	
2006100 · Rev Note Ser B 2012	294,130.38
2006200 · Current Portion LTD - Contra	-1,177,553.18
2006300 · Lycoming County - Rt 15/54 Ext	1,186,036.80
2206000 · PennVest Loan (WWTP)	18,719,841.28
2306000 · PennVest (2014 I/I Project)	3,212,618.72
<b>Total Long Term Liabilities</b>	22,235,074.00
<b>Total Liabilities</b>	23,656,809.39
<b>Equity</b>	
2007000 · Retained Earnings	13,487,632.55
2007100 · Unrestricted Net Assets	11,293,238.79
Net Income	-78,400.72
<b>Total Equity</b>	24,702,470.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>48,359,280.01</b>

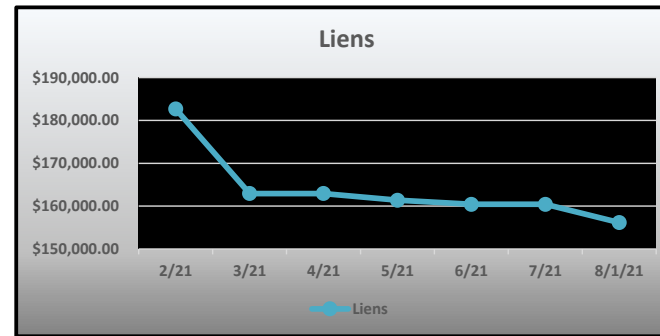
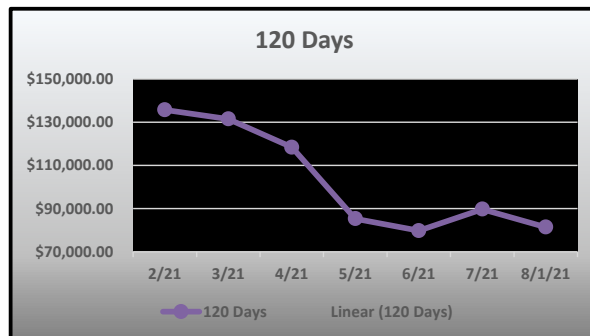
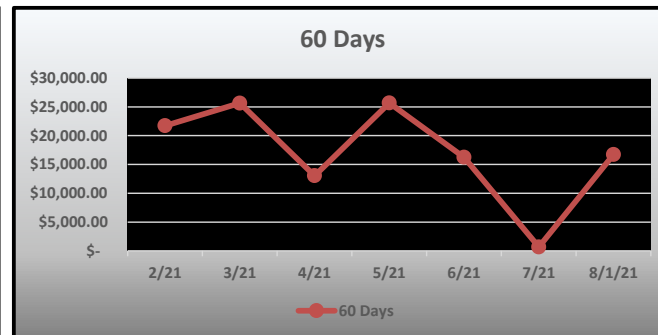
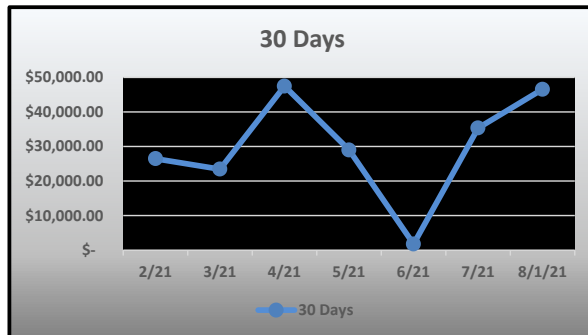
## 2021 Budget Summary

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	2021 1st Quarter	2021 2nd Quarter	July 2021	Total as of 07/31/21	2021 Budget	\$ Amount Over / (Under)	% of Budget
<b>INCOME</b>							
3000100 • Sewer Revenue	\$ 793,938.40	\$ 864,686.15	\$ 238,508.25	\$ 1,897,132.80	\$ 3,381,100.00	\$ (1,483,967.20)	56.11%
3000200 • Shared Services	\$ 55,892.77	\$ 97,204.90	\$ 37,648.00	\$ 190,745.67	\$ 315,000.00	\$ (124,254.33)	60.55%
3000300 • Due From Other Gov't	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ (10,000.00)	0.00%
3000400 • Interest Earned	\$ 2,393.23	\$ 2,010.53	\$ 577.06	\$ 4,980.82	\$ 30,000.00	\$ (25,019.18)	16.60%
3000500 • Leachate Treatment	\$ 34,055.68	\$ 43,973.73	\$ 12,983.15	\$ 91,012.56	\$ 130,000.00	\$ (38,987.44)	70.01%
3000600 • Septic Haulers	\$ 892.50	\$ 1,725.00	\$ 4,143.00	\$ 6,760.50	\$ 5,000.00	\$ 1,760.50	135.21%
3000800 • Surcharges	\$ -	\$ 94,434.12	\$ -	\$ 94,434.12	\$ 60,000.00	\$ 34,434.12	157.39%
3000900 • Misc Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
3001000 • Inter Office Transfers - In	\$ -	\$ -	\$ -	\$ -	\$ 121,300.00	\$ (121,300.00)	0.00%
3000120 • MIPP Permit Fees	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ (1,000.00)	0.00%
3000130 • Opera House Rent	\$ 150.00	\$ -	\$ -	\$ 150.00	\$ 1,200.00	\$ (1,050.00)	150.00%
<b>TOTAL INCOME</b>	<b>\$ 887,322.58</b>	<b>\$ 1,104,034.43</b>	<b>\$ 293,859.46</b>	<b>\$ 2,285,216.47</b>	<b>\$ 4,054,600.00</b>	<b>\$ (1,769,383.53)</b>	<b>56.36%</b>
<b>EXPENSES</b>							
4010000 • Debt Expenses	\$ 337,496.49	\$ 376,836.49	\$ 112,498.83	\$ 826,831.81	\$ 1,429,000.00	\$ (602,168.19)	57.86%
4020000 • Insurance Expenses	\$ 1,273.00	\$ -	\$ 49,353.00	\$ 50,626.00	\$ 65,000.00	\$ (14,374.00)	77.89%
4030000 • Professional Fees	\$ 23,597.36	\$ 29,079.41	\$ 17,007.25	\$ 69,684.02	\$ 79,000.00	\$ (9,315.98)	88.21%
4040000 • Contracted Services	\$ 8,689.18	\$ 97,791.54	\$ 16,038.04	\$ 122,518.76	\$ 39,900.00	\$ 82,618.76	307.06%
4050000 • Payroll Expenses	\$ 509,739.97	\$ 552,737.05	\$ 219,505.26	\$ 1,281,982.28	\$ 2,137,200.00	\$ (855,217.72)	59.98%
4060000 • Admin Expenses	\$ 18,714.92	\$ 14,982.84	\$ 7,247.91	\$ 40,945.67	\$ 75,300.00	\$ (34,354.33)	54.38%
4070000 • Engineering, I/I & GIS Expenses	\$ 546.90	\$ 705.55	\$ 1,314.50	\$ 2,566.95	\$ 14,000.00	\$ (11,433.05)	18.34%
4080000 • Lab Expenses	\$ 3,413.52	\$ 6,053.51	\$ 2,073.22	\$ 11,540.25	\$ 28,000.00	\$ (16,459.75)	41.22%
4090000 • Maintenance Dept Expenses	\$ 32,926.08	\$ 20,156.95	\$ 19,433.85	\$ 72,516.88	\$ 86,000.00	\$ (13,483.12)	84.32%
4100000 • Collection System - O&M Expense	\$ 16,507.51	\$ 40,273.42	\$ 14,363.99	\$ 71,144.92	\$ 119,500.00	\$ (48,355.08)	59.54%
4110000 • WWTP - O&M Expenses	\$ 34,632.99	\$ 54,057.01	\$ 5,244.65	\$ 93,934.65	\$ 166,700.00	\$ (72,765.35)	56.35%
4120000 • Utilities Expense	\$ 40,901.32	\$ 50,091.67	\$ 27,207.42	\$ 118,200.41	\$ 234,000.00	\$ (115,799.59)	50.51%
4130000 • Training & Professional Develop	\$ 1,619.30	\$ 5,133.00	\$ 1,625.00	\$ 8,377.30	\$ 20,700.00	\$ (12,322.70)	40.47%
4150000 • Safety	\$ 85.70	\$ 6,499.28	\$ 455.76	\$ 7,040.74	\$ 13,550.00	\$ (6,509.26)	51.96%
<b>TOTAL EXPENSES</b>	<b>\$ 1,030,144.24</b>	<b>\$ 1,254,397.72</b>	<b>\$ 493,368.68</b>	<b>\$ 2,777,910.64</b>	<b>\$ 4,507,850.00</b>	<b>\$ (1,729,939.36)</b>	<b>61.62%</b>
NET INCOME/(LOSS)	\$ (142,821.66)	\$ (150,363.29)	\$ (199,509.22)	\$ (492,694.17)			

## Accounts Receivable

	10/20	11/20	12/20	1/21	2/21	3/21	4/21	5/21	6/21	7/21	8/1/21
30 Days	\$ 30,635.74	\$ 22,783.06	\$ 41,520.09	\$ 37,079.08	\$ 26,462.73	\$ 23,437.08	\$ 47,478.93	\$ 29,015.82	\$ 1,777.93	\$ 35,358.12	\$ 46,551.64
60 Days	\$ 23,668.44	\$ 17,800.46	\$ 19,091.56	\$ 26,773.97	\$ 21,720.88	\$ 25,637.40	\$ 13,031.53	\$ 25,674.38	\$ 16,226.84	\$ 679.68	\$ 16,705.71
90 Days	\$ 21,626.61	\$ 14,789.02	\$ 16,283.59	\$ 21,912.45	\$ 18,527.70	\$ 440.00	\$ 10,661.36	\$ 7,944.79	\$ 17,256.98	\$ 12,322.30	\$ 11,153.93
120 Days	\$ 163,170.36	\$ 141,412.45	\$ 149,408.92	\$ 136,041.39	\$ 135,684.29	\$ 131,461.69	\$ 118,380.80	\$ 85,313.94	\$ 79,767.39	\$ 89,731.31	\$ 81,416.34
Liens	\$ 182,684.51	\$ 182,684.51	\$ 182,684.51	\$ 182,684.51	\$ 182,684.51	\$ 162,954.42	\$ 162,954.42	\$ 161,379.67	\$ 160,434.89	\$ 160,434.89	\$ 156,171.64
<b>Total AR's</b>	<b>\$ 421,785.66</b>	<b>\$ 379,469.50</b>	<b>\$ 408,988.67</b>	<b>\$ 404,491.40</b>	<b>\$ 385,080.11</b>	<b>\$ 343,930.59</b>	<b>\$ 352,507.04</b>	<b>\$ 309,328.60</b>	<b>\$ 275,464.03</b>	<b>\$ 298,526.30</b>	<b>\$ 311,999.26</b>



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



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

McCormick Law Firm,  
Christopher H. Kenyon,  
Solicitor

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

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## Planning Committee

### Notes

August 4, 2021

1. Brady Twp – WBRA will continue to operate the Brady system. WBRA will also make application to Lycoming County for \$2.3 Million to connect the Brady system to the WBRA treatment plant.
2. Muncy Creek Twp – WBRA will pursue taking over ownership of the sewer lines east of Muncy Creek.
5. Good of the Order

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## Director's Report

August 11, 2021

1. New HVAC system installed – working well
2. Planning Committee will review Projects for 2022 September 1<sup>st</sup>
3. Equipment Committee will review equipment needs September 14<sup>th</sup>
4. Personnel Committee will meet September 21<sup>st</sup> to consider cost of living adjustment for 2022
5. Finance Committee Meeting September 28<sup>th</sup> to look at 2022 Budget – Operating and Capital
- 6.



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

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Deputy Executive Director  
Project Report  
8/4/2021

1. Quarry Rd. is complete
2. West Blind Rd. the sewer main is complete starting laterals
3. Allen Pond will be worked on August 10,11,12
4. Market St. old water line will be capped week of August 16th
5. Sherman St. old asbestos water line will be abandoned week of August 30<sup>th</sup>
6. Penn Dot Project on East Water St. for 8" water line will Start September 13th