

COUDERSPORT BOROUGH COUNCIL

REGULAR MONTHLY MEETING

FRIDAY, December 16, 2022

5:45 PM

The Coudersport Borough Council held their regular monthly meeting on Friday, December 16, 2022 at the Coudersport Borough Maintenance Facility on Damascus Road.

The meeting was called to order at 5:45 pm by Council President Wayne Hathaway who led all in the pledge of allegiance.

MEMBERS PRESENT

Present were Council members Wayne Hathaway, George Hults, Marty Fry, Jesse Minor, Todd Husson; Jack Keifer via phone conference call.

Also present were Manager Beverly Morris, Solicitor Dan Glassmire via phone conference call, Police Chief Curt McClain, Recording Secretary Georgeanna DeCarlo, Wayne Wentzel, Teresa Kisiel, Todd Brown, Clarence Hartman, Sharon Fitzgerald, Loren Fitzgerald.

VISITOR'S REQUESTS AND COMMENTS

EULALIA STREET WEIGHT ORDINANCE REQUEST

Eulalia Street resident Clarence Hartman said that he is an over-the-road truck driver who parks his truck at home on weekends and has received citations for exceeding the weight limit ordinance on the street. He feels that the ordinance does not allow him to properly address the weight of his vehicle, and is looking for a way to rectify the situation. Council discussed alternatives to assist Mr. Hartman including waivers, bonding. Borough Manager Bev Morris will continue to look into ways to address the situation and follow up with Mr. Hartman.

2023 ELLIOT NESS FEST

Sharon Fitzgerald was present to discuss details of the 2023 Elliot Ness Fest to be held on July 14, 15 and 16. Coordinators are planning to use the same street closures as usual except instead of extending closures to Oak Street, will stop at Water Street, and the Rotary to hold its Beer Garden as previously. Fitzgerald said that the group is requesting the borough council's approval to hold the event as requested. Councilman George Hults made the motion to allow the Elliot Ness Fest to proceed as requested. Seconded by Councilman Husson. Roll call vote taken: Councilman Minor, Yes; Councilman Fry, Yes; Councilman Hults, Yes; Councilman Hathaway, Yes; Councilman Husson, Yes; Councilman Keifer, Yes. Motion carried unanimous: 6 Yes, 0 No.

APPROVAL OF THE MINUTES

Motion to approve Minutes for the November 18, 2022 meeting as presented made by Councilman Hults. Seconded by Councilman Minor. Roll call vote taken: Councilman Minor, Yes; Councilman Fry, Yes; Councilman Hults, Yes; Councilman Hathaway, Yes; Councilman Husson, Yes; Councilman Keifer, Yes. Motion carried unanimous: 6 Yes, 0 No.

VOUCHER LIST

It was motioned by Councilman Fry to approve the voucher list as presented in the following amounts: General Fund, \$20,555.50; Water Operating Fund, \$13,391.41; Sewer Operating Fund, \$11,196.08; Capital Reserve Fund, \$63,369.25; Street Lighting Fund, \$3,513.74; Fire Protection Fund, \$26,437.98; Recreation Fund, \$4,219.14; Library Fund, \$63.00; Swimming Pool Fund, \$288.90 in addition to the solicitor's bill for \$9,969.75. Borough Manager Bev Morris noted that the solicitor's bill was for the year. Seconded by Councilman Husson. Roll call vote: Councilman Minor, Yes; Councilman Hathaway, Yes; Councilman Hults, Yes; Councilman Fry, Yes; Councilman Husson, Yes; Councilman Keifer, Yes. Motion passed unanimous; 6 Yes, 0 No.

REPORTS RECEIVED

Council members confirmed receipt of meeting notes, voucher list, fund balances, treasurer's report, police report, proposed 2023 budget as advertised which is at the borough office for inspection, from Manager Morris. No one had questions.

OLD BUSINESS

ORDINANCE 626 - 2023 MILLAGE RATE.

Manager Morris said that Ordinance 626- 2023 Millage Rate has been advertised and includes the recreation tax that was increased $\frac{1}{4}$ mill bringing the total millage for the borough to $20\frac{3}{4}$ mills. Manager Morris read in Ordinance 626: General Fund, 14 mills; Street Lighting, 1 mil; Fire Protection, $1\frac{3}{4}$ mills; Recreation, $2\frac{1}{2}$ mills; Library, 1 mil; Volunteer Ambulance Service, $\frac{1}{2}$ mil bringing the total to $20\frac{3}{4}$ mills. Motion made by Councilman Hults to accept the millage as presented, seconded by Councilman Fry. Roll call vote: Councilman Husson, Yes; Councilman Hathaway, No; Councilman Hults, Yes; Councilman Fry, Yes; Councilman Minor, Yes; Councilman Keifer, Yes. Motion passed: 5 Yes, 1 No.

NEW BUSINESS

COLLECTIVE BARGAINING AGREEMENT

Manager Morris said that Councilman Fry and Councilman Keifer had reviewed the contract with the bargaining unit. Councilman Fry said that the contract had been ratified by the employees. Regarding the Collective Bargaining Agreement, a three-year contract, Councilman Fry made the motion to accept the contract as structured and ratified by the employees through their union. Seconded by Councilman Keifer. Roll call vote: Councilman Hults, Yes; Councilman Fry, Yes; Councilman Minor, Yes; Councilman Husson, Yes; Councilman Hathaway, Yes;

Councilman Keifer, Yes. Motion passed unanimous: 6 Yes, 0 No. Councilman Fry asked that before adjournment he would like to call for an executive session to discuss manager's contract, police chief's contract, and the police officers' contract which then would be subject to review of the individuals receiving the contract; to review the contracts and make sure that all is in alignment to be presented to the board. Solicitor Glassmire verified that council can go into an executive session to discuss employment contracts but cannot act- council would then need to take action at the next meeting, or when council reconvenes and then with a motion would be made public and seconded with a roll call vote. Councilman Fry affirmed that there would be no actions taken during the executive session.

2023 GAS AND FUEL QUOTES

Manager Morris said that the borough has received quotes from Sheetz and Kwik Fill and that the borough usually accepts both so that there are more options for fuel. Sheetz will have a discount rate of three cents per gallon and Kwik Fill, five cents per gallon discount. Manager Morris said that the borough has not received a quote from Satterly's, but that is the only option to have diesel fuel delivered in bulk. Motion made by Councilman Husson to accept fuel bids. Seconded by Councilman Hults. Roll call vote taken: Councilman Fry, Yes; Councilman Minor, Yes; Councilman Hults, Yes; Councilman Hathaway, Yes; Councilman Husson, Yes; Councilman Keifer, Yes. Motion passed unanimous: 6 Yes, 0 No.

2023 MEETING DATES AND TIMES FOR PUBLICATION

Manager Morris said that the council needs to set the 2023 meeting dates and times so that they can be published before the January meeting. Motion made by Councilman Husson to retain the same dates and times. Discussion was held about changing to a different evening, or starting earlier in the day. Councilman Husson amended his motion to hold the borough council meetings at 4 pm on the third Friday of the month. Seconded by Councilman Fry. Roll call vote taken: Councilman Minor, Yes; Councilman Fry, Yes; Councilman Hults, No; Councilman Hathaway, Yes; Councilman Husson, Yes; Councilman Keifer, Yes. Motion passed: 5 Yes, 1 No. Council agreed to maintain holding a 15-minute workshop prior to the start of the meeting which will begin at 4:15.

2023 FEE SCHEDULE

Manager Morris said that she did not see any changes that were necessary to the 2023 fee schedule, but that it is up to the council to decide. Motion made by Councilman Fry to accept the existing fee schedule and carry it over into 2023. Seconded by Councilman Hults. Roll call vote taken: Councilman Minor, Yes; Councilman Fry, Yes; Councilman Hults, Yes; Councilman Hathaway, Yes; Councilman Husson, Yes; Councilman Keifer, Yes. Motion passed unanimous: 6, Yes; 0 No.

RESOLUTION 2022-12 APPOINTMENTS FOR 2023

Manager Morris presented Resolution 2022-12 Appointments for 2023: Chris Ianson to the Coudersport Borough Authority for a five-year term ending January 1, 2028; Minelle Snay to the Coudersport Area Municipal Authority for a five-year term ending January 1, 2028; Gregory

Morey and Jake Taylor to the Zoning Hearing Board for five-year terms ending December 31, 2027; Brian Simar to the Shade Tree Commission for a five-year term ending December 31, 2027; John Turek to the Borough Planning Commission for a four-year term ending May 10, 2027; Roger Bickelman as Coudersport Borough Sewer Enforcement Officer; Dan Glassmire as Coudersport Borough Solicitor; Northwest Savings Bank as the depository; Patrick Larson as Zoning Hearing Solicitor; Andy Dubots as Emergency Management Officer and Frederick Furman as the Vacancy Board Chairman. Motion made by Councilman Hults to accept the appointments as presented. Seconded by Councilman Minor. Roll call vote taken: Councilman Husson, Yes; Councilman Hathaway, Yes; Councilman Hults, Yes; Councilman Fry, Yes; Councilman Minor, Yes; Councilman Keifer, Yes. Motion passed unanimous: 6 Yes; 0 No.

CVAA 2023 AGREEMENT

Manager Morris said that the previous year, Coudersport Borough started an agreement with the Coudersport Volunteer Ambulance Association (CVAA) similar to the one with the fire department. She said that CVAA has signed the agreement presented by the borough to accept ½ mil. Motion made by Councilman Hults to accept the CVAA 2023 Agreement. Seconded by Councilman Fry. Roll call vote taken: Councilman Hults, Yes; Councilman Fry, Yes; Councilman Minor, Yes; Councilman Husson, Yes; Councilman Hathaway, Yes; Councilman Keifer, Yes. Motion passed unanimous: 6 Yes, 0 No.

DEP GRANT AGREEMENT

Manager Morris said that the Department of Environmental Protection (DEP) Grant Agreement being presented is for reimbursement for conduit video which has already been approved by council for videoing the conduits on Park Avenue and the school for flood control. She said that the conduits have to be inspected every five years and that all the inspections have been done for 2022 and the videos have been sent in but that the DEP is just submitting the grant agreement. DEP will reimburse the borough not to exceed \$5,371 which is the amount that it cost to have the work completed. Councilman Husson made a motion for Council President Wayne Hathaway to sign the agreement with DEP to reimburse the borough's conduit video expenses. Seconded by Councilman Hults. Roll call vote taken: Councilman Husson, Yes; Councilman Hathaway, Yes; Councilman Hults, Yes; Councilman Fry, Yes; Councilman Minor, Yes; Councilman Keifer, Yes. Motion passes unanimous: 6 Yes, 0 No.

MANAGER'S REPORT

Coudersport Borough Water Authority met the previous evening, Dec. 15th, at 6:30 pm; the Sewer Authority will meet on Monday, Dec. 19th at the Waste Water Treatment Facility at 6:30 pm. Manager Morris said notice will be included with customer's bills to alert them of products that are not flushable to curb the issue that the products cause. She offered flyers that list products that are not flushable.

Manager Morris asked whether any council member had an issue with her sending the letter that she'd already shared with them in response to a request from William Cizek Esquire for the W.E. Unger Estate for payment for work that they claim to have done for the borough. Manager

Morris said that the borough has not received a bill from them. Council agreed to send the letter but held a brief discussion, asking for Solicitor Glassmire's input. Solicitor Glassmire said that he approved the letter and recommended sending it, and to wait for their response to the request for more information.

Manager Morris said that although the order was placed in time for the Ford dump truck, the borough received notification from Ford that the borough has been allotted zero units. She will be looking at other options.

POTTER COUNTY BLIGHTED PROPERTY

Manager Morris presented the council with information regarding the Potter County Blighted Property fund. She spoke with Will Hunt from the Planning Commission to see who has been appointed to the committee, and feels confident that members are qualified to make the determinations about disbursement of funding. She said that the borough can only receive grant money for property that it owns.

POLICE REPORT

SEVENTH STREET PROPERTY UPDATE

Police Chief Curt McClain gave an update on the Seventh Street property that has been cited repeatedly for being in violation of the rubbish ordinance. He said that a hearing has been scheduled for the second week of January with the property owner, and that both the property owner and the tenant have already been cited. If found guilty by the judge at the hearing, the district magistrate's office will be responsible for collecting the fine.

COMMITTEE REPORTS

PROPERTY AND EQUIPMENT

Manager Morris said that bids for the 2004 John Deere Wide Wing Mower ended at 4 pm. A reserve bid was set at \$10,000. Winning bid was from Nigel Martin from New York State, for \$18,600. Councilman Fry made a motion to accept the bid from Nigel Martin for \$18,600 for the mower. Seconded by Councilman Minor. Roll call vote taken: Councilman Minor, Yes; Councilman Fry, Yes; Councilman Hults, Yes; Councilman Hathaway, Yes; Councilman Husson, Yes; Councilman Keifer, Yes. Motion passed unanimous: 6 Yes, 0 No.

RECREATION/LIBRARY

Manager Morris spoke with Coudersport School Superintendent regarding the proposed agreement with the School District concerning the use of CARP. The superintendent told her that the school is in the process of preparing an alternate proposal that he plans to submit the following week which she will share with the council. Council discussed options including that Councilman Fry and Councilman Hathaway attend the next school board meeting in January to present the proposal directly to the board.

SOLICITOR'S REPORT

Solicitor Glassmire said that there are various ongoing projects including working with Manager Morris and Chris Ernst, but nothing that needs the council's immediate attention.

COUNCIL COMMENTS

Councilman Hathaway asked council, members of the public if anyone had questions or comments. Mr. Hartman expressed his appreciation to the council for being helpful and addressing his concerns.

EXECUTIVE SESSION

Councilman Hathaway called for the executive session, as requested by Councilman Fry to discuss personnel issues, at 6:25 pm. The session ended at 7:20 pm with no decisions reached.

POOL DONATIONS

It was motioned by Councilman Fry, seconded by Councilman Hults to authorize the Friends of the Coudersport Pool to solicit funds for free swim lessons. Roll call vote taken: Councilman Fry Yes, Councilman Husson Abstained, Councilman Hathaway Yes, Councilman Hults Yes, Councilman Minor Yes and Councilman Keifer Yes. Motion carried 5 Yes, 0 No, 1 Abstention.

ADJOURNMENT

As there was no further business to discuss the meeting adjourned at 7:26 pm

Respectfully submitted,

Georgeanna DeCarlo, recording secretary