

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
AUGUST 18, 2016
6:30 PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday, August 18, 2016 at the Maintenance Facility on Damascus Street.

Marty Fry called the meeting to order at 6:30 pm

ROLL CALL

Present at the meeting were members Marty Fry, Andy Dubots, Bill Krog, Gary Walaski and Mark Peet. Also present at the meeting were Jack Halloran, Mark Meholick, Gareth Gockley, Beverly Morris, and Holly Hyde. No representative from Uni-Tec present.

VISITORS PRESENT

Jack Halloran was present to see if the Authority would allow him a break in the water bill at the empty store at 201 North Main St. The store has been empty for a couple of months. Jack stated he received a call from Holly Hyde informed him that the water usage was rather high and wanted him to check out the store. He found a toilet had been leaking and shut water off to it right away and didn't think it would cause that much damage. Mrs. Hyde stated that the usage was at 47,000 gal of water used. She explained how much the bill would be. Jack stated he was present to ask if the Authority would allow any help with this matter.

It was motioned by Bill Krog, seconded by Mark Peet to reduce the bill at 201 North Main ST by \$400. Roll Call Taken: Mark Peet Yes, Bill Krog Yes, Andy Dubots Yes, Gary Walaksi Yes, Marty Fry Yes. 5 Yes and No

Marty Fry states we have received two other letters in regards to high usage.

Angelia James submitted a letter about high water usage at 16 Middle Lane asking for a break in water bill and if not to allow her to make payments. They had been notified from the Borough Office in regards to high water usage and to check for a running toilet or a leak. Angelia called back and stated her daughter was living in the home and had a toilet that was running through. They replaced parts of the inside of the toilet and Gareth went back out on 8/18/16 and they had used an additional 6,000 gal. This will be on the following bill.

It was motioned by Andy Dubots, seconded by Mark Peet to reduce the current bill by 50% giving them a credit in the amount of \$ 356.96 and having Manager Morris set up a payment agreement with the landowner. Roll Call Taken: Mark Peet Yes, Bill Krog Yes, Andy Dubots Yes, Gary Walaksi Yes, Marty Fry Yes. 5 Yes and No

Dan Millard has submitted a letter for the billing of May and June. The usage in the empty home after his son moved out was 57,000 gal. It was set for closing when we got the reading and realized there was a problem. The Borough Office contacted Mr. Millard by phone. Mr. Millard called back and stated it was

resolved. We completed the reading for July and August and again the usage was very high at this point. A total of 85,000 gal had been used in addition from the previous reading. Mr. Millard is asking for a break in the bill for the 4 months due to the high usage.

It was motioned by Bill Krog, seconded by Gary Walaksi to forgive 50% of the total 4 months provided a credit in the amount of \$1285.99. Roll Call Taken: Mark Peet Yes, Bill Krog Yes, Andy Dubots Yes, Gary Walaksi Yes, Marty Fry abstained. 4 Yes and 1 abstained

Presentation of the 2015 Audit

Mark Meholick was here to present the 2015 Audit. He stated we are moving in the right direction and the findings are the same as years past. We do not have a CPA on sight to complete the audit. He is also looking for the Authority to prepare a budget that would include Capital expenses, Engineering cost, Solicitor costs, and meeting expenses for 2016 and 2017.

It was motioned by Bill Krog, seconded by Andy Dubots to approve the 2015 Audit and, authorize the signatures for the documents and for publication of the Audit. Roll Call Taken: Mark Peet Yes, Bill Krog Yes, Andy Dubots Yes, Gary Walaksi Yes, Marty Fry Yes. 5 Yes and No

APPROVAL OF MINUTES

It was motioned by Andy Dubots, seconded by Mark Peet to approve the July 21, 2016 meeting minutes as presented. Roll Call Taken: Mark Peet Yes, Bill Krog abstained, Andy Dubots Yes, Gary Walaksi abstained, Marty Fry Yes. 3 Yes and 2 abstained

TREASURERS REPORT

We are 58% through the year and have used 46% of the budget.

It was motioned by Mark Peet, seconded by Bill Krog to approve the Treasurers Report. Roll Call Taken: Mark Peet Yes, Bill Krog Yes, Andy Dubots Yes, Gary Walaksi Yes, Marty Fry Yes. 5 Yes and No

MANAGERS REPORT

Robbie Gross had surgery and will be out approximately 2 months.

The new water truck is road ready and looking to see if the Authority would like to put the old water truck out for bid.

It was motioned by Gary Walaski, seconded by Andy Dubots to put the old water truck out for bid. Roll Call Taken: Mark Peet Yes, Bill Krog Yes, Andy Dubots Yes, Gary Walaksi Yes, Marty Fry Yes. 5 Yes and No

John Segursky and Gareth have looked over the parts list for the Main St Project and have submitted it back to Penn Dot.

There will be a utility meeting next week with Hawbaker, Penn Dot and Uni-Tec.

Manager Morris presented a rough draft for the 2017 Budget

The Scada System is still on schedule for August 22, 2016

SOLICITORS REPORT

No Solicitor present

ENGINEER REPORT

I. Requisition For Approval:

A. The requisition total is as shown in the Requisition Summary table below.

Requisition No. 08-16 Summary					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000037137	8/1/2016	JKLM North Wells	\$ 135.00
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 135.00
Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding					

It was motioned by Mark Peet, seconded by Bill Krog to approve Requisition 08-16 in the amount of \$ 135.00. Roll Call Taken: Mark Peet Yes, Bill Krog Yes, Andy Dubots Yes, Gary Walaksi Yes, Marty Fry Yes. 5 Yes and No

II. JKLM North Well Area Fracking

Uni-Tec Project Number 0012-066-002

JKLM has begun drilling on their pad number 117. This pad is not likely to have potential for effects on CBA as it is in a different watershed than the north wells and springs. However JKLM is using the drilling on this pad as a data gathering effort to help project what we might expect to happen when they move to their pad number 115 in mid-September. Pad number 115 is the one that presents some concerns for CBA as it is in our watershed.

JKLM continues to keep us very well informed of their actions and the results of those actions.

RECOMMENDED BOARD ACTION: Continue to monitor JKLM progress and planned

activity.

III. Seventh Street Water Main Replacement Project (CDBG Funded)

Uni-Tec Project Number 0012-104-000

Manager Morris will give an update (if any) on this project and its funding.

IV. PENNDOT Main Street SR0006 Relocation Project (CFA Part)

Uni-Tec Project Number 0012-089-002

A. Commonwealth Financing Authority (CFA) Grant Portion of Relocation

Uni-Tec Project Number 0012-089-002

No change since the March 2016 Board meeting. This project is in the hands of Solicitor Stenhach. Updates will be provided by the Solicitor. As a reminder there remains about

\$3,400 to be paid on the project once issues are resolved.

V. PENNDOT Main Street SR0006 Relocation Project (PENNDOT Part)

Uni-Tec Project Number 0012-089-000

Glenn O. Hawbaker was awarded the work. Hawbaker has subcontracted the water main work to David Roman Construction of DuBois. Roman has submitted data on the materials he plans to use on the project. We are in review of those items with Gareth.

Bev has advised me that Hawbaker may want to meet to discuss certain aspects of the water main location and depth. A meeting with Hawbaker may occur prior to the Board meeting. If this happens Manager Morris will report on the meeting.

VI. Water Sales to Gas Drillers

Uni-Tec Project Number 0012-066-000

No change since the December 2015 Board meeting. Mike Robinson of the Mifflintown Municipal Authority working through the DEP outreach program will come to Coudersport to complete some leak detection work for the Authority. I will wait for Gareth to give me some times that work for him before scheduling the work.

VII. SCADA System Maintenance

Uni-Tec Project Number 0012-084-000

Reporting on the system upgrade will be by Manager Morris and Operator Gockley.

BILLS

It was motioned by Gary Walaski, seconded by Bill Krog to pay the recording secretary \$75 for the meeting and 1 hour prep time. Roll Call Taken: Mark Peet Yes, Bill Krog Yes, Andy Dubots Yes, Gary Walaksi Yes, Marty Fry Yes. 5 Yes and No

OLD BUSINESS

We have 4 new hydrants to replace the 6 that are broke.

There was discussion on putting a meter on the hospital water and having Gareth bring an estimate of the cost to next month's meeting.

ADJOURNMENT at 7:49 pm

Respectfully submitted by,

Holly Hyde