

**COUDERSPORT BOROUGH COUNCIL  
REGULAR MONTHLY MEETING  
DECEMBER 17, 2025  
5:45 PM**

The Coudersport Borough Council held its regular monthly meeting on Wednesday, November 17, 2025 at the Coudersport Borough Maintenance Facility on Damascus Street.

Councilman Vice President Craig Miller called the meeting to order at 5:45 pm and led all present in the Pledge of Allegiance.

**ROLL CALL**

Present at the meeting were Council members Abigail Rossman, Chris Wilson, Craig Miller, Dennis Goodenough, and Jack Keifer.

Also present were Mayor Andy Dubots, Chief McClain, Officer White, Manager Todd G. Brown, Holly Hyde, Michael Spencer, James Babcock, Tony Cowburn, Chuck Jewell and Wayne Hathaway.

**ADDITIONAL AGENDA ITEMS**

None

**VISITOR'S REQUESTS AND COMMENTS**

None

**APPROVAL OF MINUTES**

It was motioned by Councilman Keifer, seconded by Councilman Goodenough to approve the minutes of the November 19, 2025 and the special meeting on December 10, 2025 as presented All in favor, motion carried.

**VOUCHER LIST**

It was motioned by Councilman Wilson, seconded by Councilperson Rossman to approve the voucher list in the following amounts: General Fund \$82,332.70 Water Operating Fund \$26,065.36, Sewer Operating Fund \$33,506.38, Street Lighting Fund \$3,688.70, Fire Protection Fund \$31,050.18, Recreation Fund \$2,432.61, Library Fund \$9,065.00, and Volunteer Ambulance Fund \$3,000.00. Roll call vote taken: Councilman Keifer Yes, Councilman Wilson Yes, Councilman Miller Yes, Councilman Goodenough Yes, and Councilperson Rossman Yes. 5 Yes 0 No. Motion carried.

**REPORTS RECEIVED:** meeting notes, voucher list, fun balances, treasurer's report and police report.

## **NEW BUSINESS**

### **2026 Budget**

It was motioned by Councilman Goodenough, seconded by Councilperson Rossman to adopt the 2026 Budget. Roll call vote taken: Councilman Keifer Yes, Councilman Wilson Yes, Councilman Miller Yes, Councilman Goodenough Yes, and Councilperson Rossman Yes. 5 Yes 0 No. Motion carried.

### **RESOLUTION 2025-14 TAX MILLAGE**

It was motioned by Councilperson Rossman, seconded by Councilman Keifer to approve Resolution 2025-14 for the tax millage. Roll call vote taken: Councilman Keifer Yes, Councilman Wilson Yes, Councilman Miller Yes, Councilman Goodenough Yes, and Councilperson Rossman Yes. 5 Yes 0 No. Motion carried.

### **RESOLUTION 2025-15 STMP Grant match**

It was motioned by Councilman Goodenough, seconded by Councilman Wilson to approve Resolution 2025-15 for the STMP Grant match. Roll call vote taken: Councilman Keifer Yes, Councilman Wilson Yes, Councilman Miller Yes, Councilman Goodenough Yes, and Councilperson Rossman Yes. 5 Yes 0 No. Motion carried.

### **2026-2028 UNION CONTRACT**

It was motioned by Councilman Wilson, seconded by Councilman Goodenough to approve the appropriate signatures for the union contract from January 2026 through December 2028. Roll call vote taken: Councilman Keifer Yes, Councilman Wilson Yes, Councilman Miller Yes, Councilman Goodenough Yes, and Councilperson Rossman Yes. 5 Yes 0 No. Motion carried.

### **2026-2028 POLICE CONTRACT**

It was motioned by Councilman Goodenough, seconded by Councilman Keifer to approve the appropriate signatures for the police contract from January 2026 through December 2028. Roll call vote taken: Councilman Keifer Yes, Councilman Wilson Yes, Councilman Miller Yes, Councilman Goodenough Yes, and Councilperson Rossman Yes. 5 Yes 0 No. Motion carried.

### **RESOLUTION 2025-16 SERVICE GIFT**

It was motioned by Councilperson Rossman, seconded by Councilman Goodenough to approve Resolution 2025-16 to honor Mayor Andy Dubots for his eight years as Mayor, eleven years on Council, and six years on the Coudersport Borough Authority. Mayor Dubots was presented with

a clock for his time served. Roll call vote taken: Councilman Keifer Yes, Councilman Wilson Yes, Councilman Miller Yes, Councilman Goodenough Yes, and Councilperson Rossman Yes. 5 Yes 0 No. Motion carried.

### **RESOLUTION 2025-17 MEMORIAL GIFT**

It was motioned by Councilman Wilson, seconded by Councilman Goodenough to approve Resolution 2025-17 for a memorial gift in remembrance of Solicitor Glassmire. Roll call vote taken: Councilman Keifer Yes, Councilman Wilson Yes, Councilman Miller Yes, Councilman Goodenough Yes, and Councilperson Rossman Yes. 5 Yes 0 No. Motion carried.

### **SERVICE RECOGNITION**

Certificate of appreciation were provided to Marty Fry, Craig Miller, and Chris Wilson for their service to the Borough of Coudersport.

### **MANAGER'S REPORT**

#### **2026 Gas/Fuel quotes**

Kwik Fill with a discount of .10 per gallon

Sheetz with a discount of .03 per gallon

Shorts will provide no service charge and no minimum charge.

It was motioned by Councilperson Rossman, seconded by Councilman Keifer to approve the gas/fuel quotes for 2026. Roll call vote taken: Councilman Keifer Yes, Councilman Wilson Yes, Councilman Miller Yes, Councilman Goodenough Yes, and Councilperson Rossman Yes. 5 Yes 0 No. Motion carried.

### **MAYOR'S REPORT**

Mayor Dubots stated it has been an honor and privilege to serve as the Mayor of Coudersport for the past eight years and he will miss everyone.

### **CHIEF OF POLICE REPORT**

Police Chief McClain wanted to thank Mayor Dubots for his service and provided him with a commemorative token.

### **SOLICITOR REPORT**

Anne Leete has been appointed for the Coudersport Borough Solicitor through the remainder of 2025.

## **JUNIOR COUNCIL REPORT**

Junior Councilperson Joanna Chen such as listed many things that she has been involved with at high school and elementary school. Santa Secret Shop, National Honor Society, playing christmas music at the Manor, Movie night held at the school, and a dodgeball tournament.

## **COMMITTEE REPORTS**

### **PERSONNEL/POLICE**

#### **Classification of employees**

It was motioned by Councilman Goodenough, seconded by Councilperson Rossman to approve the change in Classifications of two employees. Beau Gross classification to Assistant Forman increasing .50 cents per hour. Heath Evingham classification is Labor/Operator/Mechanic/Chief Operator increasing .49 cents per hour. Roll call vote taken: Councilman Keifer Yes, Councilman Wilson Yes, Councilman Miller Yes, Councilman Goodenough Yes, and Councilperson Rossman Yes. 5 Yes 0 No. Motion carried.

### **PROPERTY AND EQUIPMENT**

The property and equipment reported on allowing James Babcock to have office space behind Holly at the Borough office. This will allow room for a small desk, cabinet and drop box.

### **PUBLIC COMMETS**

Mike Spencer was asking to see the findings for the STMP Grant. Manager Brown will look through files and see what he can find for Mike.

### **COUNCIL COMMETS**

Councilman Goodenough was asking how the dog park was going. The grants were left to Jordan Leete.

Discussion on sidewalks not being shoveled.

### **ADJOURNMENT**

As there was no further business to discuss the meeting adjourned at 6:41 pm.

Respectfully submitted,

Holly Hyde