

# Meeting Minutes of December 13, 2023



The Public Meeting was called to order by Deb Stine at 6:30 pm.

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

**Absent:**

**Guests:** Johnny Lynch, Jr. WBRA Exec. Dir.                      Bob Kaiser, WBRA Compliance (online)  
Jeff Siverling, WWTP Manager                              Tara Ashby, WBRA HR/Admin. Manager (online)  
John Karichner, WBRA Financial Officer              Ken Wiemer, Muncy Creek Twp residents  
Chris Kenyon, WBRA Solicitor

**I. Public Comment**

**II. Approval of Minutes:** **Motion** to accept meeting minutes of November 8, 2023, made by Ed Feigles. Second by Pat Deitrick. All were in favor. Motion passed.

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

**IV. Old Business:**

a. **Investment**

1. **PLGIT Resolution:** Motion to approve the PLGIT Resolution and close out the sinking fund made by Teri Snyder. Second by Ed Feigles. All were in favor. Motion passed.

b. **Capital Budget:** **Motion** to approve the capital budget as presented by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.

1. **Kelch Engineering WWTP Disinfection System Upgrades:** Kelch provided a cost estimation to change from chlorine gas to sodium hypo chloride regarding disinfection. A building would need to be installed as well as two new tanks, pipes, and plumbing totaling around \$500,000. The board discussed finding a grant to help cover costs. This item was tabled to look for grants.

c. **Hughesville Agreement:** WBRA will begin the water meter program in January. WBRA will handle the scheduling and installation of meters in Hughesville. \$50 for ¾ inch meter and \$65 for anything bigger than ¾. **Motion** to approve the Hughesville Agreement made by Leon Liggitt. Second by Ed Feigles. All were in favor. Motion passed.

d. **Human Resources position:** Tara Ashby obtained her Human Resources certification. Motion to approve moving Tara Ashby to Pay Grade 7 made by Ed Feigles. Second by Leon Liggitt. All were in favor. Motion passed.

e. **Muncy Area Volunteer Fire Department:** The fire department did not respond by our deadline to our office regarding CPR training therefore beginning in January the fire department will be billed 1 EDU monthly. Montgomery fire department said they would provide the training if we needed. Pam will reach out one more time to MAFD. If they agree to do the training, we will not bill them.

f. **WBRA 457 Plan Amended and Restated Effective 1/1/24:** Board reviewed the updated 457 Plan for 2024. The amendment allows employees to withdraw money from their 457 plans in cases of unforeseen emergencies.

**V. New Business:**

a. **WBRA Holiday lunch at Muncy Legion 12/22/23:** Muncy legion is donating a Christmas lunch for all employees at 1pm on 12/22/23. The board members are invited to attend.

b. **Employee of the Quarter:** Ben June. Board advised.

**Employee of the Year:** Pam Goff. Board advised.

c. **Manager of the Quarter:** Doug Brown. **Motion** to approve Doug Brown as Manager of the Quarter made by Leon Liggitt. Second by Teri Snyder. All were in favor. Motion passed.

**Manager of the Year:** Johnny Lynch. **Motion** to approve Johnny Lynch as Manager of the Year made by Leon Liggitt. Second by Teri Snyder. All were in favor. Motion passed.

**VI. Solicitor's Report:** None

**V. Director's Report:**

1. WBRA will be doing the Hughesville Water Authority's meter program starting in January.

2. WBRA will finish up Hughesville's water main next year.

3. WBRA is looking at doing a force main project for Point Township next year.

4. WBRA Sewer Trunk Line Project will be pushed to 2025 due to permit timelines.

5. WBRA has started home inspections in the new part of Muncy Creek Township.

The boardroom heating/cooling panel continues to malfunction. To replace it with two blowers and two motors Quality Air quoted \$2,200. Another option would be mini splits in the boardroom, kitchen, and Tara's office would be \$15,000.

**VI. Board Reports – None**

**VII. Committee Reports – None**

With no Further public business to conduct, motion made to adjourn the meeting at 6:57pm.

Certified as Approved Meeting Minutes of the WBRA: Therese Snyder