

**COUDERSPORT BOROUGH COUNCIL  
REGULAR MONTHLY MEETING  
OCTOBER 16, 2024  
5:45 PM**

The Coudersport Borough Council held its regular monthly meeting on Wednesday, October 16, 2024 at the Coudersport Borough Maintenance Facility on Damascus Road.

The meeting was called to order by Council President Wayne Hathaway who led all present in the Pledge of Allegiance.

**ROLL CALL**

Present were Councilmembers Wayne Hathaway, Martin Fry, Jack Keifer, Dennis Goodenough, Abigail Rossman and Craig Miller.

Also present were Mayor Andy Dubots, Manager Beverly Morris, Donna Leshandra, Officer Jared White, Bryan Phelps, Wayne Wentzel, Todd Brown Joanna Chen and Aliyah Dipilato.

**ADDITIONAL AGENDA ITEMS**

Manager Morris requested an executive session at the end of the meeting to discuss a personnel matter, Councilperson Rossman requested adding issues at the Hotel Crittenden. It was motioned by Councilman Fry, seconded by Councilman Keifer to add these items to the agenda. Motion unanimously carried.

Manager Morris introduced Joanna Chen and Aliyah Dipilato as potential Junior Councilmembers that are here to observe a meeting.

**VISITOR'S REQUESTS AN COMMENTS**

Bryan Phelps of 302 South East St. was present to express his concerns over the paving project and feels more planning should have been done before the paving. His concerns were that a Borough employee should have been present and drainage should have been addressed and he also felt the berming by the Borough crew could have been done better. He also had concerns about the paving on Mill Street at the intersection of Mill and Oak. Mr. Phelps was not aware that the paving project on Mill St. was part of the Ross Glen Storm water project. Manager Morris stated that there is a plan to remove the sod along the berm and around the catch basins on South East Street. Council President Hathaway responded that there was a plan and he feels the Borough crew does a good job.

Todd Brown was present to request that his property pin at the intersection of the pool and his driveway (Mountain Springs Rd.) be identified. Manager Morris stated the pin was covered but will have crew identify it in the morning. Mr. Brown requested notification when this was being done as he would like to be there.

**APPROVAL OF MINUTES**

It was motioned by Councilman Keifer, seconded by Councilman Miller to approve the minutes of September 18, 2024 as presented. Motion unanimously carried.

**VOUCHER LIST**

It was motioned by Councilman Fry, seconded by Councilperson Rossman to approve the voucher list in the following amounts: General Fund \$221,063.42, Water Operating Fund \$35,117.79, Sewer Operating Fund \$42,779.56, Highway Aid Fund \$129,109.77, Street Lighting Fund \$3,049.18, Fire Protection Fund \$842.00, Recreation Fund \$(1,637.81) and Library Fund \$65.00. Roll call vote Councilperson Rossman Yes, Councilman Goodenough Yes, Councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion Carried 6 Yes 0 No.

Reports received were Meeting Notes, Voucher List, Fund Balance, Treasurer's Report and Police Report.

#### **NEW BUSINESS**

#### **RESOLUTION 2024-6 ELIMINATION OF POLICE CONTRIBUTIONS TO THE PENSION FUND**

It was motioned by Councilman Fry, seconded by Councilman Keifer to approve resolution 2024-6 the elimination of members contributions to the police pension fund for 2025. Roll call vote taken: Councilman Keifer Yes, Councilman Miller Yes, Councilman Hathaway Yes, Councilman Fry Yes, Councilman Goodenough Yes and Councilperson Rossman Yes. Motion carried 6 Yes 0 No.

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

CBA (Water) will meet on Thursday October 17, 2024 at 6:30pm and CAMA (Sewer) will meet on Monday October 28, 2024 at 6:30 pm. All are welcome to attend.

The Potter County Township Convention will be held on Saturday, November 2, 2024 at the Fire Dept. building. Convention begins at 8 am. All council members and the Mayor are welcome to attend.

#### **GRANT APPLICATIONS**

As the 2023 LSA Grants have not been awarded, if the Borough's grant for a street sweeper/vacuum is awarded, Manager Morris would like to apply for a storm water project on Locust Street for the 2024 grant.

If the 2023 grant application for a streets sweeper/vacuum is not awarded then this would be applied for again.

Borough Council approved of this plan.

**MAYOR'S REPORT** – Trunk n Treat will be at the Borough office October 26<sup>th</sup> beginning at 4 pm.

**POLICE CHIEF'S REPORT** – Chief McClain was not in attendance but Officer White was present and reported on junk vehicles that have been removed. He also suggested that the ordinance be changed to include a valid inspection as vehicles can sit on property if they only have a valid registration.

#### **COMMITTEE REPORTS**

**PERSONNEL/POLICE** – Executive session at the end of the meeting.

**UTILITIES, STREETS, BRIDGES AND TREES**

**HOTEL CRITTENDEN**

Bricks are falling off of the top of the Crittenden and the roof tarp has blown off. The West Second St. side tarp hangs over the side and is ripped open. Mr. Nielsen was contacted (Oct. 2) and he stated he has someone to repair. This has not happened yet. Council's main concern is the possibility of falling bricks onto the sidewalk. A catwalk was discussed. Action on this building can be taken using the Dangerous Building ordinance. Manager Morris will draft a letter to the owner and/or insurance company detailing these concerns.

Manager Morris has contracted with a drone to take pictures and video the roof of the Crittenden for a cost of \$85. It was motioned by Councilman Miller, seconded by Councilman Fry to approve the drone. Roll call vote taken: Councilperson Rossman Yes, Councilman Goodenough Yes, Councilman Fry Yes, Councilman Hathaway Yes, Councilman Miller Yes and Councilman Keifer Yes. Motion Carried 6 Yes 0 No.

#### **ZITO BUILDING 14 SOUTH MAIN STREET**

It was reported that there are holes in the roof of the old Zito building at 14 So. Main St. Manager Morris will reach out to James Rigas.

#### **FINANCE/ORDINANCE**

Councilman Fry reported on the discussion of the Finance/Ordinance committee concerning parking meter issues. Councilman Fry is looking for alternative parking locations for merchants/employees.

#### **2025 DRAFT BUDGET**

This was made available to all council for review. Manager Morris stated that utility costs may need to be adjusted to account for the electric costs increases due July 1, 2025. If Council has any questions or concerns on the budget please see her.

#### **2025 FIRE DEPARTMENT CONTRACT**

The contract was received by Council at the September meeting for review. It was motioned by Councilman Fry, seconded by Councilman Goodenough to approve the 2025 Fire Department contract in the amount of \$59,624.37.

Councilman Fry reported on the municipal meeting he attended at the Fire Dept. where municipalities were informed that the Fire Dept. will be requesting an increase in 2026 from the current 1.625 mills to 2 mills.

Manager Morris mentioned that this will mean a tax increase to residents either some in 2025 and some in 2026 or all at once. Council discussed both options.

Various options for taxing were discussed with tax exempt properties being included.

#### **PUBLIC COMMENTS**

Resident Wayne Wentzel stated that any of the tax increases that he has seen here have never been a lot and he feels one increase is best.

#### **EXECUTIVE SESSION**

Council recessed into executive session at 6:57 pm to discuss a personnel matter. This session ended at 7:16 pm with no decisions reached.

**ADJOURNMENT**

**With no further business to discuss the meeting adjourned at 7:16 pm.**

**Respectfully submitted,**

**Beverly Morris, Secretary**