

**COUDERSPORT BOROUGH AUTHORITY  
REGULAR MONTHLY MEETING  
JULY 16, 2015  
6:32 PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday, June 18, 2015 at the Maintenance Facility on Damascus Street.

Marty Fry called the meeting to order at 6:32 pm

**ROLL CALL**

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

**Visitor present**

Dale Anderson is here tonight to discuss the issue with more than one apartment on one meter. He is asking when everyone will be in compliance. The Authority has been working on this and will continue to see what can be done. Solicitor Stenhach addressed the issue and also touched on some possible changes with the sewer.

**APPROVAL OF MINUTES**

It was motioned by Bill Krog, seconded by Andy Dubots to approve as amended the June 18, 2015 meeting minutes. Motion carried by voice vote.

**TREASURER'S REPORT**

We are currently 50% through the year and have used 47 % of the budget.

It was motioned by Bill Krog, seconded by Andy Dubots to approve the Treasurers Reports for June 2015 as presented. Roll call taken: Bill Krog Yes, Andy Dubots Yes, and Marty Fry Yes. 3 Yes and 0 No

**MANAGERS REPORT**

The CBDG grant paperwork has been accepted by Joe Pagano for the Seventh Street water line.

Solicitor Stenhach touched on the 2014 Billing error. Solicitor Stenhach has spoken to John Wright and was referred to speak to David Ross. When speaking with Mr. Ross, he was told that Mr. Ross would need to speak to the Housing Authority and get back with him. It was agreed that Bill Krog and Marty Fry will meet with John Wright to attempt to resolve the issue.

**Executive session called at 6:49pm**

**Solicitor Stenhach certified executive session closed 7:06pm with no decisions reached.**

Payment # 1 to Masters, Solicitor and the Engineer did not raise any objections in the amount of \$74,836.86

Quote from Masters for ditching of the electric line to be place the line underground to the North tank in the amount of \$1520.

It was motioned by Andy Dubots, seconded by Bill Krog to approve the payment to Masters for the ditching at the North tank in the amount of \$1520. Roll call taken: Bill Krog Yes, Andy Dubots Yes, and Marty Fry Yes. 3 Yes and 0 No

Coudersport Beverage is for sale and with the sale it is listed as having 3 apartments in addition to the business. The Solicitor stated when this is sold and closed the new owners need to be told that they will be charged for four sewers.

Discussion on trying to find out how many apartments there are on residents properties. We need to have additional discuss and make a plan to send out a questionnaire at next month meeting. We would like for everything to be uniform.

Gary Buchsen was at the Council Meeting and stated he is converting the garage on East Second St into a gift shop but there will be no water or sewer at this location at this time.

## **SOLICITORS REPORT**

Morales agreement has been amended. Sign a new agreement and have the old agreement go toward the arrearages.

Troutman has talked to the Engineer and Solicitor and all issues have been resolved.

JKLM agreement has not been reviewed and will work on it with Beverly.

## **BILLS**

It was motioned by Bill Krog, seconded by Andy Dubots 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, and Marty Fry Yes. 3 Yes and 0 No

## **ENGINEER REPORT**

### **I. Requisition No. 07-15:**

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

<b>Requisition Summary</b>					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000034992	7/2/2015	Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000034993	7/2/2015	Cole Memorial Hospital	\$ 135.00
3	Uni-Tec Consulting Engineers, Inc.	1000034994	7/2/2015	Water Sales to Gas Drillers	\$ 882.50
4	Uni-Tec Consulting Engineers, Inc.	1000034995	7/2/2015	Main Street SR0006 Relocation	\$ 2,363.84
<b>TOTAL AMOUNT TO BE REQUISITIONED:</b>					<b>\$ 3,556.34</b>

It was motioned by Bill Krog, seconded by Andy Dubots to approve Requisition No. 07-15 in the amount of \$3556.34. Roll call taken: Bill Krog Yes, Andy Dubots Yes, and Marty Fry Yes. 3 Yes and 0 No

It was motioned by Andy Dubots, seconded by Marty Fry to authorize the Vice Chairman to change the salutation of the Treasurer. Roll call taken: Bill Krog abstained, Andy Dubots Yes, and Marty Fry Yes. 2 Yes and 1 abstained

**II. Seventh Street Water Main Replacement Project (CDBG Funded)**  
Uni-Tec Project Number 0012-104-000

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 the water main installation and it is in service. Remaining work is the paving of the ditch line and some sidewalk repair by the car sales lot at the corner of West Street. Other than being quite slow the work went reasonably well. Gareth may want to offer commentary on this issue as well.

The contractor was paid their Application Number 1 in the amount of \$74,836.86. The Board may want to ratify this payment as it was done between meetings with Board approval.

Apparently the local asphalt plants are not currently making the base material needed to finish the work. We will be finding out more on this in the next few days.

**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. The Route 6 Executive Committee met on June 23, 2015. There was not any discussion related to the water main relocation work. Dave Kipp of PENNDOT has not yet scheduled the utilities meeting he has been planning.

Most, if not all, of the discussion at this time is about the roadway and curbs as well as a schedule for doing the work. At the moment the construction work is still planned to be completed in 2016.

It was motioned by Bill Krog, seconded by Andy Dubots to have a CBA member present at the Utility meeting on July 30, 2015. Roll call taken: Bill Krog Yes, Andy Dubots Yes, and Marty Fry Yes. 3 Yes and 0 No

**V. Acquisition of Charles Cole Memorial Hospital as a Customer**

Uni-Tec Project Number 0012-022-000

I have submitted the formal user cost information to Melvin Blake of CCMH. Since submitting the information I have attempted emails and calls to Melvin Blake and Jamie Evens. To date they have not responded.

I will continue to try to make contact and obtain some feedback.

**VI. Water Sales to Gas Drillers**

Uni-Tec Project Number 0012-066-000

We are still working to determine the source of the unaccounted for water. We had determined that the unaccounted for water in 2014 was 55% or 261,000 gallons per day.

We first looked at the north plant computer systems to see if there were errors there. We found errors that accounted for about 51,000 gallons per day. This reduced our unaccounted for water to  $(261,000 - 51,000 = 210,000)$  gallons per day or 44%. The computer error has been fixed in April of 2015.

This month we looked at the billing software to see if there were contributing errors in water consumption. We found that there were about 100 meters not functioning (69 residential and 31 commercial) and we estimated that these meters accounted for about 8,000 gallons per day in consumption not recorded. However we found some other errors (i.e. not subtracting out CCMH) that compensated the meters not functioning. So our end unaccounted for went back up to about 53%.

It seems that we have addressed the errors that seem to be apparent in the computing area. This also indicates that the water is being lost somewhere in the system. We are looking for about 90,000,000 gallons per year or about 245,000 gallons per day or about 170 gallons per minute.

**VII. SCADA System Maintenance**

Uni-Tec Project Number 0012-084-000

It is important that Gareth has the out of date controller replaced. He is waiting on cost information on that item to report to the Board. The manufacturer has not yet provided the necessary information. I have advised Joe Lampart (their rep) that CBA is not happy about how long this is taking. We will continue to pursue it.

**VIII. Leak Detection Program**

Uni-Tec Project Number 0012-103-000

Since we have been unable to find the necessary amount of leakage and loss (by analyzing the computer info and billing info) to satisfy the DEP for selling water to the Marcellus industry, Manager Morris has asked me to look into doing some leak detection. I will have some more information at the Board meeting.

**IX. Timbering**

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

**OLD BUSSINESS**

11 Whites Water Drive have been hooked up to water. After looking over the tax maps and finding out the majority of the property is within the Borough of Coudersport the connection was completed.

**ADJOURNMENT**

It was motioned by Andy Dubots, seconded by Bill Krog to adjourn at 8:08pm.

Respectfully submitted,

Holly Hyde, Recording Secretary

