

**COUDERSPORT BOROUGH COUNCIL  
REGULAR MONTHLY MEETING  
JUNE 19, 2024  
5:45 PM**

The Coudersport Borough Council held their regular monthly meeting on Wednesday, June 20, 2024 at the Coudersport Borough Maintenance Facility at 46 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.

**ROLL CALL**

Present were council members Wayne Hathaway, Jack Keifer, Abigail Rossman, Dennis Goodenough, Jesse Minor and Martin Fry.

Also present were Mayor Andy Dubots, Sol. Dan Glassmire, Police Chief Curt McClain, Manager Beverly Morris, Teresa Kisiel, George Hults and Potter County Planning Director Will Hunt.

**AWARD PRESENTATION**

Manager Morris presented George Hults with the PSAB Board of Directors' Award for over 30 years of service to Coudersport Borough. Manager Morris also presented Wayne Hathaway with the PSAB Thomas F. Chrostwaite Award for over 20 years of service to Coudersport Borough. Manager Morris received the PSAB Cecil K. Leberknight Award for over 10 years of service to Coudersport Borough.

**ADDITIONAL AGENDA ITEMS**

Councilman Fry requested an executive session at the end of the meeting to discuss a personnel issue.

Manager Morris requested adding a pool issue to the agenda.

It was motioned by Councilman Minor, seconded by Councilman Keifer to add these items to the agenda. Motion unanimously carried.

**VISITORS REQUESTS AND COMMENTS**

**DUNKIN PROPOSED DEVELOPMENT PLAN**

Potter County Planning Director Will Hunt was present to review with Council the proposed plan for a Dunkin to be built at 199 Route Six West.

The site plan and lighting plan were reviewed and discussed. Will Hunt reviewed the conditions requested by the County Planning Commission. These plans were also reviewed by the Coudersport Borough Planning Commission who conditionally approved it with a request to have sidewalks/ pedestrian walkways in the plans and also requested that a turning lane be installed on Rt 6 West to help with the flow of traffic.

It was motioned by Councilman Keifer, seconded by Councilman Goodenough to approve this plan conditionally subject to:

1. Encourage the use of hoods on the outdoor lighting for the benefit of the dark sky community,

2. That sidewalks and/or pedestrian walkways be added to the plan for the safety of pedestrian travel along the property and into and out of the building and that these plans be reviewed and approved by Borough Council.
3. That the HOP from Penn DOT has been issued.
4. A request for a center turning lane be installed on Route 6 W to calm traffic flow
5. Encourage the developer to consider the use of the PA Wilds design guide in the design of the store façade.
6. Clarity of the traffic flow arrows that are currently shown on the plans. Some of the arrows show traffic flowing in both directions.

Roll call vote taken: Councilman Keifer Yes, Councilman Minor No, Councilman Hathaway Yes, Councilman Fry No, Councilman Goodenough Yes and Councilperson Rossman Yes. Motion carried 4 Yes, 2 No.

#### **POOL REQUEST FOR REFUND**

Manager Morris received a request just before the meeting from a pool patron who is requesting a refund of her season family pool pass because the pool had to be shut down twice this week because of defecation in the pool. When this happens the pool has to be cleared, cleaned and chemically treated. Manager Morris responded to the requester that no refund would be made. Council agreed with the decision not to refund the season family pool pass.

#### **APPROVAL OF MINUTES**

It was motioned by Councilman Goodenough, seconded by Councilperson Rossman to approve the minutes of May 15, 2024 as presented. Motion unanimously carried.

#### **APPROVAL OF VOUCHER LIST**

It was motioned by Councilman Fry, seconded by Councilman Minor to approve the voucher list in the following amounts: General Fund \$98,351.96, Water Operating Fund \$30,398.62, Sewer Operating Fund \$44,774.57, Highway Aid Fund \$4,270.60, Street Lighting Fund \$3,790.75, Recreation Fund \$22,396.93, Fire Protection Fund \$29,742.79, Library Fund \$12,065.00 and Vol. Ambulance \$15,000.00. No discussion, roll call vote taken: Councilperson Rossman Yes, Councilman Goodenough Yes, Councilman Fry Yes, Councilman Hathaway Yes, Councilman Minor Yes and Councilman Keifer Yes. Motion carried 6 Yes 0 No.

Monthly reports received were activity report, voucher list, fund balance, treasurer's report and police report.

#### **OLD BUSINESS**

#### **PLANNING COMMISSION MEMBERSHIP**

Councilman Keifer asked about the Borough Manager's suggestion to reduce the number of members of the Coudersport Borough Planning Commission from 5 members down to 3 members. This request was made because the commission meets on an "as needed" basis and it has been difficult to get a quorum at their meetings.

Various ideas were discussed from sending letters to current members asking if they wanted to continue being members, adopting a policy that if a member misses three (3) meetings they can be

replaced, to just not reappointing when their term expires. Borough Council instructed Manager Morris to send a letter to the members asking their intentions.

#### **CARP LEASE**

Councilman Fry asked if the school district gave their 30 day notice that they do not wish to continue with the lease agreement for CARP. Manager Morris stated that no notice was received and their lease agreement amount should be received the first of July 2024.

#### **NEW BUSINESS**

##### **ORDINANCE 628 – FIRE INSURANCE ESCROW**

Copies of this proposed ordinance have been distributed to Council and the Mayor. This ordinance has also been properly advertised. Sol. Glassmire has given his seal of approval.

It was motioned by Councilman Fry, seconded by Councilperson Rossman to approve Ordinance 628, the Fire Insurance Escrow. Roll call vote taken: Councilperson Rossman Yes, Councilman Goodenough Yes, Councilman Fry Yes, Councilman Hathaway Yes, Councilman Minor Yes and Councilman Keifer Yes. Motion carried 6 Yes 0 No.

##### **ROSS GLEN PROJECT– PAY REQUEST #1 AND CHANGE ORDER #1**

Pay request #1 in the amount of \$334,674.32 with change order #1 in the amount of \$543.50 (included in pay request) were presented after review and verification by Eng. Chris Ernst for payment to Duffy, Inc. for work preformed to date on the Ross Glen Stormwater Project.

It was motioned by Councilperson Rossman, seconded by Councilman Keifer to approve change order #1 in the amount of \$543.50 and pay request #1 in the amount of \$334,674.32 for payment. (LSA Grant) Roll call vote taken: Councilman Keifer Yes, Councilman Minor Yes, Councilman Hathaway Yes, Councilman Fry Yes, Councilman Goodenough Yes and Councilperson Rossman Yes. Motion carried 6 Yes 0 No.

##### **RESOLUTION 2024-3 HAZARD MITIGATION PLAN**

It was motioned by Councilman Goodenough, seconded by Councilman Keifer to approve adopting resolution 2024-3 Hazard Mitigation Plan for Potter County. Roll call vote taken: Councilperson Rossman Yes, Councilman Goodenough Yes, Councilman Fry Yes, Councilman Hathaway Yes, Councilman Minor Yes and Councilman Keifer Yes. Motion carried 6 Yes 0 No.

##### **2024 FALLING LEAVES/OUTDOOR SHOW – SEPT 27TH & 28TH**

It was motioned by Councilman Minor, seconded by Councilman Fry to approve the request for the Falling Leaves/Outdoor show on Sept. 27<sup>th</sup> and 28<sup>th</sup> with the committees request for a parade on Saturday, Sept. 28<sup>th</sup> with line up on Allegany Avenue and parade proceeding north on Main Street to Fourth Street. Also requested are bagging of the meters around the court house square, closing of Third Street from Main to North East and North East St from 2<sup>nd</sup> to 3<sup>rd</sup> and assistance with traffic control from the Coudersport Borough Police and CVFD fire police. Roll call vote taken: Councilperson Rossman Yes, Councilman Goodenough Yes, Councilman Fry Yes, Councilman Hathaway Yes, Councilman Minor Yes and Councilman Keifer Yes. Motion carried 6 Yes 0 No.

#### **MANAGER'S REPORT**

**CBA (water) meeting for month of June has been cancelled due to lack of quorum. CAMA meeting will be held on June 24<sup>th</sup> at 6:30 pm at the WWTP meeting room. All are welcome to attend.**

**Audits for the Fire Relief Association and Liquid Fuels are available for viewing at the office.**

**Manager Morris reported the passing of Lewis Schuab a long time community minded member who was very active in the Coudersport Borough Civil Service Commission and Recreation Board. Ricky Lawton a former sewer plant operator has passed.**

#### **MAYOR'S REPORT**

**Mayor Dubots continues to remind citizens not to mow grass into the streets.**

#### **POLICE CHIEF'S REPORT - NOTHING FURTHER TO REPORT**

#### **SOLICITOR'S REPORT**

**Various projects in the works.**

**Sol. Glassmire wanted to express his sorrow over the loss of Lewis Schaub and gave accolades to Mr. Schaub not only as a resident but also as a teacher who when he gave his word and shook a hand you knew that this was better than a signed contract. Community minded citizens like Lewis are a rare find.**

#### **COMMITTEE REPORTS**

##### **PERSONNEL/POLICE**

**Two new employees, one in water and one in sewer, have begun their employment and working out fine.**

##### **UTILITIES, STREETS, BRIDGES AND TREES**

##### **NORTH WEST AND FIFTH STREETS STOP SIGN**

**A request for a four-way stop sign to be placed at the intersection of North West and Fifth Streets as a resident deems it unsafe and has almost been hit by traffic turning down Fifth St. from North West St. Chief McClain reported that since 2005 there have been no reportable accidents at that intersection and the speed survey shows the average speed was 16.5 mph. The consensus of Borough Council was that a letter should be sent to the requester thanking them for bringing this to their attention and they will take this under advisement.**

##### **CHESTNUT STREET BRIDGE**

**A meeting was held with Penn DOT to review a proposed plan to rehab the Chestnut Street Bridge in 2027. Penn DOT was looking for detours and other issues they may encounter.**

##### **RECREATION AND LIBRARY**

**Erb Inspections performed a visual inspection of the electrical and HVAC at the library per request from the insurance carrier. The report stated all electrical and HVAC were in working order. At this time no further response has been received from the insurance carrier.**

#### **PUBLIC COMMENT**

**Teresa Kisiel stated that the school district has a policy of missing 3 meetings and you are off of the board.**

#### **COUNCIL COMMENTS**

**Councilperson Rossman asked about the Crittenden and if the owners have contacted the Borough with any plans for the broken glass and open windows. Mayor Dubots requested that citations be issued to the owner.**

#### **EXECUTIVE SESSION**

**An executive session was requested by Councilman Fry to discuss a personnel matter at 7:51 pm. This session ended at 8:27 pm with no decisions reached.**

#### **ADJOURNMENT**

**As there was no further business to discuss the meeting adjourned at 8:27 pm.**

**Respectfully submitted**

**Beverly Morris, Secretary**