

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
&
REORGANIZATIONAL MEETING
JANUARY 21, 2016
7:03 PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday, January 21th, 2016 at the Maintenance Facility on Damascus Street.

Chairman Marty Fry called the meeting to order at 7:03 pm

ROLL CALL

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

Prior to the meeting tonight we had 2 representatives from Muni-Link who gave a brief presentation on a new billing software.

REORGINIZATION

It was motioned by Bill Krog, seconded by Mark Peet to retain the same slate of officers as Marty Fry Chairman, Bill Krog Vice Chairman, and Andy Dubots Secretary/ Treasurer. Roll call vote taken: Marty Fry Yes to Vice Chairman, Yes to Sec/Treas. and Abstained to Chairman. Bill Krog Yes to Chairman, Yes to Sec/Treas. Abstained to Vice Chairman. Andy Dubots Yes to Chairman, Yes to Vice Chairman, Abstained to Sec/Treas. Gary Walaski Yes to Chairman, Yes to Vice Chairman, and Yes to Sec/ Treas. Mark Peet Yes to Chairman, Yes to Vice Chairman, and Yes to Sec/Treas. For Chairman 4 Yes, 0 No 1 Abstention, Vice Chairman 4 Yes, 0 No 1 Abstention, Sec/Treas. 4 Yes, 0 No 1 Abstention.

It was motioned by Mark Peet, seconded by Andy Dubots to keep Calliari & Meholick & Company for auditor. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, Marty Fry Yes. Motion carried.

It was motioned by Bill Krog, seconded by Mark Peet to keep Stenhach & Stenhach (George Stenhach) for solicitor. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, Marty Fry Yes. Motion carried.

It was motioned by Mark Peet, seconded by Bill Krog to keep Uni-Tec for the Engineer. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, Marty Fry Yes. Motion carried.

It was motioned by Mark Peet, seconded by Andy Dubots to keep existing date and time for monthly meetings. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, Marty Fry Yes. Motion carried.

It was motioned by Bill Krog, seconded by Andy Dubots to have the Recording Secretary publish the meeting dates and times. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, Marty Fry Yes. Motion carried.

Reorganizational meeting ended at 7:07pm

APPROVAL OF MINUTES

It was motioned by Andy Dubots, seconded by Bill Krog to approve the December 17, 2015 meeting minutes. Motion carried by voice vote.

TREASURERS REPORT

It was motioned by Mark Peet, seconded by Bill Krog to approve the Treasurer's Report as presented. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, Gary Walaski Yes, and Marty Fry Yes. 5 Yes and 0 No.

MANAGERS REPORT

Joe Pagano called about the CBDG Grant money he stated he is in need of a verification letter from Uni-Tec. Another income survey will need to be done.

We have received more than half of the Census letters back. We will be sending out second notices for all the residence that have not responded.

Less Rolf lives on North Hollow Rd currently has sewer and would like to get water to his property due to the JKLM problem. We would need to bore under the Route Six in order to supply him with water. Less is going to approach JKLM to see if they would be willing to cover the cost to have the water line connected to his property. Manager Morris will provide Mr. Rolf with an estimate for him to connect to water.

Mark Stevens have volunteered our Authority for monitoring of the water sources. They would handle the monitoring, storage fees for the data. We would need phone lines, Bev will check to see if they would pay for the cost of the phone lines. Everything else would be at no cost to us. They would like to get this done within the next few months.

Scott Blauvelt has a meeting with Jennifer Means on Monday to go over the last testing's for the East Wells.

We have billed the Hospital for their water use till Dec 18, 2015. Scott has received the bill and we will receive a check shortly. The bills will keep being sent monthly for the water and will be billing them for the Managers time and Gareth's time through the emergency.

BILLS

There is a bill from Stenhach and Stenhach for preparation and filing of the lien for KAJA Holdings in amount of \$82.24.

Retainer fee for 2016 Solicitor ship in amount of \$2500

Recording Secretary for December 2015 meeting \$65 and \$20 for prep time totaling \$85

Uni-Tec for Authority attendance, JKLM contamination response, Main St project in the amount of \$1641.25

It was motioned by Bill Krog, seconded by Mark Peet to pay said bills. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, Gary Walaski Yes, and Marty Fry Yes. 5 Yes and 0 No.

SOLICITORS REPORT

Discussion on how to Codify the Resolutions for the Authority. The Solicitor and Beverly will discuss putting the Resolutions in a book.

7:33pm Executive session

7:36 pm Executive session ended. Solicitor certified that no decisions were reached.

There was some discussion on liens and the total of the liens.

ENGINEERS REPORT

I. Requisition No. 12-15:

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.	1000036079	1/14/2016	Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000036081	1/14/2016	JKLM Contamination Response	\$ 223.75
3	Uni-Tec Consulting Engineers, Inc.	1000036082	1/14/2016	Main Street SR0006 Relocation	\$ 1,242.50
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 1,641.25

RECOMMENDED BOARD ACTION: Approve the requisition as presented.

II. Uni-Tec Rates & Charges for 2016

Uni-Tec Project Number 0012-001-000

At the December Board meeting I presented Uni-Tec’s rates and charges for 2016. I wanted to mention that our rates and charges are not increasing in 2016. Our last increase was 2011 and I am pleased to report the “no change” for 2016.

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

Uni-Tec Project Number 0012-104-000

No change since the July 2015 Board meeting. We are now waiting a County decision which may come sometime in 2016.

IV. 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 day of the December 2015 Board meeting I received a letter from the Contractor's attorney raising various issues. The letter was shared at the Board meeting. As directed by the Board I have provided Mr. Stenhach with copies of pertinent documents related to the issues raised. I am deferring to Mr. Stenhach for a follow up report on the matter.

V. PENNDOT Main Street SR0006 Relocation Project (PENNDOT Part)

Uni-Tec Project Number 0012-089-000

PENNDOT has agreed to replace all the curbing on the street. They continue to work on their final design documents. PENNDOT has asked again for a number of revisions to our plan. I believe that this process is now complete and I don't expect any more revision requests from PENNDOT.

The water main portion of the project budget has gone through a number of revisions since the project began. As PENNDOT has evolved the project we have been required to revise our estimate of the project cost. Currently the water main portion of the project cost is estimated to be \$556,356.00. The 75/25 split will result in an estimated PENNDOT cost of \$417,267.00 and an estimated CBA cost of \$139,089.00. This estimated cost is a slight reduction since the last report due to some item quantity changes and because PENNDOT will not allow us to include a contingency in the estimate.

The project is now planned for a bid letting in June of 2016 and a construction start about August 2016 with a project completion in 2017.

VI. Acquisition of Charles Cole Memorial Hospital as a Customer

Uni-Tec Project Number 0012-022-000

The Board authorized Uni-Tec to work with Gareth to devise a meter installation scheme for the hospital. The initial work on this will probably be on January 21, 2016.

VII. Water Sales to Gas Drillers

Uni-Tec Project Number 0012-066-000

Mike Robinson of the Mifflintown Municipal Authority working through the DEP outreach program will come to Coudersport in April of 2016 to complete some leak detection work for the Authority.

VIII. Gas Driller JKLM Water Contamination

Uni-Tec Project Number 0012-066-001

East Wells Nos. 1 & 2 have been tested. Upon receipt of the test results the wells will be returned to service.

IX. SCADA System Maintenance

Uni-Tec Project Number 0012-084-000

CBA is waiting for Schneider Electric to schedule the site visit and equipment upgrade.

OLD BUSINESS

It was motioned by Mark Peet, seconded by Andy Dubots to advertise for a water operator subject to the Borough employee requirements. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, Gary Walaski Yes, and Marty Fry Yes. 5 Yes and 0 No.

It was motioned by Gary Walaski, to table the discussion on combining the two Authorities.

Executive Session was called at 8:40 pm with potential litigation.

Executive session ended at 8:21 pm the Solicitor certifies no decisions were reached.

CORRESPONDENCE

PMAA members training will be held in Camp Hill, PA, Mars, PA on March 3 & 17, 2016. Bill Krog stated they also offer online training at the annual conference.

NEW BUSINESS

New billing system

We have had the opportunity to meet with several companies including Muni-Link which is cloud based and CUSI which is not at this time. They are very similar billing programs and are close to the same pricing.

Meeting adjourned at 8:39pm