**Clinton Township**
Todd Pysher, Rick Kneedler
**Muncy Creek Township**
Teri Snyder, Leon Liggitt
**Muncy Borough**
Edward Feigles, Chuck Leonard
**Montgomery Borough**
Debbie Stine, Rock Sanguedolce

# WEST BRANCH REGIONAL AUTHORITY

MUNCY — CLINTON — MONTGOMERY — MUNCY CREEK

Authority Solicitor
Richard Shoch, Esq.
Interim Executive Director
Jeffrey Siverling
127 Girton Drive, Muncy, PA 17756
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## BOARD OF DIRECTORS MEETING MINUTES: SEPTEMBER 9, 2026

**1. CALL TO ORDER**: 6:30 p.m. by Chairman, Todd Pysher / PLEDGE OF ALLEGIANCE

**2. ROLL CALL**: **Board**: C. Leonard (via video call), E. Feigles, T. Snyder, D. Stine, L. Liggitt (via video call), T. Pysher, R. Kneedler, R. Sanguedolce (7:20pm)
**Office**: T. Ashby, J. Siverling, B. Kaiser (via video call), C. Buck, L. Miller, J. Herr, K. Koser
**Solicitor**: R. Shoch, Esq.

**3. RECOGNITION OF GUEST/ Public Comment**: *(agenda items only)*
Charley Hall, Muncy Borough Manager wanted to publicly thank WBRA crews for all their help with the boro as needed.

**4. BOARD APPROVALS**:

a.) Meeting Minutes of August 5, 2026:

**Motion made by E. Feigles, seconded by T. Snyder to approve August 5, 2026, meeting minutes. The motion passed unanimously. Motion carried.**

b.) Treasurer's Report for August 2026: Cari B. presented the Treasurer's Report and informed the board that the 2027 budget review is taking place with managers working on their individual budgets. An update will be provided at the October meeting.

**Motion made by Ed Feigles, seconded by Leon Liggitt to approve August 2026 Treasurer's Report. The motion passed unanimously. Motion carried.**

**5. OLD BUSINESS**:

a.) Grinder Pump Agreement:

WBRA has utilized several different grinder pump agreements since 2021, including revisions implemented in 2024 that were not formally approved by the Board. The Board agreed that a single, concise grinder pump agreement should be developed and used for all future projects. The Solicitor will review the current grinder pump agreements and draft a new agreement for future use

The proposed agreement will include:

- WBRA will provide and pay for a grinder pump only when a grinder pump is required for sewer service.
- If a property owner requests a grinder pump when one is not required, the property owner will be responsible for all costs associated with the purchase and installation of the grinder pump.
- WBRA will not perform any electrical work associated with grinder pump installations. All required electrical work must be completed by the property owner prior to WBRA installing the grinder pump.

b.) Fox Parcel Easement:

Cathy Fox agreed to execute the required easement document to ensure her property remains eligible for Clean and Green enrollment.

**Motion made by T. Snyder and seconded by D. Stine to approve payment of $5,000 to Cathy Fox for easement. The motion passed unanimously. Motion carried**.

**Motion made by E. Feigles and seconded by T. Snyder to pay Cathy Fox $861 for location change of pump station. The motion passed unanimously. Motion carried.**

c.) Mowrey Easement: Tabled to next meeting.

d.) Nano-Bubble update:

The Nano-Bubble representative quoted a cost of $60,000 for a three-month trial period. The purchase price of the equipment is $208,800, with an additional $3,300 in setup fees. Jeff and Luke have determined that technology could result in approximately $12,000 per month in operational savings for WBRA. The Board asked Jeff to negotiate revised trial terms including:

- Three-month trial period at a cost of $36,000, with WBRA serving as a demonstration site for future potential customers of the equipment.
- If WBRA decides to purchase the equipment following the trial period, the $36,000 trial cost be deducted from the final purchase price.

**6. NEW BUSINESS**:

a.) QuickBooks authorization:

T. Pysher, R. Sanquedolce, T. Snyder, D. Stine and E. Feigles signed letter to QuickBooks authorizing Administrative Manager, Pam Goff to be the Primary Administrator for WBRA's QuickBooks account.

b.) Board approval of grant programs involving SEDA-COG:

A motion made by T. Pysher that WBRA will not apply for any future grants involving SEDA-COG. The motion died for lack of a second.

c.) Brouse Road Sewer Extension:

A property owner on Brouse Road inquired about the possibility of WBRA extending a sewer line along approximately five to six properties to address standing water issues in the area. Administration will prepare and send a letter to the five affected property owners requesting that they contact WBRA if they are experiencing septic system issues. If any property owners respond the board will be notified.

d.) Brady Township Sewer:

Discussion was held regarding the possibility of extending sewer service to the Brady Township line, should Brady Township have an interest in pursuing the extension. T. Pysher will speak with the Brady Township Solicitor to determine whether the Township wishes to further discuss the matter.

e.) Advertisement for Executive Director position:

**Motion made by E. Feigles and seconded by D. Stine to advertise with Sun Gazette and PMAA, the Executive Director position for one week with a deadline to have resumes submitted by October 9, 2026. The motion passed unanimously. Motion carried**.

f.) Commercial insurance provided GPS tracking devices:

WBRA's commercial insurance carrier, Selective Insurance, provides GPS tracking devices for WBRA vehicles at no cost. T. Ashby will contact the insurance company to begin the installation process and obtain pricing for Selective-approved dash cameras.

g.) Policies to be approved:

i.) 2026-03 Holiday Pay and Work Schedule
ii.) 2026-04 Working Hours
iii.) 2026-05 Employee Separation and Personal Property
iv.) 2026-06 Mobile Home Units and EDU Inspections
v.) 2026-07 Assigned On-Call Rotation
vi.) 2022-05 Firearms Policy revision

**Motion made by R. Sanquedolce and second by E. Feigles to adopt Policies 2026-03 through 2026-07, including 2022-05. The motion passed unanimously. Motion carried.**

**7. WBRA Reports**:

a.) Interim Executive Director: See attached
b.) Human Resources: See attached
c.) Management Team Meeting Summary: See attached
d.) Solicitor: None

**8. PUBLIC Comment**: None

**9. ADJOURN/Time**: 9:05 p.m.

Meeting Minutes approved by Board Secretary,

Therese Snyder

Therese Snyder