



LYCOMING COUNTY WATER AND SEWER AUTHORITY
Board Meeting Minutes
June 3, 2015

MEMBERS PRESENT: Robert Hippenstiel, Paul Wentzler, Richard Haas, Jan Ransdorf, James Carpenter, Donald Konkle, Jr., Scott Slocum, Charles Hall, Michael Miller.

MEMBERS ABSENT: None

OTHERS PRESENT: Austin White, McCormick Law Firm; Christine Weigle, LCWSA Executive Director; Sylvia Lukpetris, LCWSA Finance Director; John Bickhart, LCWSA Engineering Services Manager; Dave Swisher, HRG; Megan Lehman, Lycoming County Planning.

I. CALL TO ORDER

Chair Robert Hippenstiel called the meeting to order at 7:03 p.m. and noted that there was an executive session prior to the meeting pertaining to legal and personnel issues.

Additionally, Chair Hippenstiel announced that an executive session of the Personnel Committee was held from 5:30 PM to 6:00 PM, Wednesday, June 3, 2015.

II. MINUTES

A. BOARD MEETING MINUTES

Jan Ransdorf made a motion to accept the minutes from the May 6, 2015 LCWSA Board meeting as presented. Donald Konkle seconded the motion, which was unanimously approved.

B. FINANCE COMMITTEE MEETING MINUTES

Jan Ransdorf made a motion to approve the May 20, 2015 Finance Committee Meeting Minutes as presented. Paul Wentzler seconded the motion, which was unanimously approved.

III. ACCOUNTING/FINANCIALS

A. CHECK REGISTER

The check register for the month of May 2015 was presented.

Following a few questions, Michael Miller made a motion to accept the check register report and approve the payment of the bills for May 2015. Donald Konkle seconded the motion, which was unanimously approved.

B. JANUARY, FEBRUARY, MARCH, AND APRIL FINANCIALS

Sylvia Lukpetris presented the final Financial Statements for the months of January, February, and March together with the Financial Statements for the month of April 2015.

Ms. Lukpetris explained that with the 2014 Audit completed the previous months' financials were now finalized.

Jan Ransdorf, noting the recommendation of the Finance Committee, made a motion to accept the Financial Statements as presented for the months of January, February, March and April 2015. Richard Haas seconded the motion, which was unanimously approved.

The budget-to-actual graphs were also provided for the various funds.

IV. PUBLIC COMMENT

Megan Lehman reported on a number of initiatives underway at the County including the date of June 15th for a public presentation and informational session on the Historical Plan from 4 PM to 7 PM at the James V. Brown Library and an upcoming Community Development Block Grant funding meeting scheduled for 5:30 PM on June 25th at Executive Plaza. Mrs. Lehman also reminded the Board members that an update of the County Comprehensive Plan would begin, and requests had been sent out for participants on the various Planning Advisory Teams.

V. ACTION ITEMS

A. Personnel

Jan Ransdorf made a motion to approve the position of Collections Clerk as a Tier 3 position under the Accounting Department. Richard Haas seconded the motion which was unanimously approved.

Donald Konkle made a motion to approve the hire of Cathy Holler in the full time, hourly position of Collections Clerk at the upper range of Level 1, Tier 3, with the benefits package of the Authority in accordance with the offer letter and the Authority's policies with a start date effective June 1, 2015. James Carpenter seconded the motion which was unanimously approved.

Charles Hall made a motion to accept the resignation of Jessica Dincher, with regrets, as a full time Customer Compliance Analyst, effective June 4, 2015. Paul Wentzler seconded the motion which was unanimously approved.

Paul Wentzler made a motion to approve the status of Jessica Dincher as a Casual Employee with employment status activated upon scheduled work/assignments at time mutually agreeable to the Authority and the employee, effective June 8, 2015, in accordance with the offer letter (hourly rate of \$35.00 per hour) noting there are no benefits of the Authority. Donald Konkle seconded the motion which was unanimously approved.

Donald Konkle made a motion to approve the hire of FRANK SMITH in the full time, hourly position of Wastewater/Water Technician at the mid range of Level 1, Tier 3, with the specified benefits package of the Authority in accordance with the offer letter

and the Authority's policies with a start date effective May 21, 2015 and an anticipated end date of August 14, 2015. Scott Slocum seconded the motion which was unanimously approved.

In the absence of a verbal response from Brant Waldron, Paul Wentzler made a motion to extend a written offer to Brant Waldron as Wastewater/Water Technician for the period of June 2015 through mid August 2015. Richard Haas seconded the motion which was unanimously approved.

Donald Konkle made a motion to approve Spencer Mill as a returning Summer Intern with experience, paid at the wage rate of \$8.00/hour, no benefits, with limited hours – not to exceed 30 hours each week for the period of June 8th to August 14th 2015. Richard Haas seconded the motion which was unanimously approved.

Paul Wentzler made a motion to accept the resignation of Kasey Steinbacher, also with regrets, as Lab Compliance Technician, effective June 26, 2015. Charles Hall seconded the motion which was unanimously approved.

B. Open Records Officer

Donald Konkle motion to appoint the Open Records Officer as designated in the LCWSA Open Records Policy to the Collections Clerk position, naming Cathy Holler as the Authority's Open Records Officer. Following a few questions, Scott Slocum seconded the motion which was unanimously approved.

VI. STATUS REPORTS

A. Engineer

1. HRG, Inc - David Swisher presented the HRG Engineer's report for the month of May.

B. LCWSA Reports

1. Operations Report –The Operations Report was presented for the month of May.
2. Engineering Services Manager Report – John Bickhart presented the Engineering Services Manager Report for the month of May.
3. Executive Director Report - Christine Weigle presented the Executive Director Report for the month of May.

VII. RECESS/ADJOURN

Charles Hall made a motion to adjourn at 7:38 p.m. Michael Miller seconded the motion, which was unanimously approved.

Respectfully submitted,

Donald E. Konkle, Jr., Secretary
Christine Weigle, Assistant Secretary

DATE: _____