

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
APRIL 16, 2014
6:30PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday March 20, 2014 at the Maintenance Facility on Damascus Street.

Chairman Bill Krog called meeting to order at 6:30pm

Present were members Bill Krog, Phil Hershey, Andy Dubots, and Marty Fry.
Also present were Solicitor George Stenhach, Pat Ward, Bev Morris, Holly Hyde, and Gareth Gockley.

Visitors present Wayne Stevens from Wayne Paving and Concrete. Wayne is here to discuss his water billing that he pays to Sweden Valley Manor.

Recessed into Executive session at 6:47pm to discuss possible litigation.

Executive session ended at 7:08pm with no decision made.

Advised Mr. Stevens to speak with the Borough Manager over the usage amounts and referred him to contact Sweden Valley Manor.

APPROVAL OF MINUTES

Motion made by Marty Fry, seconded by Phil Hershey to approve minutes as subject to clerical correction. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

TREASURER'S REPORT

Motion to approve the treasurer's report and financial report as presented by Andy Dubots, seconded by Phil Hershey. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

Motion made by Andy Dubots, seconded by Marty Fry to pay current bills. Recording secretary \$85 with 2hrs prep time, Sol. George Stenhach for a no litigation letter for \$275.00, and Lien for Kevin J Smith \$97.25. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

Motion made by Marty Fry, seconded by Andy Dubots to have the meeting for May be changed and published for May 13, 2014. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

MANAGERS REPORT

Senator Scarnati and Senator Causer have sent letters to Penn Dot.

Marty Fry made a motion, seconded by Phil Hershey to have the Chairman of the Coudersport Borough Authority submit a letter to the Potter County Commissioners and request moneys from the Act 13 funds for their 2015 allotment for use on the main street project. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

Two quotes have been received from First Citizens Bank and Citizens and Northern Banks.

After full disclosure regarding the Borough Managers husband working as a loan officer unrelated to our request for Commercial line. Motion made by Phil Hershey, seconded by Marty Fry to wave any conflict or appearance of conflict that may exist. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

Motion made by Phil Hershey, seconded by Andy Dubots the Authority at its discretion will not require water hook up due to economic reasons at 15 Dingman Run Road when the property is sold. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

Hooking up to water John Dunn, Karl Bretz and Chris Brennan. Also Dr. Ryan's when sold.

SOLICITORS REPORT

Engineers and Borough executed the agreement and was mailed to Penn Dot on April 3, 2014 Mr. Magass confirmed on 4/17/14 did receive documents and is in the process to being completed.

Solicitor George Stenhach sent the auditors a no litigation letter for the Borough of Coudersport.

Borough Manager has asked the Solicitor to review the technology system for the workers. Solicitor has asked the Manager to hold an orientation for the workers.

ENGINEERS REPORT

I. Requisition No. 04-14:

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.	1000032434	3/31/2014	Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000032435	3/31/2014	Main Street SR0006	\$ 122.50
3	Uni-Tec Consulting Engineers, Inc.	1000032436	3/31/2014	Annual Water Allocation Report	\$ 270.00
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 567.50
Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding					

Approve the Requisition as presented. Motioned by Andy Dubots, seconded by Phil Hershey. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

II. North Tank Leak Emergency Response

Uni-Tec Project Number 0012-065-001

A. No change since the February 2014 Board meeting. Gareth has been waiting for better weather to repair the leak.

At the Board meeting Gareth will update his plans for completing the repair.

III. PADOT Route 872 Bridge Relocation Project

Uni-Tec Project Number 0012-077-000

A. John Segursky of Uni-Tec had the opportunity to speak with Gary Bojalad of PENNDOT about the water main relocation in the stream next to the Route 872 bridge.

To refresh: PENNDOT rebuilt the bridge. As part of the rebuilding they were required by the DEP to lower the stream bed by dredging it out to a deeper level. When they began lowering the stream PENNDOT encountered both the water line and the sewer line crossing the stream on the downstream side of the bridge. The mains were very shallow and the stream bed could not be lowered as required. So PENNDOT was going to lower both the water and sewer or have CBA do it and PENNDOT would reimburse for the costs. A reimbursement agreement for this work was prepared by PENNDOT and has been at CBA and Coudersport Borough for some time waiting for execution so the work could be done.

In the meantime PENNDOT has apparently decided that the stream bed does not need to be lowered any more. I don't know how or if they are complying with the DEP requirement of their permit. Regardless Gary Bojalad has informed John Segursky that PENNDOT does not plan to do any more work on lowering the water and sewer mains.

I am not sure that Gary Bojalad represents the official position of PENNDOT and I still believe CBA and the Borough should follow through and return the executed reimbursement agreement to PENNDOT and then see where it goes from there.

Also PENNDOT may have lowered the stream at least some amount which may make the water main more vulnerable to freezing. Gareth should give us his opinion on this issue.

IV. PADOT Main Street SR0006 Relocation Project

Uni-Tec Project Number 0012-089-000

- A. John Segursky attended the Executive Committee meeting and the follow-up field view meeting (at the Gunzburger building as well) with PENNDOT on April 8, 2014. There still seems to be considerable uncertainty on PENNDOT's part about how they want to execute the entire project. Coudersport representatives are pushing for a one year construction time frame and PENNDOT is unsure whether this can be done.

During the field view there was general discussion about locating utilities, coordination of the installation of new utilities while keeping everyone in service on the old utilities and then eventually abandoning the old utilities in place.

PENNDOT has decided to schedule another on site field view at a future date in May or possibly two view in May.

- B. From the last Board meeting relative to this project there were to be two follow up items.
1. We are waiting to hear if the letter Bev sent to politicians received any attention or generated any feedback.
 2. Bev has been checking with banks to get a preliminary indication to get a preliminary indication of their willingness to fund the CBA 25% of the project as well as some preliminary information on expected interest rates. We hope plan on having this information for the April Board meeting.

PENNDOT Schedule per 4/8/14 Executive Committee Meeting

a)	Environmental Clearance	4/14
b)	Design Field View	4/14
c)	Further Design Field View/Final Design	5/14
d)	Utility and R/W Clearance	11/14
e)	Completed Plan to Contract Management	12/14
f)	PS&E to Central Office	1/15
g)	Construction 4232 Approval (Fed Approval)	1/15
h)	Current Bid Date (advertise for bids)	3/26/15

CFA Water Line Grant Program – the Commonwealth Financing Authority (CFA), a part of the PA Department of Community and Economic Development (DCED) has recently created a small projects grant program. It can be used for water systems. The program allows a maximum project sized of \$150,000.00 and requires that a minimum of 15% of the \$150,000 (or \$22,500) be paid by the applicant resulting in a maximum possible grant of \$127,500. The grant cannot be used on a project with a value greater than \$150,000 or less than \$50,000.

There is only \$3,000,000 available in this program and it is being used state wide. However I think it is the first opportunity that has become available for some time and I believe it would be in the interest of CBA to pursue the grant.

I am suggesting that the grant be used for the portion of the Route 6 project that PENNDOT does not want to replace – the section on Route 6 (Chestnut Street) from about West Street past Sheetz and then north on Route 6 (Main Street) to about Maple Street. This is a total distance of 700 feet with construction cost of roughly \$110,000.00. Engineering, legal, permits, and administrative costs would still keep the project under the \$150,000.00 cap. I would estimate the work to be as follows:

Coudersport Borough Authority PRELIMINARY PROJECT COST ESTIMATE Route 6 Water Main - West Street to Maple Street					
Item No.	Description	Unit	Estimated Quantity	Unit Price	Extended Total
1	8" DI Waterline	LF	700	\$ 50.00	\$ 35,000
2	Fittings and Couplings	LBS	300	\$ 8.00	\$ 2,400
4	¾" Corp. Stop	EA	7	\$ 500.00	\$ 3,500
5	¾" Curb Stop and Box	EA	7	\$ 300.00	\$ 2,100
6	¾ " Service Line	LF	200	\$ 35.00	\$ 7,000
7	Interconnections	EA	3	\$ 6,000.00	\$ 18,000
9	Fire Hydrant Assembly	EA	3	\$ 4,500.00	\$ 13,500
10	Select Trench Backfill	CY	340	\$ 30.00	\$ 10,200
12	Pavement Restoration	SY	400	\$ 50.00	\$ 20,000
Subtotal Construction (rounded to the nearest \$1,000)					\$ 112,000
Non-Construction - Engineering, Legal, Right of Way, Permits					\$ 35,000
Total Estimated Project Cost					\$ 147,000

Since the applications are due on May 15th which is the date of the next Board meeting I have gone ahead and prepared the two documents that will require Board action and I will present them at the Board meeting.

The two documents are

1. a resolution to apply for the grant and,
2. a letter committing CBA to provide the matching funds.

While the minimum match is 15% CFA always advises that it gives you an advantage if you offer more than the 15%. So my suggestion is CBA offer to pay 20% out of pocket. That would result in a grant amount of \$117,600.00 and a CBA match of \$29,400.00 for a total project cost of \$147,000.

The Board can of course choose to not pursue this grant or to modify the terms I have suggested above.

Motion made by Phil Hershey, seconded by Andy Dubots to approve the \$100 for application and up to \$150 for the CFA water line grant. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

Motion made by Marty Fry, seconded by Phil Hershey to approve the resolution and have the Chairman and Secretary Sign the documents. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

Motion made by Andy Dubots, seconded by Phil Hershey to authorize Uni-Tec to persuade additional funding from Penn Dot for the main street project. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No.

V. **Leak Detection Program**

Uni-Tec Project Number 0012-103-000

At the March Board meeting John Segursky suggested that CBA put in place a formal leak detection program to work toward bringing your unaccounted for water from somewhere around the 60% range to the required 20% maximum.

John advised me the Board needed more specific information on Uni-Tec costs before authorizing Uni-Tec to move forward with Gareth to undertake a leak detection and eradication program.

A leak detection and eradication program will need to be executed by CBA staff as part of its regular activities. The non-winter months are best for this type of activity. Uni-Tec's role would be one of support. Our initial role would be to develop a systematic plan to canvas the water distribution system in parts or segments. Specific time would be set aside by CBA staff for leak detection field work. The leaks found by CBA staff during the canvassing of each segment would be written down with some narrative of the character of the leak including location and an estimate of loss.

As the leak data is catalogued there would be a priority list developed of what are the most important leaks to repair – based upon estimated leak amounts. Then CBA staff would put into the regular work schedule specific set aside times for repairing leaks.

Twice a year calculations would be completed to determine the effect of the leak repair effort. A report on this result would be presented to the Board.

This work would be systematically repeated in an effort to bring down leaks over time.

Uni-Tec's cost to set up and develop a plan with a map for use by Gareth as well as some useful spreadsheet forms would be \$950.00. We would perform a quarterly review of the work accomplished and prepare a twice per year report this to the Board. The report preparation would be \$250/report.

One caution I have given the Board in the past is that the CBA is operating with a very lean staff. A leak detection program will take time on the part of CBA staff. I know that there are some health issues ongoing with staff and I don't think the program should be started unless Bev and Gareth think the time can be made available to do this work. On the other hand if it is not done it will continue to get worse. We should have this discussion at the Board meeting.

VI. GIS Support

Uni-Tec Project Number 0012-102-000

Uni-Tec has been providing lots of data to North Central as they begin the development of your GIS based data system.

VII. Lisa Synder Investigation

Uni-Tec Project Number 0012-101-000

Uni-Tec was at one time asked to get involved in the review of this drainage issue but it was determined by Borough staff that Uni-Tec services were not required. Lou Karija or Gareth Gockley will report on this issue.

VIII. USDA RUS Survey Form

Uni-Tec Project Number 0012-

I have spoken to USDA representative Sean McElroy. He has advised me that unless a project is much larger than any we have contemplated for CBA right now (something in the \$1 million plus range) – USDA cannot be of useful assistance. On that advice I did not complete the survey form. We can discuss this at the Board meeting further.

Meeting Adjourned 8:12pm

Respectfully submitted,

Holly Hyde