

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
OCTOBER 16, 2014
6:30PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday October 16, 2014 at the Maintenance Facility on Damascus Street.

Chairman Bill Krog called meeting to order at 6:28pm

ROLL CALL

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

Visitors Present were Scott Majot, Dan Majot, Todd Brown, Ray Morales, Matthew Smith, and Dale Anderson.

Ray Morales was present to ask CBA for a break on his water billing. He has a property on 10 East Oak Street and it has been vacant. He inspected the house in Sept when his tenant had moved out, then again in October. Due to a faulty toilet the water ran for a month. His September/October billing will be \$1802.66 with the usage of 101,000 gal. After discussion on liability it was motioned by Marty Fry, seconded by Phil Hershey to reduce the water bill to \$600. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Phil Hershey Yes, and Marty Fry Yes. 4 Yes and 0 No.

Scott and Dan Majot are here tonight asking about the 2015 billing to all the Property Owners and have questions in regards to the mobile home billing. Scott Majot owns the property but the residents own the trailers and still pay taxes on the property. The board is planning on looking into this matter further and having a combined workshop with CAMA.

Dale Anderson is here to ask why the Water Authority has made the decision to bill the property owners verse the tenants.

Todd Brown intends on purchasing the Carts/Cowburn property at 1 Mountain Springs Road. He is requesting a contingency for a sales agreement. This property is still too far from the water connection and would not be cost effective to connect. It was motioned by Andy Dubots, seconded by Marty Fry to approve his request and to provide him with a copy of the meeting notes that it is still not cost effective to have the property connected to town water. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Phil Hershey Yes, and Marty Fry Yes. 4 Yes and 0 No.

APPROVAL OF MINUTES

It was motioned by Marty Fry, seconded by Andy Dubots to approve the August 21, 2014 meeting minutes as presented.

It was motioned by Andy Dubots, seconded by Phil Hershey to approve the Special meeting held on September 9, 2014 as presented.

TREASURER'S REPORT

It was motioned by Marty Fry, seconded by Andy Dubots to approve the Treasurers Reports for September and October as presented. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Phil Hershey Yes, and Marty Fry Yes. 4 Yes and 0 No.

MANAGERS REPORT

2015 Budget has been presented and if there are any question please contact Bev.

With the next years billing Bev wanting to bring up the difference between residential is a place where there are people living, commercial is a place of business. The current commercial bills go to the main commercial and having the property owners still responsible. This will be discussed at the water and sewer workshop.

The County has CBDG Grant funds available. We are looking into completing the water line to the top of East Seventh Street. We are in the process of receiving the surveys back from the residence on East Seventh Street.

Gareth in need of a new 20ft trailer and will see if it can be worked into the budget.

SOLICITOR REPORT

PA Small Water and Sewer grant for \$100,000 contract C00059239 has been reviewed and is acceptable to sign. It was motioned by Andy Dubots, seconded by Marty Fry to approve and authorize the appropriate parties sign the C00059239, 85% and 15% matching funds.

ENGINEERS REPORT

I. Requisition No. 09-14:

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.	1000033310	9/3/2014	Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000033311	9/3/2014	Route 6 Water Main Design	\$ 11,456.65
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 11,631.65
Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding					

II. Requisition No. 10-14:

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.	1000033469	10/8/2014	Route 872 Bridge Final Inspection	\$ 387.68
2	Uni-Tec Consulting Engineers, Inc.	1000033470	10/8/2014	Route 6 Water Main Design	\$ 11,989.20
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 12,376.88
Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding					

IT WAS MOTIONED BY ANDY DUBOTS, SECONDED BY PHIL HERSHEY TO APPROVE REQUISITION 09-14 AND REQUISITION 10-14 AS PRESENTED. Roll call taken Bill Krog Yes, Andy Dubots Yes, Phil Hershey Yes, and Marty Fry Yes. 4 Yes and 0 No.

III. Seventh Street Water Main Replacement Project

Uni-Tec Project Number 0012-104-000

- A. A few weeks past Manager Morris brought to my attention that the County may have Community Development Block Grant (CDBG) funds available to replace water mains. One criterion for use of this money is that 51% of the benefited residents meet a federal government standard for low to moderate income.
- B. Manager Morris made a preliminary assessment of areas of the Borough that may meet the income criteria and that also had water mains that needed to be replaced. One area that met this criterion was 7th Street from Woodlawn Avenue to the eastern end of 7th Street near Fairview Avenue.
- C. Following the above determination Uni-Tec spoke with Joseph Pagano of the Redevelopment Authority and subsequently submitted a “pre-application” to the County

for funding support. The pre-application will be distributed at the CBA Board meeting. The application asks for \$145,500 in grant funds to replace the aging water main.

- D. Mr. Pagano reported back that the County Commissioners are looking favorably at the project and may fund the project. One crucial step to be taken in order to make the project eligible for the CDBG funding is for an income survey to be performed of the project area to assure it meets the low to moderate income requirement. The income survey is being conducted by Borough staff.

IV. **PENNDOT Main Street SR0006 Relocation Project**

Uni-Tec Project Number 0012-089-000

A. **Commonwealth Financing Authority (CFA) Grant Portion of Relocation**

Uni-Tec Project Number 0012-089-002

With the receipt of the CFA grant and the requirement to build the CFA funded portion of the project as a stand-alone project, we have completed the design plans and specifications for the work. (The engineering costs for this design work are part of the Board approved \$30,000 fee for Route 6 engineering design).

Since the CFA reduced the grant funds we have had to make the project somewhat smaller to stay within budget. CBA was awarded \$110,000 vs. the requested amount of \$117,600. Per the CFA total project costs cannot exceed \$150,000. We have also included an alternate to extent the main replacement if bids are low enough to allow for additional construction. The base project is the 450 feet along Chestnut Street with a few feet along Main Street. The alternate is to add about 100 additional feet along Main Street. The project is ready for construction bidding. It is a good time of year to obtain bids for spring construction.

The original grant application stated that CBA would contribute \$29,400 to the project. With the \$110,000 grant this means that the project funds are \$139,400. As part of 2015 the Board should consider how to source the CBA portion of the project. It may be time to follow up on a bank loan to secure project funding.

In addition to the above Uni-Tec's fee for conducting the construction bidding and award phase of the project is \$4,000.00

IT WAS MOTIONED BY ANDY DUBOTS, SECONDED BY PHIL HERSHEY TO Authorize Uni-Tec to conduct construction bidding of the project. Schedule a bid opening at the Board meeting on November 20, 2014. Roll call taken: Bill Krog Yes, Andy Dubots Yes, Phil Hershey Yes, and Marty Fry Yes. 4 Yes and 0 No.

A. **PENNDOT Funded Portion of Relocation**

Uni-Tec Project Number 0012-089-001

- 1. Justification Report

PENNDOT required the submission of a justification report to allow PENNDOT

to evaluate how much of the project it is willing to fund. The justification report was required to be submitted to PENNDOT by September 1, 2014. It was submitted on August 29, 2014.

2. Project Design

We continue to work on the full project design. We have had meetings in the field with CBA staff as well as in the office. The full water main replacement design will be complete by the current PENNDOT deadline of November 1, 2014.

3. The final milestone to be achieved with PENNDOT is the execution of a formal agreement which is currently in the hands of PENNDOT to prepare. The agreement is scheduled to be completed by 12/31/14.

The milestones are to be met in order to receive the 75% reimbursement

4. Construction bidding of the project will now be in January of 2016 with construction in spring and summer of 2016. PENNDOT remains uncertain if construction can be accomplished in one building season but that remains the goal for now. An official revised schedule has not been published as of this writing. Schedule changes have thus far been conveyed verbally by PENNDOT.

5. As reported at the August CBA Board meeting, I have written a letter dated August 6, 2014 to David Kipp confirming our understanding of milestone date changes as we were told by PENNDOT. I have not had a response from PENNDOT.

6. As previously reported to the CBA Board, PENNDOT has stated numerous times (through David Kipp at Executive Committee meetings) that all the water main in the project area will be covered by the 75/25 share agreement between PENNDOT and CBA. We have submitted the cost justification report and are waiting on a response from PENNDOT about whether they will share a full 75% in the project.

V. North Well No. 1 Iron Treatment

Uni-Tec Project Number 0012-070-000

CBA has periodically had to have North Well No. 1 cleaned to reduce iron build up. The company that has been used to do the cleaning is Subsurface Technologies (ST). ST uses a special process that has proved to be very successful in the CBA well. As part of the well cleaning with ST, CBA paid to have a special "Aqua Guard" system installed at the well. With the Aqua Guard system in place the well can be cleaned more readily. Well cleanings with the Aqua Guard system in place cost about \$6,000 each. The well was last cleaned in 2012.

Gareth has informed me that the well needs to be cleaned. Gareth was going to pursue a new proposal from ST to do the cleaning.

A second problem has arisen. The cleaning process discharges water on the ground. The discharge of the water needs a DEP permit. In the past the DEP was willing to issue a fairly simply obtained temporary permit for the discharge. The DEP is no longer willing to do this.

They are requiring CBA to obtain a full National Pollutant Discharge Elimination System (NPDES) permit. This permit would be good for 5 years. The permit takes several months to obtain and the cost of acquiring the permit is \$3,000 to \$5,000.

John Segursky is investigating if the discharge water can be put in the CAMA sewer eliminating the need for an NPDES permit. John will speak about this at the Board meeting.

VI. 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.

VII. 2015 Budget and Rate Increase

Uni-Tec Project No. 0012-095-000

Here are some budget reminders:

1. Consider adding the cost of another full time qualified person to the water staff.
2. Put the cost of the CBA contribution to the CFA Route 6 project in the budget (about \$30,000).
3. Put the cost of the CBA contribution to the PennDOT Route 6 project in the budget (half in 2015 and half in 2016). (about \$40,000 each year for 2 years).

OLD BUSINESS

Look over the Budget that has been distributed and make any deletions or corrections.

Meeting Adjourned 8:32pm

Respectfully submitted,

Holly Hyde

Recording Secretary

