

**COUDERSPORT BOROUGH AUTHORITY  
REGULAR MONTHLY MEETING  
DECEMBER 21, 2017  
6:30 PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday, December 21, 2017 at the Maintenance Facility on Damascus Street.

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

**ROLL CALL**

Present at the meeting were members Marty Fry, Gary Walaski, Bill Krog, Andy Dubots, and Mark Peet. Also present at the meeting were Pat Ward, Gareth Gockley, Holly Hyde, Beverly Morris, Solicitor Stenhach, and Janet Waltz.

**VISITOR REQUEST AND COMMENTS**

Janet Waltz is here to ask the Authority for a break in her tenant's water bill for the months of September. Janet stated that they have replaced the toilet innards in fear of that's what may have caused the high water bill.

It was motioned by Bill Krog, seconded by Mark Peet to do an adjustment of 50% of the amount of the bill for September and October. This would be a credit of \$ 1200.00. Roll call taken: Bill Krog Yes, Mark Peet Yes, Marty Fry Yes, Gary Walaski Yes, and Andy Dubots Yes. Motion carried

**APPROVAL OF MINUTES**

It was motioned by Mark Peet, seconded by Andy Dubots to approve the November 16, 2017 minutes as presented.

**SOLICITOR REPORT**

There have been three liens filed, Jay and Jennifer Cavanaugh for 703 North West St, Deborah Lincoln at 6 Cartee St., William Shinn at 748 North Main St. All lien charges are \$262.59.

Executive session called at 6:52 pm to discuss real estate.

Executive session ended at 7:12 Pm with no decisions reached.

**BILLS**

Secretarial bill for \$75

PBMA 2018 dues for \$856.96

Uni-Tec Resolution 12-17 in the amount of \$1953.75

It was motioned by Bill Krog, seconded by Gary Walaski to pay said bills. Roll call taken: Bill Krog Yes, Mark Peet Yes, Marty Fry Yes, Gary Walaski Yes, and Andy Dubots Yes. Motion carried

## MANAGERS REPORT

Uni-Tec has donated for the Meals on Wheels program as a holiday gift.

Manager Morris has been in touch with Jeff Carts about surveying timber.

Advertisement for all openings on the water and sewer boards along with others will be in the paper next week, but we have had one interest for the Coudersport Borough Authority. There was a lot of discussion on this matter.

Also would like to check on investments.

### Right to Know Officer

It was motioned by Andy Dubots, seconded by Mark Peet to have Beverly Morris as the Right to Know officer for the Coudersport Borough Authority. Roll call taken: Bill Krog Yes, Mark Peet Yes, Marty Fry Yes, Gary Walaski Yes, and Andy Dubots Yes. Motion carried

The Authority wants to thank Gary and Andy for their dedication to the Authority.

Charles Cole Hospital will be selling to UPMC in March and wanted to check in with the board about having them hook to water once sold. Solicitor Stenhach will look into this matter and report back at next month's meeting.

Manager Morris has an email proposed agreement authorizing JKLM to pay for what Uni-Tec does.

It was motioned by Bill Krog, seconded by Mark Peet to approve the agreement from JKLM to pay the cost from Uni-Tec. Roll call taken: Bill Krog Yes, Mark Peet Yes, Marty Fry Yes, Gary Walaski Yes, and Andy Dubots Yes. Motion carried

## ENGINEER REPORT

### I. Requisition for Approval:

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

<b>Requisition No. 12-17 Summary</b>					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000039870	12/6/2017	Authority Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000039871	12/6/2017	Bulk Loading DEP Permit App	\$ 1,677.50
3	Uni-Tec Consulting Engineers, Inc.	1000039872	12/6/2017	Dingman Run Bridge Rout 6	\$ 101.25
<b>TOTAL AMOUNT TO BE REQUISITIONED:</b>					<b>\$ 1,953.75</b>
Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding					

**II. JKLM North Well Area Fracking**

Uni-Tec Project Number 0012-066-002

There has not been any new activity related to the fracking project as it affects CBA since the December 2016 Board meeting. JKLM continues to hold regular stakeholder meetings that are attended by CBA staff.

**RECOMMENDED BOARD ACTION: Continue to monitor JKLM progress and planned activity.**

**III. JKLM North Well Area Future Fracking**

Uni-Tec Project Number 0012-110-000

Manager Morris has informed me that JKLM has agreed to reimburse CBA to complete a study of future water sources that may be advisable to have in place in the event that JKLM undertakes certain drilling activities.

Uni-Tec provided a proposal to CBA at the November 2017 Board to undertake the new source study. The study fee is \$9,000. The study would be completed in the spring of 2018.

**RECOMMENDED BOARD ACTION: Authorize Uni-Tec to proceed with the study.**

**IV. PENNDOT Main Street SR0006 Relocation Project (PENNDOT Part)**

Uni-Tec Project Number 0012-089-000

I do not have anything to report on the project. Gareth and Bev can report on the status and on any financial billings from PENNDOT. We have one final requisition to submit once we are done incurring costs.

**RECOMMENDED BOARD ACTION: None Required.**

**V. PENNDOT Route 6 Dingman Run Bridge Utility Relocation**

Uni-Tec Project Number 0012-108-000

The final word on this project is that Gareth has assessed the changed requirements and sees it as a small undertaking – moving about 60 feet of main. With the effort being of a limited nature it makes the most financial sense for Gareth to do the work himself and not engage in the PENNDOT process for cost sharing. I agree with the conclusions reached by Gareth.

**RECOMMENDED BOARD ACTION: Advise PENNDOT that CBA will not be participating in the cost sharing program.**

**VI. Water Sales to Gas Drillers – Leak Detection**

Uni-Tec Project Number 0012-066-000

As previously reported Gareth has identified and fixed two major leaks on the system. We have obtained some data since the repairs were made and the results are good. The reduction in

unaccounted for water is shown in the table below comparing all of 2016 and November/December 2016 to November/December 2017.

	Daily Production Average Gallons/Day	Nov/Dec 2017 % Reduced
Calendar Year 2016	495,396	44%
Nov/Dec 2016	570,984	51%
Nov/Dec 2017	277,808	

The reduction in lost water opens the door to the possibility of selling water to gas companies. This could be a significant source of revenue for CBA. See my attached memo regarding my conversation with the DEP on this issue. We need 3 months of data to prove our case. I am asking authorization to work with Gareth to continue to assess this opportunity. We would be prepared to approach the DEP after a report to the CBA Board at the January 2018 meeting.

Authorize Uni-Tec to expend 20 to 30 hours of effort working with Gareth until the January data is analyzed. It was motioned by Andy Dubots, seconded by Gary Walaski to approve Unit-Tec to work with Gareth up to 30 hours until January data is analyzed. Roll call taken: Bill Krog Yes, Mark Peet Yes, Marty Fry Yes, Gary Walaski Yes, and Andy Dubots Yes. Motion carried

**VII. Hospital Metering**

Uni-Tec Project Number 0012-022-000

Manage Morris will have update information concerning CBA regulations and the sale of the hospital to UPMC

**VIII. PADEP Bulk Water Loading Permit.**

Uni-Tec Project No. 0012-083-002

The permit application for the bulk water loading station has been submitted to the DEP. The DEP has issued an “Administratively Complete” letter which gets us through the first part of the process. Now we are waiting for additional DEP comments.

**IX. Cleaning North Well No. 1**

Uni-Tec Project No. 0012-

At the November Board meeting Gareth and Uni-Tec were authorized to proceed on the North Well No. 1 cleaning. We are planning on using a different process (less expensive and more effective) than we have used in the past. To date we have not done work on this. Gareth and I need to establish a schedule for doing this work. It may be in the spring of 2018.

**CORRESPONDENCE**

PMAA annual conference will be held at the Erie Bayfront Convention Center on September 9-12, 2018

**OLD BUSINESS**

Organizational meeting will be held on January 18, 2018. It was motioned by Bill Krog, seconded by Mark Peet to approve the Organizational meeting and to have the date published. Roll call taken: Bill Krog Yes, Mark Peet Yes, Marty Fry Yes, Gary Walaski Yes, and Andy Dubots Yes. Motion carried

Adjournment at 8:15 PM

Respectfully Submitted by,

Holly Hyde