



**LYCOMING COUNTY WATER AND SEWER AUTHORITY**  
**Board Meeting Minutes**  
**February 2, 2022**

**MEMBERS PRESENT:** Paul Wentzler, Charles Hall, Donald Konkle, Jr, Jan Ransdorf, Michael Philbin, John Gramling, Victor Marquardt, William Henry

**MEMBERS ABSENT:** James Carpenter

**OTHERS PRESENT:** Christopher Kenyon, Solicitor, McCormick Law Firm (via Zoom); Christine Weigle, LCWSA Executive Director; Sylvia Lukpetris, LCWSA Finance Director; Duane Martzall, LCWSA Compliance Manager (via Zoom); Olivia Lopatofsky, LCWSA Project Engineer; John Bickhart, LCWSA Engineering Services Manager (via Zoom); Erin Threet, PE, Assistant Vice President, HRG; Pat Crossley, Williamsport Sun Gazette.

**I. CALL TO ORDER**

Chair Paul Wentzler called the meeting to order at 6:05 p.m. and reported that an Executive Session was held immediately prior to the meeting to address legal and personnel matters.

Christine Weigle reported that Christopher Kenyon, Duane Martzall, and John Bickhart were participating via the Zoom format. Mrs. Weigle also noted the participants in the room and reported that Board Member, James Carpenter, was absent. Pat Crossley from the Williamsport Sun Gazette also joined the meeting after the call to order.

**II. MINUTES**

Mike Philbin made a motion to accept the minutes from the January 5, 2022 Board Meeting as presented. Charles Hall seconded the motion, which was unanimously approved.

The meeting minutes also reflect that Christopher Kenyon was in attendance at the January meeting.

**III. ACCOUNTING/FINANCIAL**

**A. CHECK REGISTER – BILL APPROVAL**

Sylvia Lukpetris presented the check register for the month of January 2022 and noted the addition of two checks issued to the Postmaster for monthly billing.

Charles Hall made a motion to accept the check register report for January 2022 and approved the payment of the bills as presented. Donald Konkle seconded the motion, which was unanimously approved.

**B. FINANCIALS**

Sylvia Lukpetris presented the December 2021 Financial Statements – noting them as preliminary - along with the budget-to-actual graphs for the various funds.

Jan Randorf made a motion to accept the Preliminary December 2021 Financial Statements as presented which included the budget-to-actual graphs for the various funds. John Gramling seconded the motion, which was unanimously approved.

#### **IV. PUBLIC COMMENT**

There was no public comment.

Chair Paul Wentzler acknowledged the 10-year service award for Jay Maris and noted the Board's appreciation for the service that he provides to the Authority.

#### **V. ACTION ITEMS**

##### **A. MONTOURSVILLE REGIONAL SEWER SYSTEM (MRSS)**

###### **1. 2020 Capital Additions – Requisition #15**

Requisition #15 for the 2020 Capital Addition Projects was presented in the amount of \$841.56 for expenses related to the Church Alley Sewer Lateral Project and the Outfall Relocation project.

Donald Konkle made a motion to approve Requisition #15 as presented. Victor Marquardt seconded the motion, which was unanimously approved.

##### **B. ARMSTRONG SEWER**

###### **1. Charles Street Pump Station Capital Contribution**

After a brief explanation of the conveyance agreement between the Borough of South Williamsport and LCWSA Armstrong Sewer System, Christine Weigle noted that payment related to the Charles Street Pump Station improvements in the Borough's sewer system was not previously invoiced to LCWSA for Armstrong's flow proportionate share. Given the amount of time since the improvements were made, it was recommended that the final payment be approved by both entities to finalize the matter.

John Gramling made a motion to approve the Armstrong Sewer capital contribution of \$65,000 for the Armstrong share of the South Williamsport Charles Street Pump Station Improvement project completed in 2011-2013. Donald Konkle seconded the motion which was unanimously approved.

##### **C. ADMINISTRATIVE**

###### **1. 2021 Capital Project Summary**

An annual summary of capital and other projects accomplished or started throughout 2021 were presented by operating system and funding source.

Donald Konkle made a motion to accept the summary of the 2021 Capital Projects as presented. William Henry seconded the motion, which was unanimously approved.

###### **2. 2021 Safety Annual Incident Summary**

The Summary of Incidents for 2021 was presented for the Board's review and acceptance.

Mike Philbin made a motion to accept the 2021 Incident Summary as presented. Charles Hall seconded the motion, which was unanimously approved.

###### **3. Employee Handbook Tuition Reimbursement Policy**

An update to the Tuition Reimbursement Policy was discussed that amended the years of service and the terms.

Mike Philbin made a motion to approve the amended Tuition Reimbursement Policy as presented. Donald Konkle seconded the motion, which was unanimously approved.

4. Capital Vehicle CoStar Purchase – Sunbury Motors
  - i. Truck 6 Replacement – 2022 Ranger 4x4, SuperCrew  
Donald Konkle made a motion to authorize the purchase of a 2022 Ford Ranger 4x4 SuperCrew through Sunbury Motors Ford, a Costar dealer, for the amount of \$32,122.00 to replace Truck 6 with over 183,000 miles. Jan Ransdorf seconded the motion, which was unanimously approved.

## VI. STATUS REPORTS

### A. ENGINEER

1. HRG, Inc. – Erin Threet presented the HRG Engineer’s Report for the month of January 2022 and provided an update on the MRSS Outfall Project and a scoping project for Mifflin Manor Sewer.

### B. LCWSA REPORTS

2. Operations Report – Duane Martzall presented the Operations Report for January 2022 and answered a few questions related to the activity.
3. Engineering Report – Olivia Lopatofsky presented the Engineering Report for January 2022 – providing updates on a variety of ongoing projects.
4. Executive Director Report - Christine Weigle presented the Executive Director Report for January 2022 and discussed the drafted outline for the Strategic Planning sessions. The consensus was to hold the first Strategic Planning Committee meeting immediately following the upcoming March Board meeting.

## VII. RECESS/ADJOURN

Charles Hall made a motion to adjourn at 6:35 p.m. Donald Konkle seconded the motion, which was unanimously approved.

Respectfully submitted,

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

DATE: \_\_\_\_\_