

Public Meeting Agenda
February 13, 2019 • 6:30pm
127 Girton Drive, Muncy, PA 17756



Call to Order **By:** _____ **Time:** _____

Pledge of Allegiance

Guests:

Public Comment:

Approval of Minutes

January 9, 2019 Motion: 1st _____ 2nd _____

Approval of Bills /Treasurer's Report Motion: 1st _____ 2nd _____

Old Business

Policies 2019-01 through 2019-04 (Attached)

Entech Proposal

New Business

Policies (Attached)

- 2019-005: Timesheets
- 2019-006: Expense Reimbursement Forms
- 2019-007: Mail Pick Up
- 2019-008: Administrative Office Hours
- 2019-009: Enforcement of Non-Payment of Sewer Bills

Adjourn : **Time:** ____ **Motion:** ____ **Second:** ____ **Vote:** _____



**West Branch Regional Authority
Treasurer's Report
January 2019**

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West Branch Regional Authority Check Listing by Bank Account

January 2019

2

Date	Num	Name	Memo	Paid Amount
1000101 - General Acct - Muncy Bank				
01/09/2019	6730	United States Treasury	Federal Unemployment Withholding - 2018	-1,241.88
01/09/2019	6731	BSGI		-6,641.96
01/09/2019	6732	Department of Enviromental Protection	Ronald D Alexander - Client ID #19783	-60.00
01/09/2019	6733	Eric J Moore - Expense	Health Insurance & Mileage Reimbursement	-469.26
01/09/2019	6734	Exeter Supply Co., Inc.		-317.51
01/09/2019	6735	Frederick J Herr II - Expense	Clothing Allotment Reimbursement	-318.00
01/09/2019	6736	Freezer's Auto Parts, Inc.		-404.54
01/09/2019	6737	Jerry A Yeagle - Expense	Clothing Allotment Reimbursement	-106.66
01/09/2019	6738	Pennsylvania Municipal Authorities Assoc	2019 PMAA Membership	-2,300.00
01/09/2019	6739	Phillips Office Solutions		-705.25
01/09/2019	6740	PPL Electric Utilities	Adams Creek Pump Station for 11/28/18 - 12/28/18	-208.19
01/09/2019	6741	Seewald Laboratories		-699.55
01/09/2019	6742	Stephen P Michael - Expense	Clothing Allotment Reimbursement	-209.98
01/09/2019	6743	Superior Plus Energy Services		-944.40
01/09/2019	6744	UniFirst Corporation		-61.68
01/09/2019	6745	Univar USA Inc		-4,670.08
01/15/2019	6746	Commonwealth of PA	RCAP Grant Application	-500.00
01/24/2019	6747	Cole's Hardware, Inc		-171.82
01/24/2019	6748	Fastenal Company		-1,142.99
01/24/2019	6749	Freezer's Auto Parts, Inc.		-1,725.32
01/24/2019	6750	Hach Company		-674.56
01/24/2019	6751	LB Water Service, Inc.		-739.85
01/24/2019	6752	Montgomery Water and Sewer		-300.92
01/24/2019	6753	PPL Electric Utilities		-16,571.63
01/24/2019	6754	Quill Corporation		-232.33
01/24/2019	6755	R.C. Stahlnecker Co.		-1,295.00
01/24/2019	6756	REMCO Inc	Repair Innovent Unit on HVAC	-10,450.00
01/24/2019	6757	S.B.I. Tapping, Inc	Line Stops for Kelloggs Tower Bypass	-15,700.00
01/24/2019	6758	Seewald Laboratories		-475.25
01/24/2019	6759	Stephenson Equipment Inc		-711.10
01/24/2019	6760	Superior Plus Energy Services		-1,062.21
01/24/2019	6761	UPMC Health Services	Robert Kaiser - PIN #17699505	-406.94
01/24/2019	6762	Petty Cash	Replenish Petty Cash for Easements	-1,000.00
01/09/2019	10777	Elery W. Nau, Inc.	Concrete for Kelloggs Tower Bypass	-59.88
01/09/2019	10778	Environmental Systems Research Institute	ArcGIS Maintenance for 12/16/18 - 12/15/19	-2,000.00
01/09/2019	10779	David Taylor Design LLC	Website Maintenance for 02/09/19 - 03/08/19	-195.00
01/09/2019	10780	Highway Equipment & Supply Co.	Filters for Volvo ECR 58	-280.11
01/09/2019	10781	Industrial Chem Labs	Liquid Concrete Cleaner	-718.01
01/09/2019	10782	Mark's Outfitters	Kevin Rodgers - Clothing Allotment	-194.80
01/09/2019	10783	North Central Garage Door, Inc	Yearly Maintenance on Garage Doors	-257.96
01/09/2019	10784	Hurwitz Batteries, LLC.	Towels & Glass Cleaner	-125.80
01/09/2019	10785	Pennsylvania One Call System, Inc.	PA One Call Systems - December 2018	-34.78
01/09/2019	10786	Seville Distributors Inc	Citra Clean	-3,385.80
01/09/2019	10787	Real IT Care LLC	IT Services - January 2019	-1,248.41
01/09/2019	10788	Sauers Disposal	Trash Dumpster Service - 2019	-1,800.00
01/09/2019	10789	The Hite Company	Fish Tape	-60.04
01/18/2019	10790	Central Equipment Company	Sand Bags	-10.20
01/18/2019	10791	Fastenal Company	Cutting Wheels	-171.00

West Branch Regional Authority
Check Listing by Bank Account
January 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
01/18/2019	10792	Hach Company	Training on 12/2018	-250.00
01/18/2019	10793	Hurwitz Batteries, LLC.	PermaCure Tire Plugs	-68.14
01/18/2019	10794	Lycoming County Resource Mgmt Services	Sludge Disposal - December 2018	-1,506.64
01/18/2019	10795	Super Shoe Stores/Macro Retail	Purchases - December 2018	-63.86
01/28/2019	10796	A & H Equipment Co.	Rover Camera Annual Inspection	-350.00
01/28/2019	10797	Susquehanna Fire Equipment Co	Gas Meter Calibration	-945.00
01/28/2019	10798	Williamsport Sun Gazette	Public Notice	-44.33
01/28/2019	10799	Principal Financial Group	AD&D, STD, LTD, & Life Ins - February 2019	-1,206.27
01/28/2019	10800	USA BlueBook	Data Logger for Black Hole Creek Meter Station	-207.73
01/31/2019	10801	M.J. Friedl & Associates, Inc	Saw Blades	-2,045.55
01/31/2019	10802	Highway Equipment & Supply Co.	Filters for ECR 25	-168.47
01/31/2019	10803	Pine Mountain Excavating	Lateral @ 790 McNett Rd, Montgomery	-7,910.00
01/02/2019	Dir Dep	Payroll		-16,883.72
01/09/2019	Dir Dep	Payroll		-18,032.40
01/16/2019	Dir Dep	Payroll		-17,861.24
01/23/2019	Dir Dep	Payroll		-17,487.11
01/30/2019	Dir Dep	Payroll		-18,617.71
01/30/2019	Dir Dep	EIT	Local Tax - January 2019	-2,077.03
01/02/2019	EFT	Principal Financial Group	457b Employee Contributions for 12/24/18 - 12/30/18	-733.40
01/02/2019	EFT	United States Treasury	Fed, Med & SS Withholding for 12/24/18 - 12/30/18	-5,818.74
01/09/2019	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 12/24/18 - 12/30/18	-702.64
01/09/2019	EFT	United States Treasury	Fed, Med & SS Withholding for 12/31/18 - 01/06/19	-6,192.40
01/09/2019	EFT	John Hancock	457b Employee Contributions for 12/31/18 - 01/06/19	-994.60
01/09/2019	EFT	PA UC Fund	PA Unemployment Compensation - 2018 4th Quarter	-345.18
01/09/2019	EFT	Comcast	Phone and Internet @ WWTP for 01/06/19 - 02/05/19	-457.87
01/09/2019	EFT	Quill Corporation	Notebooks, Folder, Copy Paper & Hand Soap	-109.22
01/16/2019	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 12/31/18 - 01/06/19	-755.92
01/16/2019	EFT	United States Treasury	Fed, Med & SS Withholding for 01/07/19 - 01/13/19	-6,286.88
01/16/2019	EFT	Allstate Insurance	Allstate Insurance for 12/10/18 - 12/23/18	-317.98
01/16/2019	EFT	Allstate Insurance	Allstate Insurance for 12/24/18 - 12/30/18	-158.99
01/16/2019	EFT	Allstate Insurance	Allstate Insurance for 12/31/18 - 01/06/19	-158.99
01/18/2019	EFT	Comcast	Internet for Backup Server for 01/11/19 - 02/10/19	-167.21
01/18/2019	EFT	Superior Plus Energy Services	Diesel Fuel Delivered on 01/07/19	-273.42
01/18/2019	EFT	UGI Penn Natural Gas Inc	Montgomery Pump Station for 11/29/18 - 12/28/18	-42.06
01/18/2019	EFT	Windstream	Black Hole Creek Meter Station for 01/07/19 - 02/06/19	-45.10
01/18/2019	EFT	Superior Plus Energy Services	Unleaded Fuel Delivered on 01/07/19	-213.93
01/18/2019	EFT	UGI Penn Natural Gas Inc	WWTP for 11/29/18 - 12/28/18	-611.00
01/18/2019	EFT	Windstream	Muncy Creek Pump Station #2 for 01/07/19 - 02/06/19	-52.73
01/18/2019	EFT	John Hancock	457b Employee Contributions for 01/07/19 - 01/13/19	-1,042.69
01/23/2019	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 01/07/19 - 01/13/19	-755.05
01/23/2019	EFT	United States Treasury	Fed, Med & SS Withholding for 01/14/19 - 01/20/19	-6,161.06
01/23/2019	EFT	John Hancock	457b Employee Contributions for 01/14/19 - 01/20/19	-1,066.44
01/24/2019	EFT	Guardian	Dental Insurance - January & February 2019	-1,907.44
01/24/2019	EFT	Highmark Blue Shield	Health & Vision Insurance - February 2019	-22,471.78
01/24/2019	EFT	John Hancock	457b Company Contributions - 2018 4th Quarter	-14,340.00
01/28/2019	EFT	AT&T Mobility	Cell Phones, Modems & Tablets for 12/08/18 - 01/07/19	-1,612.08
01/28/2019	EFT	Cardmember Services	Credit Card Purchases for 12/06/18 - 01/04/19	-3,053.69
01/28/2019	EFT	Hometown Disposal	220242	-37.95
01/29/2019	EFT	Principal Financial Group	457b Fees - 2018 4th Quarter	-864.79

West Branch Regional Authority
Check Listing by Bank Account
 January 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
01/30/2019	EFT	Pennsylvania Dept. of Revenue	PA 501 Withholding for 01/14/19 - 01/20/19	-740.82
01/30/2019	EFT	John Hancock	457b Employee Contributions for 01/21/19 - 01/27/19	-1,160.46
01/30/2019	EFT	United States Treasury	Fed, Med & SS Withholding for 01/21/19 - 01/27/19	-6,622.16
01/31/2019	EFT	Industrial Piping Systems, Inc.	Weld Cut Pipe	-76.32
01/31/2019	EFT	Thomas Scientific	Pipette Tips	-83.86
01/31/2019	EFT	Waste Management of Pennsylvania, Inc.	Press Dumpster Service - December 2018	-412.50
Total 1000101 · General Acct - Muncy Bank				-275,633.20
1000103 · Payment Acct - Muncy Bank				
01/03/2019	EFT		Acct #05054 - Ck #2006 Taken as \$60 not \$60.50	-0.50
01/09/2019	1027	Dustin Fry	Refund on Accts #06493 & #06492	-610.00
01/15/2019	EFT		Acct #00865 - Ck #2015 Taken as \$50 not \$55	-5.00
01/15/2019	EFT		Acct #00979 - Ck #6055 Taken as \$50 not \$55	-5.00
01/17/2019	EFT		Acct #05563 - Ck #1061 Taken as \$60 not \$60.50	-0.50
01/17/2019	EFT		Acct #05008 - Ck #2519 Taken as \$213 not \$213.36	-0.36
01/18/2019	EFT		Acct #05306 - Ck #8226351 Taken as \$53 not \$55	-2.00
01/18/2019	1028	Muncy Borough Municipal Authority	Payment to Acct #07059001 (107 S Washington St ,	-220.42
Total 1000103 · Payment Acct - Muncy Bank				-843.78
1000104 · Online & ACH Payments - JSSB				
01/17/2019	EFT		Acct #06374 - Returned ACH	-55.00
01/17/2019	EFT		Acct #05471 - Returned ACH	-66.00
01/18/2019	EFT		Returned ACH	-121.00
01/31/2019			Service Charge	-488.41
Total 1000104 · Online & ACH Payments - JSSB				-730.41
1000106 · PNC Bank - Loan Repayment Acct				
01/01/2019			Service Charge	-2.00
Total 1000106 · PNC Bank - Loan Repayment Acct				-2.00
1000107 · SCI Acct- Muncy Bank				
01/09/2019	113	Commonwealth of PA	2018 Interest on Checking Account	-1,711.96
Total 1000107 · SCI Acct- Muncy Bank				-1,711.96
1000110 · Petty Cash				
01/08/2019	Cash	Petty Cash	Postage	-0.50
01/11/2019	Cash	Petty Cash	Liens (2)	-51.50
01/15/2019	Cash	Petty Cash	Stamps	-100.00
01/23/2019	Cash	Petty Cash	Distilled Water, Storage Bags & Baking Soda	-21.63
Total 1000110 · Petty Cash				-173.63
1200100 · WWTP Construction Account				
01/01/2019	EFT	PennVest	PennVest Loan Payment - January 2019	-73,819.28
Total 1200100 · WWTP Construction Account				-73,819.28
1300100 · 2014 I/I Project Account				
01/01/2019	EFT	PennVest	PennVest Loan Payment - January 2019	-12,551.64
Total 1300100 · 2014 I/I Project Account				-12,551.64
TOTAL				-365,465.90

West Branch Regional Authority
Balance Sheet
As of January 31, 2019

	Jan 31, 19
ASSETS	
Current Assets	
Checking/Savings	5,816,900.56
Other Current Assets	796,609.14
Total Current Assets	6,613,509.70
Fixed Assets	
1006700 · Accumulated Depreciation	-5,191,762.71
1600000 · Buildings	18,015,735.00
1610000 · Machinery & Equipment	11,162,264.21
1620000 · Infrastructure	16,774,580.55
1630000 · Vehicles	816,394.00
1640000 · Property Improvements	747,873.24
1650000 · Land	779,768.54
1660000 · Capital In Process	485,037.53
1680000 · Building (Opera House)	129,205.16
Total Fixed Assets	43,719,095.52
TOTAL ASSETS	50,332,605.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,811.49
Other Current Liabilities	1,168,073.42
Total Current Liabilities	1,170,884.91
Long Term Liabilities	
2006000 · Rev Note Ser A 2012	282,827.21
2006100 · Rev Note Ser B 2012	461,262.07
2006200 · Current Portion LTD - Contra	-1,067,000.78
2206000 · PennVest Loan (WWTP)	20,444,062.80
2306000 · PennVest (2014 I/I Project)	3,505,059.89
Total Long Term Liabilities	23,626,211.19
Total Liabilities	24,797,096.10
Equity	
2007000 · Retained Earnings	13,487,632.55
2007100 · Unrestricted Net Assets	11,969,248.98
Net Income	78,627.59
Total Equity	25,535,509.12
TOTAL LIABILITIES & EQUITY	50,332,605.22

2019 Budget Summary

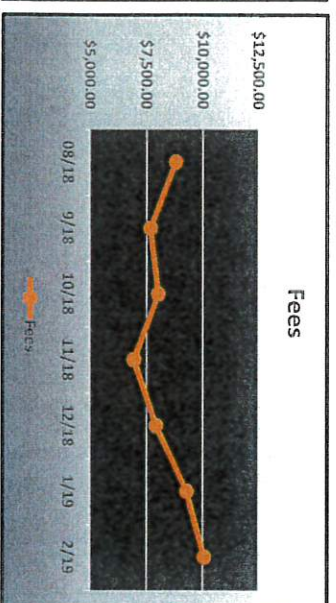
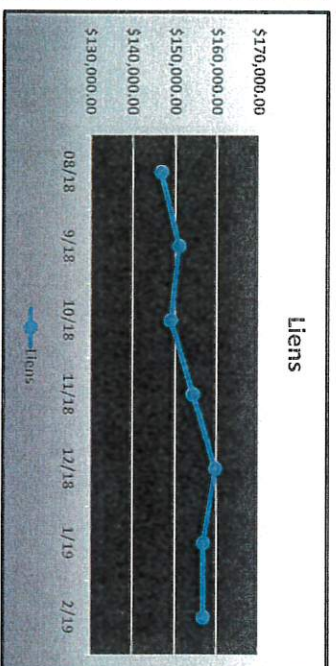
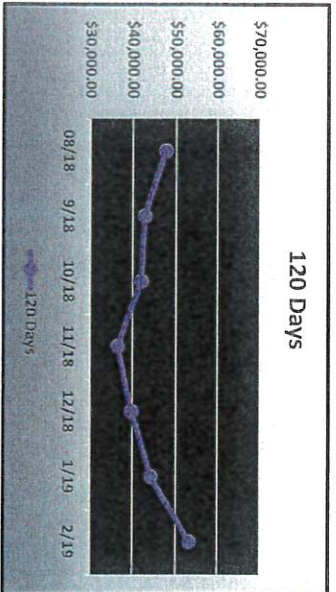
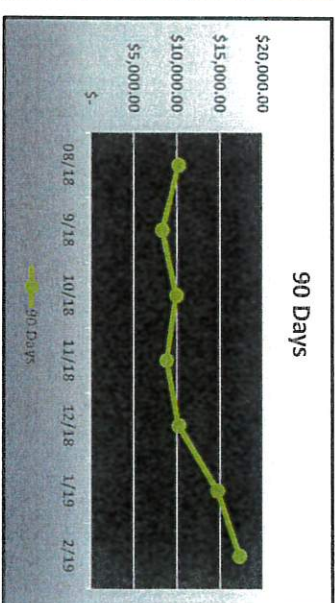
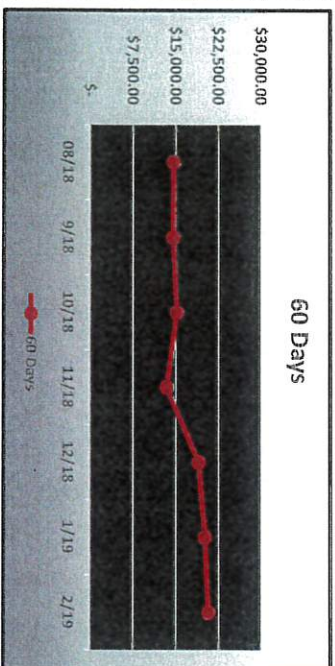
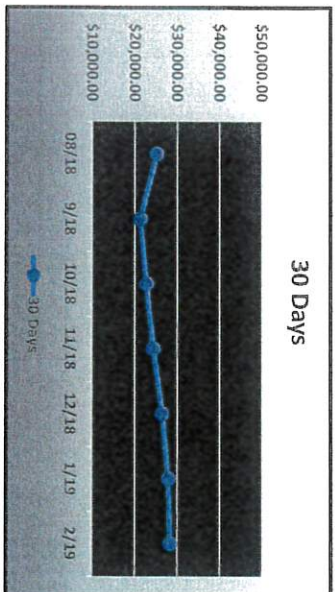
	January 2019	2019 Budget	\$ Amount Over / (Under)	% of Budget
INCOME				
3000100 · Sewer Revenue	\$ 301,684.66	\$ 3,421,000.00	\$ (3,119,315.34)	8.82%
3000200 · Shared Services	\$ 21,519.90	\$ 367,000.00	\$ (345,480.10)	5.86%
3000300 · Due From Other Gov't	\$ -	\$ 10,000.00	\$ (10,000.00)	0.00%
3000400 · Interest Earned	\$ 10,855.02	\$ 90,000.00	\$ (79,144.98)	12.06%
3000500 · Leachate Treatment	\$ 10,748.76	\$ 150,000.00	\$ (139,251.24)	7.17%
3000600 · Septic Haulers	\$ 337.50	\$ 5,000.00	\$ (4,662.50)	6.75%
3000800 · Surcharges	\$ -	\$ 5,000.00	\$ (5,000.00)	0.00%
3000900 · Misc Income	\$ -	\$ -	\$ -	0.00%
3001000 · Inter Office Transfers - In	\$ -	\$ 80,000.00	\$ (80,000.00)	0.00%
3000120 · MIPP Permit Fees	\$ -	\$ 1,000.00	\$ (1,000.00)	0.00%
TOTAL INCOME	\$ 345,145.84	\$ 4,129,000.00	\$ (3,783,854.16)	8.36%

EXPENSES				
4010000 · Debt Expenses	\$ 86,370.92	\$ 1,329,800.00	\$ (1,243,429.08)	6.50%
4020000 · Insurance Expenses	\$ -	\$ 50,000.00	\$ (50,000.00)	0.00%
4030000 · Professional Fees	\$ 1,496.41	\$ 84,000.00	\$ (82,503.59)	1.78%
4040000 · Contracted Services	\$ 18,070.40	\$ 30,550.00	\$ (12,479.60)	59.15%
4050000 · Payroll Expenses	\$ 183,647.12	\$ 1,822,500.00	\$ (1,638,852.88)	10.08%
4060000 · Admin Expenses	\$ 4,060.70	\$ 62,700.00	\$ (58,639.30)	6.48%
4070000 · Engineering, I/I & GIS Expenses	\$ 2,997.00	\$ 26,500.00	\$ (23,503.00)	11.31%
4080000 · Lab Expenses	\$ 1,604.85	\$ 35,000.00	\$ (33,395.15)	4.59%
4090000 · Maintenance Dept Expenses	\$ 8,418.14	\$ 86,000.00	\$ (77,581.86)	9.79%
4100000 · Collection System - O&M Expense	\$ 9,241.14	\$ 97,500.00	\$ (88,258.86)	9.48%
4110000 · WWTP - O&M Expenses	\$ 11,935.60	\$ 162,000.00	\$ (150,064.40)	7.37%
4120000 · Utilities Expense	\$ 17,733.80	\$ 233,000.00	\$ (215,266.20)	7.61%
4130000 · Training & Professional Develop	\$ 3,325.00	\$ 20,400.00	\$ (17,075.00)	16.30%
4150000 · Safety	\$ 1,038.68	\$ 13,000.00	\$ (11,961.32)	7.99%
TOTAL EXPENSES	\$ 349,939.76	\$ 4,052,950.00	\$ (3,703,010.24)	8.63%

NET INCOME (Transferred to Capital @ Year End) \$ (4,793.92)

Accounts Receivable

	4/18	5/18	6/18	7/18	08/18	9/18	10/18	11/18	12/18	1/19	2/19
current	\$ 67,980.74	\$ 65,839.88	\$ 88,616.37	\$ 75,760.82	\$ 233,040.07	\$ 104,343.72	\$ 105,713.11	\$ 114,431.78	\$ 330,860.45	\$ 137,882.34	\$ 44,589.46
30 Days	\$ 40,686.85	\$ 19,928.88	\$ 19,394.72	\$ 20,736.84	\$ 25,100.90	\$ 21,236.05	\$ 22,719.82	\$ 24,326.12	\$ 26,428.34	\$ 27,921.77	\$ 28,287.03
60 Days	\$ 871.00	\$ 28,601.79	\$ 12,828.81	\$ 13,724.21	\$ 14,599.57	\$ 14,515.26	\$ 15,147.21	\$ 13,410.04	\$ 19,026.41	\$ 20,125.29	\$ 20,687.63
90 Days	\$ 16,044.62	\$ 541.00	\$ 10,204.03	\$ 8,833.68	\$ 10,206.27	\$ 8,290.40	\$ 9,925.72	\$ 8,796.74	\$ 10,207.72	\$ 14,725.70	\$ 17,230.30
120 Days	\$ 81,095.08	\$ 68,445.31	\$ 63,193.35	\$ 56,742.15	\$ 47,675.86	\$ 42,690.81	\$ 41,919.93	\$ 36,462.59	\$ 39,780.56	\$ 44,222.19	\$ 53,218.40
Liens	\$ 123,487.92	\$ 124,119.92	\$ 142,098.35	\$ 140,396.35	\$ 146,699.35	\$ 150,904.27	\$ 149,018.67	\$ 154,362.18	\$ 159,799.78	\$ 156,846.84	\$ 156,846.84
Fees	\$ 11,984.58	\$ 10,309.27	\$ 9,384.34	\$ 6,926.76	\$ 8,797.86	\$ 7,676.07	\$ 8,021.69	\$ 6,556.60	\$ 7,920.14	\$ 9,295.50	\$ 10,063.07
Total AR's	\$ 342,150.79	\$ 317,786.05	\$ 345,719.97	\$ 323,120.81	\$ 486,119.88	\$ 349,656.58	\$ 352,466.15	\$ 358,746.05	\$ 594,023.40	\$ 411,019.63	\$ 330,922.73





Current Group	Lien on Property
	2019-001
	Revision
	Last Revised

Summary: This policy covers when a lien is filed against a property for either:

- An unpaid sewer account accumulating to over \$400; or
- One (1) year of fines accrued on a property for non-compliance of home inspections.

Unpaid Sewer Account: A lien can be filed against a property if one of the following occurs:

1. A private water customer has not paid on the sewer account after the required 30-day notice and courtesy 24-48 door hanger has been provided.
2. A private water customer is approved for a payment plan but still cannot make the required down payment to begin the payment plan process.
3. A private water customer who previously had a payment plan with WBRA or STEP but voided the agreement by not paying the required amount.
4. A public water customer requests a lien placed on the property rather than have the public water turned off.
5. A public or private water customer who rents a property but more than one unit is attached to one water valve, has received all required deadline notices and courtesy 24-48 door hanger reminder.

Non-Compliance of Home Inspection Request

1. Customer is subject to a lien being filed against the property owner who has not attempted to schedule a home inspection as requested and has accrued monthly fines for one (1) year.

Cost of Lien

- Cost of the lien include the following:
- a. Past due sewer amount or total amount of Non-Compliance fees
 - b. Attorney fees. Current attorney fees are \$350.00.
 - c. Filing fees. Current filing fees are \$25.75.

Variation from Policy:

1. Executive Director may waive or modify any part of this Policy.

END OF POLICY



	Board member excused and unexcused absence from monthly meeting
	2019-003
	Revision
	Last Revised

Summary: This summary will define excused vs. unexcused absences of Board members at the monthly board meeting.

Excused absences:

Absence that is confirmed prior to the meeting to either the Administrative Coordinator, Executive Director, or another member of the Board who will be in attendance at the meeting.

Last-minute absence due to an unforeseen emergency.

Unexcused absence:

Absence of a board member who has not notified either the Administrative Coordinator, Executive Director or another member of the Board prior to the scheduled board meeting.

Three (3) or more unexcused absences within a one (1) year time will be reported to that Borough or Township the board member represents. Possible ramifications could include a request to have the board member removed from the WBRA Board.

Variation from Policy:

1. Executive Director may waive or modify any part of this Policy.

END OF POLICY



Council of Planning	Damage to WBRA owned cell phones
	2019-004
	Revision
	Last Revised

Summary: This summary will explain what happens in the case of a damaged cellular phone purchased by WBRA for employees.

WBRA provides cellular phones for field crew employees. These phones are used during all business hours and for employees who are scheduled on-call during closed business hours. These cellular phones are WBRA property and the employee assigned to a phone is responsible for that phone.

WBRA will replace a cellular phone for an employee who has had his/her phone damaged, lost or stolen one time. If, that same employee damages his/her second phone or it is lost or stolen, that employee will be required to reimburse WBRA for the cost of that cellular phone.

Variation from Policy:

1. Executive Director may waive or modify any part of this Policy.

END OF POLICY



Personnel Agency	Time Sheets
	2019-005
	Revision
	Last Revised

Summary:

1. Timesheets are provided to each employee via an excel spreadsheet.
2. Timesheets are to be filled out and turned over to his/her Supervisor for review and signature prior to Monday morning at 9am.
3. Failure to provide accurate and completed timesheets by the Monday morning deadline can result in disciplinary action.
4. Timesheets are reviewed and signed by a Supervisor for that department.
5. Failure by the Supervisor to properly review and sign the timesheet by the Monday morning deadline can result in disciplinary action.
6. Approved timesheets are provided to the Executive Director by Monday morning at 9am for processing.

Variation from Policy:

1. Executive Director may waive or modify any part of this Policy.

END OF POLICY



	Expense Reimbursement Forms
	2019-006
	Revision
	Last Revised

Summary:

1. Expense Reimbursement forms are updated each year to reflect the mileage reimbursement rate.
2. Expense Reimbursement forms can be found in the following folder on the N drive:
N drive/Forms/Finance/Expense Reimbursement Form
3. Employee who uses his/her personal vehicle for work related trips must keep track of his/her mileage on the Expense Reimbursement form.
4. Forms can be turned over to the Bookkeeper for each occurrence either weekly or no later than monthly.

Variation from Policy:

1. Executive Director may waive or modify any part of this Policy.

END OF POLICY



	Mail Pick Up
	2019-007
	Revision
	Last Revised

Summary:

1. An Administrative office employee retrieves mail from Post Office Box 428 at the US Post Office in Muncy.
2. Mail is sorted at the office and delivered to appropriate departments per accounting controls.
3. When available, the employee uses a WBRA vehicle for the mail pickup.
 - a. If a WBRA vehicle is not available the employee may use his/her personal vehicle but must note the mileage on an Expense Sheet and hand it in for reimbursement.

Variation from Policy:

1. Executive Director may waive or modify any part of this Policy.

END OF POLICY



Administrative Office Hours	Administrative Office Hours
	2019-008
	Revision
	Last Revised

Summary: Hours for the administrative office to be open to the public are as follows:

1. Monday through Thursday: 8am to 4pm
2. Friday: 8am to 12 noon


Hours may change due to weather and/or emergencies.

Variation from Policy:

1. Executive Director may waive or modify any part of this Policy.

END OF POLICY



	Enforcement for Non-Payment of Sewer Bills
	2019-009
	Revision
	Last Revised

Summary: This policy covers enforcement actions to be taken by WBRA staff in the event of non-payment of sewer bills by a customer who are 90 days delinquent (or \$165).

Customer is a Commercial or Industrial Business:

1. 1st Notice Letter is issued with the Balance Due and the Customer is given 30 days to pay, or water shut off procedure will be started.
2. Final notice:
 - a. WBRA Staff will contact the **water provider** with a list of the intended shut-offs to identify those already shut off.
 - b. Customer will be provided with Final Notice 24 hours prior to water shut-off.
3. Water Shut-Off will occur after the 24 hour notice, but as close to the 24 hour mark as practical.
4. Water will not be restored until:
 - a. Customer pays in full.
5. Continued Non-Payment
 - a. Continued non-payment following water shut-off will result in placement of a lien on the property once the amount owed exceeds \$1,500.
 - b. Sheriff Sale will be initiated for any Customer owing more than \$5,000, or otherwise at the Executive Director’s discretion.

Customer is a Residential Property Owner, with Public Water:

1. 1st Notice Letter is issued with the Balance Due and the Customer is given 30 days to pay along with a STEP Inc application for a Catch Up Plan.
2. Catch-Up Plans:
 - a. Catch-Up Plans will be made available to customers who meet the requirement set for in the Catch-Up Plan Policy.
 - b. Customers will be offered the chance to qualify for a Catch-Up Plan by applying to STEP. STEP will be authorized to make calls to the customer, set up an appointment and will then make the eligibility determination and issue payment plans to eligible customers. Payments will include the past due amount divided into 24 months plus the normal monthly rate.
 - c. Customers who respond to STEP and are determined to be eligible will not have their water shut off at this time (although water shut-off may occur if they do not meet the terms of the Catch-Up Plan).
 - d. Catch-Up Plans can be offered by WBRA if to non-qualifying customers if they meet the following:
 - i. Are within the 200% of the Low to Moderate Income Guidelines;

Customer is a Tenant in a Rental Property:

1. 1st Notice Letter is issued with the Balance Due to the Landlord and Tenant, with a notice of 40 days to the Landlord to pay the past-due amount or the water shut-off procedure will be started.
2. 2nd Notice will occur if the past-due amount is not paid in full after 10 days to the tenant. The Landlord and Tenant will be notified that the Tenant has the right, under the Tenant's Rights Act, to pay the bill and deduct the amount from rent to be paid to the Landlord.
3. Catch-Up Plans:
 - a. If the Landlord approves the tenant to apply for a Catch-Up Plan, the Plan will be made available to Tenants who meet the requirement of the Catch-Up Plan Policy.
 - b. Tenants will be offered the chance to qualify for a Catch-Up Plan by applying to STEP. STEP will make the eligibility determination and issue payment plans to eligible customers.
 - c. Tenants who respond to STEP and are determined to be eligible will not have their water shut off at this time (although water shut-off may occur if they do not meet the terms of the Catch-Up Plan).
4. Final notice:
 - a. WBRA Staff will contact the **water provider** with a list of the intended shut-offs.
 - b. Landlord and Tenant will be provided with Final Notice 24 hours prior to water shut-off.
5. Water Shut-Off will occur after the 24-hour notice, but as close to the 24-hour mark as practical.
6. Water will not be restored until:
 - a. Landlord or Tenant pays in full; or,
 - b. Tenant completes a Catch-Up Plan; and,
 - c. Rental properties without public water will follow the same lien process guidelines as property owners without public water. (See above)

Codes and Children and Youth: WBRA is required to contact Codes and Children and Youth if water has been shut off at a property for up to 24 hours.

Waiver of Past-Due Balances:

1. No waiver of Past-Due Balances will occur without the written concurrence of the Executive Director.

Variation from Policy:

1. Executive Director may waive or modify any part of this Policy.

END OF POLICY