

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
SEPTEMBER 17, 2015
6:30 PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday, September 17, 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 and Bill Krog. Also present at the meeting were Pat Ward, Mark Meholick, Gareth Gockley, Beverly Morris, and Holly Hyde.

Visitors Present

Kathy Wiltrout, Megan Wiltrout, and Penny Lampman

Megan Wiltrout is here tonight to ask for a break in the current water bill she has received. Her current water bill was \$1010.15 usage of 61 at 208 Borie Street. She had a previous bill that was high and found a toilet that was running. July/ August billing was even higher with part of the month still having the toilet running. The Authority wants to wait till next month's meeting and get another reading to be sure leak is fixed and get another reading to see if they can gather the average usage that she uses. We will not charge late fees.

Penny Lampmann (403 Route Six West) is here tonight to see if the Authority will give her a break in her bill do to an unknown leak. She had a hot water tank that kept blowing off and was unable to get to basement to have it checked. This account will also be put on hold till we can get an average usage. The problem has been resolved and we have checked the readings.

APPROVAL OF MINUTES

It was motioned by Mark Peet, seconded by Andy Dubots to accept as amended August 20, 2015 meeting minutes. Motion carried by voice vote.

Mark Meholick has brought the Annual Audit Report from 2014 to hand out and answer any question on it. Motion made by Mark Peet, seconded by Andy Dubots to approve the Annual Audit Report 2014 with the exception to the finding of CPA. Roll call taken Bill Krog Yes, Andy Dubots Yes, and Mark Peet Yes. 3 Yes and 0 No.

It was motioned by Andy Dubots, seconded by Mark Peet to approve the appropriate signatures for the 2014 PennVest Audit. Roll call taken Bill Krog Yes, Andy Dubots Yes, and Mark Peet Yes. 3 Yes and 0 No.

It was motioned by Andy Dubots, seconded by Mark Pete to publish the 2014 Financial Audit. Roll call taken Bill Krog Yes, Andy Dubots Yes, and Mark Peet Yes. 3 Yes and 0 No

TREASURER'S REPORT

It was motioned by Mark Peet, seconded by Andy Dubots to approve the Treasurer's Report as presented. Roll call taken Bill Krog Yes, Andy Dubots Yes, and Mark Peet Yes. 3 Yes and 0 No.

MANAGERS REPORT

June Howard the owner of 11 West Spruce Street had a leaking hot water tank under her trailer. She has written a letter to the Authority to see if there could be an adjustment on the bill. The Authority will also put this on hold till we can get an actual average on the usage.

The Manager has reviewed two new utility billing software programs. One is Muni-Link and Diversified Technology. They are very similar, Muni-Link is a cloud based program and updates often; the cost of it would be a \$2500 for set up and \$500 a month. Diversified is a \$9,413 for set up and \$930 per year for support.

BILLS

It was motioned by Andy Dubots, seconded by Mark Pete to approve payment of the recording secretary bill for the month of August 2015 in the amount of \$85.00, and to reimburse Mark Peet for the conference expenses in the amount of \$318.37. Roll call taken: Bill Krog Yes, Andy Dubots Yes, and Mark Peet Yes. 3 Yes and 0 No

Marty Fry will stop down to office to sign all the checks and requisitions.

ENGINEER REPORT

I. Requisition No. 09-15:

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.	1000035342	9/8/2015	Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000035343	9/8/2015	Main Street SR0006 Relocation	\$ 3,424.06
3	Uni-Tec Consulting Engineers, Inc.	1000035343	9/8/2015	Leal Detection Support	\$ 1,317.50
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 4,916.56

It was motioned by Andy Dubots, seconded by Mark Peet to approve Requisition 09-15 in the amount of \$4,916.56. Roll call taken: Bill Krog Yes, Andy Dubots Yes, and Mark Peet Yes. 3 Yes and 0 No

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

Uni-Tec Project Number 0012-104-000

No change since the July 2015 Board meeting. Manager Morris resubmitted the grant application to the County. We are now waiting a County decision which may come later this year.

The Survey has been sent out and have received all back except for one. When all have been returned they will be given to Joe Pagano.

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 all of the work. The remaining activity is to obtain the final closeout documents from the contractor, agree on a final price and make final payment to the contractor.

You may recall that the contractor has requested a number of change orders. Uni-Tec has established a final position on the contractor change order requests. Our position is summarized as shown on the following page.

Initial Contract Amount (based on quantities estimated)	\$141,462.12
Change Order 1 (time change only)	\$0.00
Change Order 2 (adjust for final quantities placed)	<u>\$ 9,041.10</u>
Contract Amount (based on actual quantities placed)	\$150,503.22
Other change order requests by contractor and recommended by Uni-Tec (gas line)	\$ 1,897.18
Uni-Tec recommended final contract amount	\$152,400.40
Value of contractor change orders recommended for denial by Uni-Tec	\$33,790.82

It was motioned by Mark Peet seconded by Andy Dubots to pay the contractor application for payment number 2 in the amount of \$75,666.36 subject to Contactor execution of the Change Order No. 2 and subject to the review of the Engineer and Borough Manager.

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

Uni-Tec Project Number 0012-089-000

No change since the August 2015 Board meeting. The project remains in a “wait and see” mode for CBA.

V. Acquisition of Charles Cole Memorial Hospital as a Customer

Uni-Tec Project Number 0012-022-000

Uni-Tec has been authorized to complete a cost examination and comparison for CCMH. This analysis will be presented at the November 2015 Board meeting.

VI. Water Sales to Gas Drillers

Uni-Tec Project Number 0012-066-000

We are still working to determine the sources of the unaccounted for water. The Board has authorized setting up and initiating the leak detection work. We have done the background work needed and we will be scheduling L/B Water to start the monitoring in early to mid-October.

VII. SCADA System Maintenance

Uni-Tec Project Number 0012-084-000

We need to review the proposal by Schneider Electric and have discussion and hopefully a decision about going forward.

RECOMMENDED BOARD ACTION: Discuss proposal and act on a going forward plan.

VIII. Leak Detection Program

Uni-Tec Project Number 0012-103-000

See item VI.

RECOMMENDED BOARD ACTION: Refer to Report item VI.

IX. Timbering

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

NEW BUSSINESS

We are in need of a new member and send any recommendations to the Borough Council. If no one is interested then at next month's meeting we can advertise.

The Borough had to change their email address so it is coudyboro@gmail.com

Lou's retirement open house will be at the Borough office from 1-3PM

Adjournment 8:29 pm

Respectfully submitted,

Holly Hyde

