

# Meeting Minutes of October 12, 2022



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

**Roll Call:** Present: Todd Pysher, Pat Deitrick, Chuck Leonard, Leon Liggitt (online), Rocky Sanquedolce and Ed Feigles

**Absent:** Deb Stine, Terri Snyder

**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)      Robby Smith, Safety Officer  
Doug Brown, incoming Safety Officer

**I. Public Comment:**

**II. Approval of Minutes:** **Motion** to accept meeting minutes of September 14, 2022, made by Rocky Sanquedolce. Second by Ed Feigles. Motion passed 5-0-1. Pat Deitrick abstained.

**III. Approval of Bills /Treasurer’s Report:** **Motion** to accept Bills/Treasurer’s Report made by Rocky Sanquedolce. Second by Ed Feigles. All were in favor. Motion passed.

**IV. Safety Report:** Robby Smith presented the quarterly safety report and introduced WBRA employee, Doug Brown as the new safety officer to take over when Robby leaves this month.

**V. Old Business:** None

**VI. New Business:**

**a. Approve 5-year Capital Budget:** **Motion** to approve 5-year capital budget made by Chuck Leonard. Second by Rocky Sanquedolce. All were in favor. Motion passed.

**b. Approve preliminary Operating Budget:** **Motion** to approve preliminary operating budget by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.

**c. Approve \$5.00 residential rate increase:** **Motion** to approve \$5.00 residential and 10% commercial and industrial rate increase beginning January 1, 2023, by Ed Feigles. Second by Rocky Sanquedolce. Motion passed 5-1. Opposed by Pat Deitrick.

**d. Approve \$5.00 and 10% commercial and industrial rate increase:** See above motion.

**e. Approve Compliance Policy:** **Motion** to approve Compliance Policy, Easement-Tapping Fee Policy and Connect to Sewer Policy by Ed Feigles. Second by

**g. Approve Easement-Tapping Fee Policy** **h. Approve Connect to Sewer Policy** Leon Liggitt. All were in favor. Motion passed.

**i. Approve 4% COLA:** **Motion** to approve employee 4% COLA by Ed Feigles. Second by Rocky Sanquedolce. All were in favor. Motion passed.

**j. Approve 2023 Pay Scale:** **Motion** to approve 2023 pay scale showing the 4% COLA by Ed Feigles. Second by Rocky Sanquedolce. All were in favor. Motion passed.

**k. Benefit Accrual Policy:** **Motion** to update Benefit Accrual Policy and Long-Term Sick Policy by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

**l. Long Term Sick Policy.** See above motion.

**m. Approve Lisa Williams hiring 10-10-22:** **Motion** to approve hiring of Lisa Williams as Assistant Administrator made by Pat Deitrick. Second by Rocky Sanquedolce. All were in favor. Motion passed.

**n. Employee of the Quarter**

**Line Staff – Doug Brown:** Managers voted Doug Brown as Line Staff of the quarter.

**Senior Staff – Tara Ashby:** **Motion** to approve Tara Ashby as Senior Staff employee of the quarter by Ed Feigles. Second by Rocky Sanquedolce. All were in favor. Motion passed.

**o. Bid Mole:** **Motion** to place ad for bidding of a Mole (boring machine) with a deadline of November 2, 2022, made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

- p. SCI Muncy: Motion** to have staff without issuing a Will Serve letter until a firm commitment on the I&I reduction project made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.
- q. Executive Director Pay Increase-same as other employees: Motion** to approve same pay increase to Executive Director as the rest of WBRA staff made by Rocky Sanquedolce. Second by Ed Feigles. All were in favor. Motion passed.
- r. Management training:** All 7 managers will participate in a 2-day training for \$2,300 in January.

**VII. Director's Report**

- 1. Staff updating the grinder pump policy and agreement
- 2. Completing water line for Montgomery before end of construction season
- 3. Doug Brown new safety officer effective October 12, 2022.

Leon Liggitt left meeting at 7:22pm

**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: water main and service lines are complete, and sewer should be completed by October 21
- 5. Grinder pumps on Route 54 are complete.
- 6. Montgomery wants to extend 8" water main 1,200' towards Rt54 and they asked WBRA to do it. Est. project will be two weeks starting after Brook Street.

Property owner, Fisher in Clinton Township has asked for sewer on his properties. Mr. Fisher will pay for the boring under Rt. 405 along with all line work, including manholes. WBRA will install the pump station.

With no Further public business to conduct, motion made to adjourn the meeting at 7:35 pm.

Certified as Approved Meeting Minutes of the WBRA: Theresa Snyder