

Meeting Minutes of December 8, 2021



The Public Meeting was called to order by Teri Snyder at 6:30 pm.

Roll Call: Todd Pysher (online), Ed Feigles, Pat Deitrick, Teri Snyder, Deb Stine Leon Liggitt and Chuck Leonard

Absent: None

Guests: Kurt Hausammann, Jr., Executive Director, Johnny Lynch, Jr. - WBRA Deputy Executive Director, Tara Rall - WBRA Administrative Manager, John Karichner, Finance, Bob Kaiser, WBRA Compliance Coordinator (online), Brittnee Vann, WBRA Project Manager, Chris Kenyon, Esq., Jeff Siverling, WWTP Manager,

Public Comment: None

I. Approval of Minutes: **Motion** to accept meeting minutes of November 10, 2021, made by Ed Feigles. Second by Pat Dietrick. All were in favor. **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. Safety Presentation: Robert Smith presented quarterly safety report

IV. Old Business:

a. Route 15 Motel: Sheriff sale will take place in April 2022.

V. New Business:

a. Software Bids: Utility Cloud was the lowest bid at \$66,000 for 3 years. MBMA will pay 1/3 of the annual cost. WBRA will pay \$12,730 the first year, \$14,740 the second and \$16,750 the third. **Motion** to award bid to Utility Cloud made by Chuck Leonard. Second by Deb Stine. All were in favor. Motion passed.

b. Chlorine Bid: UniVar Solutions was the only bidder at \$29,000 per year (\$3,200 per ton container). **Motion** to award bid to UniVar Solutions made by Leon Liggitt. Second by Chuck Leonard. All were in favor. Motion passed.

c. Conflict of Interest Policy: Board reviewed drafted policy. **Motion** to approve Conflict of Interest Policy once 3rd paragraph is removed made by Todd Pysher. Second by Chuck Leonard. All were in favor. Motion passed.

d. 2022 Operating Budget – Final: No changes to final budget. **Motion** to approve 2022 budget made by Ed Feigles. Second by Pat Dietrick. All were in favor. Motion passed.

e. MTC Sewer Line Agreement: Agreement still not met. All 3 parties need to meet to discuss.

f. Updated Lateral Policy: **Motion** to adopt Lateral Policy made by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.

g. Employee of the Quarter – Line Staff: Personnel Committee has recommended Bob Kaiser as Line Staff Employee of the Quarter. **Motion** to award Bob Kaiser as Line Staff Employee of the Quarter made by Chuck Leonard. Second by Pat Deitrick. All were in favor. Motion passed.

h. Employee of Quarter – Senior Staff: Personnel Committee has recommended Jimmy Herr as Senior Staff Employee of the Quarter. **Motion** to award Jimmy Herr as Senior Staff Employee of the Quarter made by Chuck Leonard. Second by Pat Deitrick. All were in favor. Motion passed.

i. Employee of the Year – Line Staff: Personnel Committee has recommended Thad Martin as Employee of the Year. **Motion** to award Thad Martin as Employee of the Year made by Chuck Leonard. Second by Pat Deitrick. All were in favor. Motion passed.

j. Employee of the Year – Senior Staff: Personnel Committee has recommended Jeff Siverling as Employee of the Year. **Motion** to award Jeff Siverling as Employee of the Year made by Chuck Leonard. Second by Pat Deitrick. All were in favor. Motion passed.

k. Amended WBRA Employee Awards Program: Employees who are awarded Employee of the Quarter will receive 4 hours of PTO. Employees of the Year will receive 8 hours of PTO. **Motion** to amend WBRA Employee Awards Program made by Leon Liggitt. Second by Pat Deitrick. All were in favor. Motion passed.

V. Discussions:

- a. Brady Township letter: WBRA can start discussions to take over operations. Updates to follow.

VI. Director Report:

- WBRA Pre-Applications submitted for County funding – Quarry Rd, Route 54 and Brooke Street – 50% request.
- MBMA Pre-Applications submitted for County funding – Quarry Rd. and Carpenter Street – 50% request.

VII. Deputy Executive Director

2022 Project for Water & Sewer

- Brooke Street: sewer main and laterals
- Quarry Rd: sewer main and laterals
- RT 54 sewer main, lift station and laterals – If grant is awarded.
- Carpenter St.: water main and meter pits.
- Quarry Rd: Water main and meter pits.
- Brooke St water line needs to go out for bid.

VIII. Committee Reports:

Personnel Committee notes include: 1. Conflict of Interest Policy 2. Employee of the Quarter Senior Level (Jimmy Herr) 3. Employee of the Quarter Staff Level (Bob Kaiser)

IX. Board Reports: N/A

X. Executive Session: Personnel and legal matters. Board will not reconvene.

With no further public business to conduct, motion made by Leon Liggitt to adjourn the meeting at 7:30 pm.

Certified as Approved Meeting Minutes of the WBRA:

