

# Meeting Minutes of September 14, 2022



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

**Roll Call:** Present: Todd Pysher, Deb Stine, Teri Snyder, Chuck Leonard, Leon Liggitt, Rocky Sanquedolce and Ed Feigles

**Absent:** Pat Deitrick

**Guests:** Kurt Hausammann, Jr., Executive Director      Johnny Lynch, Jr. WBRA Deputy Executive Director  
Tara Ashby - WBRA Administrative Manager      Jeff Siverling, WWTP Manager  
Bob Kaiser, WBRA Compliance (online)      John Karichner, Financial Officer  
Brittnee Vann, Project Manager (online)      Charlie Hall, Muncy Boro Manager  
Michelle Barto, Montgomery customer

- I. **Public Comment:** Michelle Barto, Montgomery customer came in to address the Board regarding a lien attached to her property for past sewer amount.
- II. **Executive Session:** Board closed the meeting to discuss legal matters at 7:03pm. Reconvened at 7:14pm
- III. **Approval of Minutes:** **Motion** to accept meeting minutes of July 13, 2022, made by Leon Liggitt. Second by Chuck Leonard. All were in favor. Motion passed.
- IV. **Approval of Bills /Treasurer’s Report:** **Motion** to accept Bills/Treasurer’s Report made by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.
  - a. **Approve 2021 Audit:** Motion to approve 2021 Audit made by Leon Liggitt. Second by Deb Stine. All were in favor. Motion passed.
- V. **Old Business:** None
- VI. **New Business:**
  - a. **5-year Operating Budget projections:** For Board review. Final budget will be presented at next meeting.
  - b. **Approve 3 furloughs – Do not refill 1 WTP Operator position:** **Motion** to approve 3 employee furloughs at end of the year made by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.
  - c. **Voluntary furloughs over winter months:** Voluntary layoffs for the winter months will be available to certain staff to begin November 23, 2022, through March 20, 2023. Insurance will be provided to employees however employees will be responsible for their 5% premiums. No paid time off will accrue during the layoffs. **Motion** to approve voluntary layoffs with employees to pay their 5% premium during layoffs with no accrued paid time off made by Ed Feigles. Second by Teri Snyder. All were in favor. Motion passed.
  - d. **Brockman Dedication Agreement:** Dedication agreement prepared for a sewer line was installed at the time of a subdivision off of Fox Hollow Road in Muncy four years ago. It was signed by never filed. **Motion** to accept agreement made by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.
  - e. **Fuel Bids:** Superior Plus Propane was the only bid that came in. For ultra-low sulfur diesel \$.45 per gal. Total price \$4.3067/gal. For regular unleaded \$.45 per gal. Total price \$3.1135/gal. **Motion** to award Superior Plus Propane bid to start January 1, 2023, made by Teri Snyder. Second by Deb Stine. All were in favor. Motion passed.
  - f. **Lateral Policy:** New policy states that WBRA will own the lateral from the main to the clean out. Property owner will own from the clean out to the house. In terms of grinder pumps, WBRA will own the grinder pump only. Policy will be ready for approval next month.
  - g. **Personnel Confidential:** Chairman Pysher reminded the Board to be cautious about discussing matters in public that have not been officially acted upon the WBRA Board.
  - h. **Fisher Sewer Extension Project (public vs. private):** Fisher wants to do a subdivision on his property but is unable to without public sewer. The Board discussed options presented by designs made by Bassett Engineering which include boring a sewer line under Rt. 405 across the road to manhole #1 and

proceeding from left to right with private laterals. **Motion** that in the event that Fisher can provide WBRA with a design that works WBRA would require Fisher to dedicate the line going under 405 and the lines to the west (clean out #1) and east (clean out #3) made by Teri Snyder. Second by Leon Liggitt. All were in favor. Motion passed.

- i. **Blind Road Hook-ups: Motion** to send letters to customers on W. Blind Road informing them they will be required to hook up to sewer and for WBRA to acquire necessary easements and for tapping fees to be negotiated per customer made by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.

## **VII. Director's Report**

1. Three employees informed of furloughs coming at the end of the year
2. Approve budgets at October meeting
3. Approve rate increase at October meeting
4. Rate increase letter mailed after October meeting
5. Staff meeting September 15- will review voluntary furlough opportunities

## **VIII. Deputy Executive Director**

1. Carpenter Street water main is complete. Waiting on paving.
2. Quarry Road water main is complete. Waiting on paving.
3. Quarry Road sewer main and laterals complete. Waiting on paving.
4. Brook Street: Working on service lines. Sewer main is halfway completed and will be finished when water is done.
5. Grinder pumps on Route 54 are almost complete. Only 4 remaining but waiting on homeowners.

**Motion** to correct June meeting minutes to reflect item under New Business, Item C: Pump. It should read 6" pump, not pipe made by Rocky Sanquedolce. Second by Chuck Leonard. All were in favor. Motion passed.

**Motion** to bill Brian Far at the beginning of October for sewer if grinder pump was not in by October 1, 2022, made by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.

With no Further public business to conduct, motion made to adjourn the meeting at 8:16 pm.

Certified as Approved Meeting Minutes of the WBRA: Terese Snyder