

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
JUNE 18, 2015
6:33 PM**

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

Bill Krog called the meeting to order at 6:30 pm

ROLL CALL

Present at the meeting were members Andy Dubots, Mark Peet, Phil Hershey, and Bill Krog. Also present at the meeting were George Stenhach, Pat Ward, Bev Morris, Gareth Gockley, and Holly Hyde.

APPROVAL OF MINUTES

It was motioned by Andy Dubots, seconded by Phil Hershey to approve the May 21, 2015 meeting minutes. Motion carried by voice vote.

TREASURER'S REPORT

It was motioned by Mark Peet, seconded by Andy Dubots to approve the Treasurers Reports for May 2015 as presented. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Phil Hershey Yes, and Mark Peet Yes. 4 Yes and 0 No

It was motioned by Andy Dubots, seconded by Phil Hershey to pay the recording secretary \$85 for the meeting and two hours prep time, and to pay Mark Peet's registration fee for the PMAA conference in amount of \$372.00. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Phil Hershey Yes, and Mark Peet abstained. 3 Yes and 1 abstained.

MANAGERS REPORT

There is an agreement from JKLM for the purchase of water. Solicitor Stenhach would like to review this agreement. Tabled till the Solicitors report.

CCR is online and there has been a URL put into the bills for the residents.

Masters Payment

It was motioned by Andy Dubots, seconded by Phil Hershey to approve payment upon review of the Engineer and Solicitor's approval. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Phil Hershey Yes, and Mark Peet Yes. 4 Yes and 0 No

Raymond Morales agreement

The agreement through the Coudersport Authority and Raymond Morales needs to be updated, he needs to pay current bill and a % on the arrearages.

2014 Billing error

Current \$ 34906.73

Outstanding \$ 12663.80

Solicitor Stenhach has called Mr. Acker and has not had any return call. The Solicitor suggests giving the Potter County Housing and Redevelopment 30 days and then pursuing with filing liens on 22 East Seventh St property.

Level 3 billing if no response within 30 days then pursuing with the filing of liens on 712 North Main St.

Water Connection

Steven Oulette is interested in hooking to our water system, White Water Dr. Researching the address to see where taxes are paid.

Arnie Troutman has an issue with the progress being done by Masters in front of his lot. Was told 2 weeks and has been longer, he wants to pave the lot. He has been informed about the PENN DOT right of way and still is going to pursue the paving. Solicitor Stenhach will be sending him a letter and carbon copying Penn DOT.

It has been motioned by Andy Dubots, seconded by Mark Peet to authorize the Solicitor to send a letter to Stoltz of Coudersport, Arnie Troutman. Motion carried by voice vote.

Gareth would like to get an estimate from Masters to dig a line for Electric service from North West St to the North tank. The electric will be underground and placed into a conduit pipe.

SOLICITORS REPORT

JKLM

It was motioned by Andy Dubots, seconded by Phil Hershey to amend the first paragraph in the water contract, subject to Solicitors approval. Motion carried.

ENGINEER REPORT

I. Requisition No. 06-15:

- 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.	1000034889	6/8/2015	Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000034890	6/8/2015	Cole Memorial Hospital	\$ 206.25
3	Uni-Tec Consulting Engineers, Inc.	1000034891	6/8/2015	Water Sales to Gas Drillers	\$ 202.50
4	Uni-Tec Consulting Engineers, Inc.	1000034892	6/8/2015	Main Street SR0006 Relocation	\$ 690.00
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 1,273.75

It was motioned by Phil Hershey, seconded by Andy Dubots to approve Requisition 06-15 in the amount of \$1,273.75. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Phil Hershey Yes, and Mark Peet Yes. 4 Yes and 0 No

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

Uni-Tec Project Number 0012-104-000

The Board authorized resubmitting the grant application package to the County. This is not yet complete but will be done before the submission deadline.

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's (Masters Excavating) scheduled completion date is June 19th. They currently are about 2 weeks from completing the work. Generally the contractor has done a good job but has moved slowly with executing the work. I have spoken to the contractor about the schedule and he has told me that he understands he is behind and that he is working diligently to get the work done. Other than the adjacent car dealership being upset that the work isn't done other issues have been dealt with effectively.

The contractor did experience some complication with a gas main that was nearly in the trench and required a lot of care to get by it. It has not been properly marked by the gas company during the PENNDOT base plan development and was also indicated by the gas company to be a dead main – which it was not.

I believe the contractor will finish the job in the next 2 weeks. We cannot change this schedule but can only advise the contractor that he is behind and must move with all haste to complete the work. I have told the contractor this and he assure me he will move as quickly as he can.

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 will next meet on June 23, 2015. Dave Kipp of PENNDOT had said he is planning a meeting in May of all utilities. The date for the meeting has not yet been set.

V. Acquisition of Charles Cole Memorial Hospital as a Customer

Uni-Tec Project Number 0012-022-000

At the May Board meeting I was authorized to submit the billing scenario to the Hospital for review and comment. On May 27th I was at a general information meeting at the DEP on behalf of CBA. The meeting was the Amalgamated Source Water Protection Coalition meeting. Melvin Blake, the Charles Cole Hospital Director of Maintenance and Engineering also attended the meeting. I was able to have lunch with Mr. Blake and we talked about CBA serving the hospital.

Mr. Blake was cautiously positive toward the idea but did acknowledge that ultimately getting the decision makers at the hospital to commit to CBA would be an uphill battle but one that could be won with some time and effort.

I am just getting the formal letter to Mr. Blake this week and the next step is to wait for response comment to CBA.

VI. Water Sales to Gas Drillers

Uni-Tec Project Number 0012-066-000

At the May Board meeting Uni-Tec was authorized to move forward with the DEP public water supply permit application if we could make the determination that our unaccounted for water loss was reasonable. The determination would be based upon a discovery that the computer generated meter readings were erroneously high. At the May Board meeting I believed the determination could be made fairly quickly. As is sometimes the case the evaluation was and is much more complicated than I had thought.

This means that we are still working on this issue. We have determined that there is an error in the readings but I can't confirm that it is of sufficient size to meet the DEP criteria of 30% unaccounted for water or less. I received the review comments from the SCADA company (Schneider Electric) yesterday and I will be getting some June data from Gareth today (June 18th)

I may be able to give something more definitive at the meeting tonight.

Manager Morris, Operator Gockley, and I met with Jeff Walsh of Penn E&R Engineers

(Consultant to JKLM Energy) and Scott Blauvelt of JKLM Energy and had a very good discussion about their purchase of water. As part of the discussion JKLM has agreed to pay half the cost of CBA acquiring the DEP public water supply permit.

VII. SCADA System Maintenance

Uni-Tec Project Number 0012-084-000

Schneider Electric is working with Gareth and me on this issue. Schneider was to have a quote for us for the obsolete equipment replacement. They (Joe Lampart) called me yesterday and needs the label information off of the equipment. I will be getting that with Gareth on June 18th.

As noted above we are continuing to work on the SCADA recording error issues.

VIII. Leak Detection Program

Uni-Tec Project Number 0012-103-000

No change since the April 2014 Board meeting. A leak detection program is important for CBA to initiate and to make part of regular operational activities. At the April 2014 Board meeting I recommended not starting this program until CBA has time to sort out its workload and staffing needs.

Act on this only after staffing issues have been addressed or until other means to implement are put in place.

OLD BUSSINESS

Owner of 32 Avenue A has agreed to the agreement the tenant has brought forward.

CBDG Grant money for Seventh St

We will be putting binder down and sloping toward drains till water line project can be started, once completed then topping it.

NEW BUSINESS

There has been another leak on Sixth St; this line may need to be replaced.

Meeting Adjourned 7:44pm

Respectfully Submitted,

Holly Hyde

