
Board of Directors' June 11, 2025, Meeting Minutes

- I. Call to Order: Chairman, Todd Pysher, called the meeting to order at 6:30pm.**
- II. Roll Call:** Todd Pysher, Teri Snyder, Ed Feigles, Deb Stine, Rocky Sanguedolce, Leon Liggitt, Chuck Leonard, and Rick Kneedler
- III. Guests:** Johnny Lynch, Jr., - WBRA Executive Director, Tara Ashby - WBRA H.R. Manager, Bob Kaiser – WBRA Compliance (online), Jeff Siverling – WWTP, Erik Bell – WBRA Safety Officer, Richard Shoch - WBRA Solicitor, Charley Hall - Muncy Borough Manager
- IV. Public Comment:** Charley Hall, Muncy Borough Manager, inquired about any updates regarding the PEMA properties within the borough that WBRA is considering taking over. Johnny Lynch, Jr., WBRA Executive Director, will contact Chase Kelch to obtain an update and follow up with Charley Hall accordingly.
- V. Quarterly Safety Report:** Erik Bell presented the Board with a quarterly safety summary report. The report was based on data and observations from the most recent annual safety training completed by WBRA employees.
- VI. Approval of June 11, 2025, Meeting Minutes:** A **motion** to approve the meeting minutes of June 11, 2025, was made by Ed Feigles and seconded by Leon Liggitt. The motion was unanimously approved. **Motion carried.**
- VII. Approval of Bills /Treasurer's June Report:** A **motion** to approve the June Treasurer's Report was made by Ed Feigles and seconded by Chuck Leonard. The motion was unanimously approved. **Motion carried.**

The Board was informed that Financial Officer John Karichner's employment was terminated effective May 28, 2025. Additionally, the Board was advised that his name will be removed from all accounts at Jersey Shore State Bank and Journey Bank upon approval of these meeting minutes at next month's meeting.

VIII. Old Business:

- a. Home Inspections discussion:** Bob Kaiser provided the board with a list of benefits that come from home inspections performed by WBRA. The Board suggested that several of these listed benefits be included on future Home Inspection letters to property owners.
- b. Utility Cloud update:** Solicitor Shoch informed the board that no additional contact from Utility Cloud has been made to his office regarding the past due amount owed to Utility Cloud.
- c. Adopting New Policies:** Policies 2025-02 (Purchasing Policy), 2025-03 (Safety Policy), and 2025-04 (Petty Cash Policy) were reviewed by the Solicitor and presented to the Board for adoption. A **motion** to adopt Policies 2025-02, 2025-03, and 2025-04 was made by Leon Liggitt and seconded by Chuck Leonard. The motion was unanimously approved. **Motion carried.**

The Board requested that Solicitor Richard Shoch review the applicable laws under the Pennsylvania Procurement Code to determine whether a Declaration for Emergency Purchases Policy should be established. The proposed policy would authorize Executive Director Johnny Lynch to approve and sign for necessary purchases during an emergency situation.

- d. Septic Tank Pumping Agreement:** The board was presented with amendments in the current Septic Tank Pumping Agreement to include that either party can cancel the agreement at any time with a written 30-day notice, monthly payments must be prompt or the agreement is voided and that WBRA is not responsible for any damage sustained to a yard or driveway areas as a

Clinton
Township
Todd Pysher
Richard Kneedler
Executive Director: John Lynch, Jr.

Muncy
Borough
Chuck Leonard
Edward Feigles



Muncy Creek
Township
Teri Snyder
Leon Liggitt
WBRA Solicitor: Richard Shoch, Esq.

Montgomery
Borough
Debbie Stine
Rocky Sanguedolce

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result of accessing and pumping. A **motion** to approve the amendment to the Agreement was made by Leon Liggitt and seconded by Teri Snyder. The motion was unanimously approved.

Motion carried.

e. **Open Houses Committee:** Tara Ashby will form a committee of at least one employee from each department to begin preparing for the second annual open house/ Customer Appreciation Day. The event will be held on Saturday, September 13th from 11-2. Board members are encouraged to attend. Tara has sent letters to the local fire departments and police to ask to participate.

IX. New Business:

a. **Engineer, Chase Kelch retiring on 12/31/25:** The Board was informed that Engineer Chase Kelch will be retiring effective December 31, 2025. In preparation for his departure, the Board discussed the possibility of hiring an in-house engineer and considered both full-time and part-time options, including the associated financial implications. This matter will be revisited as potential candidates are identified, and further discussions take place.

b. **Banking Signors:** During discussions with Jersey Shore State Bank and Journey Bank the board needs to provide new signor cards. All board members with signing authority signed and will be provided to the banks.

c. **Wenger's Feed Mill Meter:** Issues with Wenger's meter have been discovered and Johnny will be setting up a meeting with the facility to determine what needs to be done to fix the meter to provide proper readings for billing. An update will be provided.

X. Director's Report:

1. WBRA had to let John Karichner go on May 28, 2025. Cari Buck will begin work as John's replacement on June 17, 2025.
2. The dig crew will start Hughesville's water line project on June 11th and will take approximately 5 weeks to complete.
3. Muncy's water line project will start after Hughesville's project is completed.
4. The main trunk line in Muncy will begin at the end of October. This must be completed by December 31, 2025.

XI. Solicitor Report: All items discussed above.

With no Further public business to conduct, a motion was made to adjourn the meeting at 8:53pm.

Certified as Approved Meeting Minutes of the WBRA: Therese Snyder