

**COUDERSPORT BOROUGH AUTHORITY  
REGULAR MONTHLY MEETING  
MARCH 20, 2014  
6:30PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday March 20, 2014 at the Maintenance Facility on Damascus Street.

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

Present were members Bill Krog, Phil Hershey, Andy Dubots, and Marty Fry. Also present were John Segursky, Bev Morris, Holly Hyde, Gareth Gockley, Lou Karija and visitor Lisa Snyder.

Lisa Snyder is having problems with water runoff to her basement and foundation. Needing to look into this further. Sol. Stenhach needs an analyst first to see if it is a Penn Dot problem or an assessment to have this taken care of. There need to be a report written stating what the problem is so we can get a solution. Marty Fry will work with Uni-Tec with the runoff issues. Thursday April 3, 2014 will send a Borough representative and Authority representative and John Segursky from Uni-Tec.

Motion to have engineering to identify the problem and make a recommendation for the Lisa Snyder property by Andy Dubots, seconded by Phil Hershey. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

**APPROVAL OF MINUTES**

Fix the spelling of Correspondence

Motion to approve the minutes by Marty Fry seconded by Andy Dubots. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

**TREASURES REPORT**

Motion made by Andy Dubots seconded by Phil Hershey to approve the Treasures report for February 2014. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

Recording Secretary \$65 and 2hrs prep time. Sol. Stenhach \$250 , Lien for Kevin Smith \$97.25  
Motion to pay bills by Andy Dubots seconded by Phil Hershey. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

**MANAGERS REPORT**

Manager's agreement

Gareth has brought the attention to a resident on Reese Hollow. There is an outside hose bib connected before the meter. They are in violation of the Ordinance. The Borough Manager will

call the owner and explain the problem and see when it can be fixed. We will need to inspect it prior to the use of water.

Dale Anderson bills will be taken care of shortly through the lawyers.

Gareth will be gone the week of March 31 through April 4, 2014. Will be able to reach via cell phone.

Advertised for summer help with us and working on the GIS mapping.

Motion by Andy Dubots seconded by Phil Hershey to have the Borough Manager Beverly Morris as the Central point of contract for the GIS mapping. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

Solicitor Stenhach has been provided a Social Media Policy and is under review.

### **SOLICITORS REPORT**

Engineering report Section III Penn Dot Route 872 agreement. Issue was the Borough receiving money for the project or having the Authority receiving the moneys. The agreement has been changed to Coudersport Borough Authorities. Move to approve the long belated Penn Dot Bridge project agreement being Project #T026192L1CE and Authorize Chairman and Secretary to Sign. Motioned by Phil Hershey seconded by Marty Fry. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

Sol. Stenhach has submitted a certificate to the auditors that we have no current pending or litigation of claim.

There has been a Municipal Lien field on Kevin J. Smith at 402 South Main Street Coudersport, PA.

We can ratify the context of the minutes so that if we so ratify the minutes in this meeting will include a motion to ratify the context of Oct/Nov. 2013 there by ratifying any and all decisions by the board. Motioned by Phil Hershey seconded by Andy Dubots. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

### **ENGINEERS REPORT**

#### **I. Requisition No. 03-14:**

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

Item

Number

Payee Name & Address Invoice Number Invoice Date Purpose Obligation Incurred

Amount to

be Paid

1 Uni-Tec Consulting Engineers, Inc. 1000032262 3/3/2014 Meeting Attendance \$ 175.00

2 Uni-Tec Consulting Engineers, Inc. 1000032263 3/3/2014 Main Street SR0006 \$ 1,141.60  
3 Uni-Tec Consulting Engineers, Inc. 1000032264 3/3/2014 Annual Water Allocation Report \$ 1,113.75  
**\$ 2,430.35**

Motioned by Andy Dubots seconded by Phil Hershey to approve and pay the invoice of \$2430.35 Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

## **Requisition Summary**

### **TOTAL AMOUNT TO BE REQUISITIONED:**

Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding

**RECOMMENDED BOARD ACTION: Approve the Requisition as presented.**

### **II. North Tank Leak Emergency Response**

Uni-Tec Project Number 0012-065-001

A. No change since the February 2014 Board meeting. Gareth is waiting for better weather to repair the leak.

Gareth will update his plans for completing the repair.

**RECOMMENDED BOARD ACTION: No Action Required**

### **III. PADOT Route 872 Bridge Relocation Project**

Uni-Tec Project Number 0012-077-000

A. There was not any activity by Uni-Tec during February. A considerable amount of time has passed since the Borough was given the agreement for execution. This agreement needs to get to PENNDOT as it has been a long time at the Borough. The last we knew was that it was in the hands of the Borough Solicitor.

**RECOMMENDED BOARD ACTION: Borough and Authority execute the agreement and forward to PADOT.**

### **Engineer's Report Page 1 of 4**

Uni-Tec Consulting Engineers, Inc. March 20, 2014

Report for Coudersport Borough Authority File No. 0012-001-000

### **IV. PADOT Main Street SR0006 Relocation Project**

Uni-Tec Project Number 0012-089-000

A. No action has occurred since the February Board meeting. The field view with PENNDOT that had been schedule for March was postponed until April 8, 2014. So there have not been any updates. We will attend the nest Executive Committee meeting which is also on April 8, 2014.

B. From the last Board meeting relative to this project there were to be two follow up items.

1. A letter is to be written to Coudersport State Representatives asking them if any funding may be available for the CBA 25% share and to also ask them to put pressure on PENNDOT to include in the project the water main on the east/west portion of Route 6 by Sheetz. Bev and I have been working on a draft of this letter and should have something to show the Board at the meeting.

2. Bev will be checking with banks to get a preliminary indication of their willingness to fund the CBA 25% of the project as well as some preliminary information on expected interest rates. We plan on having this information for the April Board meeting.

PENNDOT Schedule per 2/11/14 Executive Committee Meeting

- a) Environmental Clearance 4/14
- b) Design Field View/Final Design Approval 4/14
- c) Utility and R/W Clearance 11/14
- d) Completed Plan to Contract Management 12/14

- e) PS&E to Central Office 1/15
- f) Construction 4232 Approval (Fed Approval) 1/15
- g) Current Bid Date (advertise for bids) 3/26/15

**RECOMMENDED BOARD ACTION: No Action Required**

**V. DEP Notice of Violation – Failure to Report on Time (Water Allocation)**

Uni-Tec Project Number 0012-097-000

I worked with Gareth and Bev to update the report – which is titled “Annual Water Allocation Compliance Report.”

In doing the report, and in working with Gareth and Bev last month we have determined that at least for the last 2 years about 65% of the water produced by CBA has gone unaccounted for.

This is a very high number and CBA needs to make plans to reduce this number to under 20%.

I am mentioning this because the Compliance Report states that CBA will take action to correct the problem. So the report filing next year will need to show quantifiable information that leaks

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Uni-Tec Consulting Engineers, Inc. March 20, 2014

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have been found and repaired.

I hope to be working with Gareth to assess the impact of leaks repaired (like the North tank) and to systematically seek out other leaks during all of 2014.

**RECOMMENDED BOARD ACTION: Authorize Uni-Tec to work with Gareth to develop a leak detection protocol and program.**

**VI. Update on Items of Interest to the Authority**

**A. The Alternative Fuels Incentive Grant (AFIG) Program**

An estimated \$8 million in grants is now available for the purchase or conversion of natural gas vehicles weighing 26,000 pounds or less, as well as the conversion or purchase of electric, propane or other alternative fuel vehicles of any size. Those eligible to apply include school districts, municipal authorities, political subdivisions, incorporated non-profit entities, corporations, and limited liability companies or partnerships registered to do business in Pennsylvania. Grant applications will also be accepted for innovation technology projects that include research, training, development and demonstration of new applications or next phase technology related to alternative transportation fuels and alternative fuel vehicles.

Applications will only be accepted online, using DCNR's eGrant system –

<https://www.grants.dcnr.state.pa.us/>. The deadline to submit an application is 4 p.m., Friday, May 30, 2014. Grants will be awarded in the fall.

Potential applicants are encouraged to participate in a related webinar, scheduled for Tuesday, March 11, from 9:30-10:30 a.m. **Link to register for the event –**

<https://copa.webex.com/copa/onstage/g.php?d=640969552&t=a>. If you have any problem registering, please contact DEP's Applications Support Help Desk at 717-705-3768 or by email at [ep-efacthelpdeskteam@pa.gov](mailto:ep-efacthelpdeskteam@pa.gov).

**New! AFIG Fact Sheet** and **Guidance Document**. For additional information on the AFIG Grant Program, click on the AFIG Grant Program link in the right margin.

**New! Alternative Fuel Vehicle Workshop in Lycoming County** The Eastern Pennsylvania Alliance for Clean Transportation (EP-ACT) is partnering with DEP to sponsor an Alternative Fuels, Vehicles, and Technology Workshop in Lycoming County on **March 26 from 9 a.m. to 1 p.m.** at the Pennsylvania College of Technology in Williamsport. For further details and to register, please visit:

<https://altfuelworkshop.eventbrite.com>.

Please feel free to call me at 888-238-8223, ext 323 or at my cell number of 814-571-2867 if you have questions about this report. [Engineer's Report Page 3 of 4](#)

Uni-Tec Consulting Engineers, Inc. March 20, 2014

Report for Coudersport Borough Authority File No. 0012-001-000

**END OF REPORT**

Submitted by:

Patrick J. Ward, P.E.

Distribution: CBA Board George Stenhach, Esq, CBA Solicitor Beverly Morris, Coudersport Borough Manager Louis Karija, Director of Public Works Gareth Gockley, Chief Water System Operator John R. Segursky, P.E., Uni-Tec

## **CORRESPONDENCE**

Spring management workshops

## **OLD BUSINESS**

Pass a resolution indicating to the council to act in accordance with the code.

## **NEW BUSINESS**

Commended the Borough Manager for being so dedicated.

Gareth is still looking into a metal detector.

Marty Fry made a motion to Adjourn. 7:40pm

Respectively submitted,

Holly Hyde