

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
AUGUST 20, 2015
6:30 PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday, August 20, 2015 at the Maintenance Facility on Damascus Street.

Marty Fry called the meeting to order at 6:30 pm

ROLL CALL

Present at the meeting were members Marty Fry, Andy Dubots, Mark Peet and Bill Krog. Also present at the meeting were George Stenhach, John Segursky, Gareth Gockley, and Holly Hyde.

APPROVAL OF MINUTES

It was motioned by Bill Krog, seconded by Mark Peet to approve the July 16, 2015 meeting minutes. Motion carried by voice vote.

TREASURER'S REPORT

We are currently 58% through the year and have used 52 % of the budget.

It was motioned by Mark Peet, seconded by Andy Dubots to approve the Treasurers Reports with the corrections to training 227% for July 2015, correction should have been 127%. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No

A proposed 2016 budget was distributed and needs reviewed.

MANAGERS REPORT

Gareth is in need of a 20' tilt trailer. Appalachian Trailers in Manheim PA has a 20ft tilt trailer for \$4,599. We would like to be able to purchase this mid fall. It was motioned by Andy Dubots, seconded by Mark Peet to purchase a 20' tilt trailer that is equal or equivalent to the state bid. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No

Gareth is also in need of a Magnetic locator for \$2,534.00. It was motioned by Andy Dubots, Seconded by Mark Peet to purchase a Magnetic locator for \$2,534.00. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No

The electric line that Masters ditched for us has been completed.

Upgrade proposal from Foxboro/Schneider Electric

There has been a copy of the proposal for you to look over. The engineers will be able to cover this proposal. This is a very expensive piece of needed equipment.

2014 Billing Error

Bill and Marty have met with John Wright and discussed the 2014 Billing Error. This has been resolved and paid in full. John has asked Bill and Marty to look over the billing for the Freeman House.

It was motioned by Mark Peet, seconded by Andy Dubots to authorize the Solicitor to look into the EDU Resolution. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No

After some discussion, it was motioned to have the Borough Manager speak to the remaining Business on the list for the 2014 billing error and provide them with a letter stating an agreement or payment needs to be completed within 30 days or a Lien will be filed.

It was motioned by Andy Dubots, seconded by Bill Krog to have a letter sent out with the billing for the increase in the water amount to cover the 2014 billing error. The amount of \$100 or less to be billed in one billing cycle, and \$500 or less to be broke up into payments on the bill for the total amount of their bill. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No

SOLICITORS REPORT

Nothing to report at this time

BILLS

It was motioned by Mark Peet, seconded by Bill Krog to approve payment of the recording secretary bill for the month of June 2015 in the amount of \$75.00. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No

It was motioned by Mark Peet, seconded by Andy Dubots to pay for the Digital Recorder for the recording secretary in the amount of \$90.09. It was motioned by Mark Peet, seconded by Bill Krog to rescind the motion to pay Holly Hyde for the digital recorder. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No

It was motioned by Bill Krog, seconded by Mark Peet to pay masters for the digging work by the East plant and for paving the 11x11 ft. spot on West Chestnut St from the leak that happened in the spring of 2015. The amount for both jobs is \$4213.49. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No

ENGINEER REPORT

I. Requisition No. 08-15:

A. The requisition total is as shown in the Requisition Summary table below.

Requisition Summary					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000035185	8/5/2015	Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000035186	8/5/2015	Water Sales to Gas Drillers	\$ 742.50
3	Uni-Tec Consulting Engineers, Inc.	1000035187	8/5/2015	Main Street SR0006 Relocation	\$ 827.50
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 1,745.00

It was motioned by Mark Peet, seconded by Andy Dubots to approve the payment of Requisition 08-15 in the amount of \$1745.00. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No

II. Seventh Street Water Main Replacement Project (CDBG Funded)

Uni-Tec Project Number 0012-104-000

No change since the July 2015 Board meeting. Manager Morris resubmitted the grant application to the County. We are now waiting a County decision which may come later this year.

III. PENNDOT Main Street SR0006 Relocation Project (CFA Part)

Uni-Tec Project Number 0012-089-002

A. Commonwealth Financing Authority (CFA) Grant Portion of Relocation

Uni-Tec Project Number 0012-089-002

The contractor (Masters Excavating) has completed all of the work. The contractor has submitted a number of change order requests asking for additional monies. We have evaluated the contractor's requests and have responded to them per the attached letter. Upon reaching agreement with the contractor a final request for payment will be entertained and presented to the Board, probably at the September meeting.

During construction the contractor opted to lift off and reinstall a section of concrete sidewalk by the Eulalia church. Initially upon inspection by CBA staff it was thought that this work was acceptable. The contractor was then released from the job and he demobilized. Since that time, possibly due to settlement, one joint of the concrete is offset by about one inch. This offset needs to be corrected. The contractor will be told to fix this offset as a warranty repair. (note that the contractor warrants the job for one year).

The contractor did not finish the job within his contracted time. Here is how it finished:

Contracted Substantial Completion	June 15, 2015
Actual Substantial Completion	June 25, 2015
Days over contracted schedule	10 days
Contracted Final Completion (4 days after actual substantial completion)	June 29, 2015
Actual Final Completion	July 20, 2015
Days over contacted schedule	21 days

The contract allows the owner to charge a liquidated damage fee of \$1,000 per day for each day over the substantial completion date and for each day over the final completion date. Generally we do not recommend attempting to assess this charge unless there are substantial problems on the job as it has proven to be difficult and complex to collect. However we do use the potential for this charge as leverage with the contractor to insure the contractor is not making frivolous claims. So at this point the job went generally well and I only want the Board to be aware of this tool should the contractor provide any resistance to timely close out of the project.

IV. PENNDOT Main Street SR0006 Relocation Project (PENNDOT Part)
Uni-Tec Project Number 0012-089-000

No change since the May Board meeting. The project remains in a “wait and see” mode for CBA. PENNDOT conducted a utility field review of the project on July 30, 2015 which I attended on behalf of CBA along with Bev and Gareth. It was a near day-long event with a detailed examination of every aspect of the utility work. We will be making some adjustments to our drawings based upon information clarification developed at the meeting. The Route 6 Executive Committee is meeting on August 11, 2015. Bev may have some update from that meeting.

At the moment the construction work is still planned to be completed in 2016. The PENNDOT project manager David Kipp is retiring and a new PENNDOT project manager is coming on board. The Executive Committee is still pushing PENNDOT to include all curbing and sidewalk replacement in the project. Currently PENNDOT is only doing the roadway, partial curb replacement, and sidewalk handicap ramps at the corners.

Rumor has it (unofficial of course - from some others at PENNDOT) that a delay caused by the retirement of Kipp and possibly a decision to include full sidewalk replacement will push the project to a 2 year project instead of 1 year and may push the start date back to 2017. This is highly unofficial and should be considered speculative at this time.

V. Acquisition of Charles Cole Memorial Hospital as a Customer
Uni-Tec Project Number 0012-022-000

Melvin Blake responded to my information showing CBA billing at current rates and current

CCMH water use. He concluded that it would be too expensive for CCMH to buy water from CBA.

Mr. Blake's analysis assumed that CCMH would keep its water system in full function and use while buying water from CBA. Under his scenario there would not be any savings to CCMH as all of their private water utility costs would remain as they now are.

For an arrangement to be of financial benefit to CCMH they would have to either eliminate their water system or turn it over to CBA thereby saving all of the cost of maintenance and operation. This type of arrangement would be of benefit to CBA as well. The additional \$60,000/year of revenue would likely be a financial benefit to CBA, especially considering that CBA is a small system.

I would like to offer to examine the cost of operation of the CCMH private water system and compare that to the cost of CBA owning and operating their water supply system and selling CCMH water. We could discuss this further at the September meeting as I will not be present for the August meeting.

VI. Water Sales to Gas Drillers

Uni-Tec Project Number 0012-066-000

We are still working to determine the sources of the unaccounted for water. John Segursky informed me that I had created some confusion with my July Board report. To help with clarification of the issues I prepared a detailed assessment of the work to date and have forwarded it to the Board and staff. A copy is attached as well.

It seems that it is time to begin a leak detection program. Working with Bev we have found that LB Water is willing to do a demonstration project in Coudersport at no cost from LB to CBA. This demonstration project will allow a one-time canvassing of the entire CBA system. I think this is an excellent opportunity that will save many thousands of dollars of leak detection effort. Bev has given a preliminary ok to set it up.

It will take some effort on the part of Uni-Tec to work with LB and Gareth to get a process in place for conducting the 30 demo study. I anticipate that it will take about \$1000 to \$2000 of Uni-Tec effort to get the leak detection in place.

It was motioned by Bill Krog, seconded by Andy Dubots to have Uni-Tec assist the set up and conduct the leak detection program with LB Water. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No

VII. SCADA System Maintenance

Uni-Tec Project Number 0012-084-000

I've become more than a little irritated at Schneider Electric for how slow they are responding. I have been on the phone with Joe Lampart and he promises to have a proposal for equipment replacement and SCADA report modification to Gareth by Board meeting time. We will see.

VIII. Leak Detection Program

Uni-Tec Project Number 0012-103-000

See item VI.

IX. Timbering

Update on timbering will be provided by Manager Morris if there is any new information.

OLD BUSSINESS

Working on a survey to have Solicitor review and complete the wording for the number of units for each property.

At the PSAB Conference Bill and Mark will be visiting with many vendors and will ask some of the Municipalities if they have 2 authorities and how they handle there billing. Gareth suggested asking LB Water the cost of their billing system. With discussion the authority suggested us calling LB Water and having a sales representative come up to explain their services.

On behalf of Phil Hershey's absence it was motioned by Mark Peet, seconded by Andy Dubots to Authorize the Vice Chairman Bill Krog to sign the Requisitions in place of the Secretary/Treasurer Phil Hershey. Roll call taken: Bill Krog abstained, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 3 Yes and 1 Abstained

Executive session called at 7:55pm

Solicitor Stenhach certified executive session closed 7:57pm with no decisions reached.

Adjournment 7:58 pm

Respectfully submitted,

Holly Hyde