

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
JANUARY 16, 2014
6:29 PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday January 16, 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 Pat Ward, Bev Morris, Holly Hyde, Gareth Gockley, Lou Karija and visitor Kurt Barclay.

Kurt Barclay is here to discuss and receive any questions on the proposal of the GIS mapping for the Coudersport Borough, and Coudersport Borough Authority. This product will provide us with as much information and data that we would like to enter. Gathering information and entering it into a program that is more technical. This will provide us with the information and tools to locate information without having to dig through snow or paperwork to be sure of where things are located. It will enable us to access information over the internet and will be managed by North Central. It will be \$882 a year and have one username and password. The cost will be split between the three Authorities. We can purchase more logins if needed. This will provide us with 5 Gigs of space and can also purchase more when needed.

Uni-Tech has information that can be shared with this by importing and exporting the data.

APPROVAL OF MINUTES

Fix correction from President to Chairman and Jim to Jerry Chitester. Motion by Marty Fry, 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

TREASURES REPORT

Request for the Treasures report to be emailed out when minutes go out. Motioned by Andy Dubots to approve as presented, 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

BOROUGH MANAGERS REPORT

There are temporary emergency services lines run on East Seventh Street and on South Main Street till lines thaw.

Gareth is working very hard and dealing with freeze ups.

Age Trail Balance at 18,000 outstanding. The Crittenden closing will bring this amount down some.

Dale Anderson properties checking with Sol. Stenhach about filing liens.

ENGINEERS REPORT

I. Requisition No. 02-14:

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

Item

Number

Payee Name & Address Invoice Number Invoice Date Purpose Obligation Incurred

Amount to

be Paid

1 Uni-Tec Consulting Engineers, Inc. 1000032103 2/3/2014 Meeting Attendance \$ 175.00

2 Uni-Tec Consulting Engineers, Inc. 1000032104 2/3/2014 Main Street SR0006 \$ 101.25

\$ 276.25

Requisition Summary

TOTAL AMOUNT TO BE REQUISITIONED:

Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding

RECOMMENDED BOARD ACTION: Approve the Requisition as presented.

Motion to approve 02-14 Requisition by Phil Hershey seconded by Andy Dubots. 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. Gareth is waiting for better weather to repair the leak. This has in part been due to the cold weather which has created a great deal of work for Gareth related to frozen pipes and meters. Additionally the tank likely has a thick layer of ice in it which would make it very difficult to access and repair the leak. So waiting for warmer weather is the best option at this time as long as the south tank continues to function properly.

In the meantime the north tank remains out of service. System conditions are monitored closely by Gareth and any change in the leak condition or serviceability of the south tank will be cause for immediate action.

RECOMMENDED BOARD ACTION: No Action Required

III. PADOT Route 872 Bridge Relocation Project

Uni-Tec Project Number 0012-077-000

A. There was not any activity by Uni-Tec during January. Board and solicitor should confirm that the PADOT reimbursement agreement has been forwarded to PADOT. The last notice was that the Borough solicitor had the reimbursement agreement with PADOT.

RECOMMENDED BOARD ACTION: Borough and Authority execute the agreement and forward to PADOT.

Engineer's Report Page 1 of 4

Uni-Tec Consulting Engineers, Inc. February 20, 2014

Report for Coudersport Borough Authority File No. 0012-001-000

IV. PADOT Main Street SR0006 Relocation Project

Uni-Tec Project Number 0012-089-000

A. I, along with Manager Morris and Director of Public Works Karija, attended the Executive Committee meeting held at the Gunzburger building on February 11, 2014. There was a great deal of discussion about the Route 6 project which is the central activity. The following items are pertinent to CBA.

1. The project length is about 2,800 feet. It starts on Chestnut Street near West Street, turns north on Main Street and the east on 2nd Street to about the bridge by the Consistory.
2. PENNDOT has determined that all the water main for about 2,050 feet of the project length needs to be replaced to accommodate PENNDOT needs. The PENNDOT program will pay 75% of costs to get this work done. A very rough estimate of this work is about \$150/foot or \$308,000.00 plus engineering and legal which will very roughly put the project at a guesstimated \$350,000 leaving CBA to pay 25% of this cost or about \$88,000.00.
3. There is a portion of the water main that PENNDOT does not feel needs to be replaced for their needs. It is about 450 feet on Chestnut Street from about West Street turning north on Main Street to about 250 feet short of the Main Street/Maple Street intersection. This main is old and it would be best to replace it before the new road is constructed over it. While PENNDOT is maintaining that it will not pay for any portion of this main, PENNDOT project manager David Kipp has advised me that we could put some pressure on PENNDOT (maybe politically as well) to get PENNDOT to contribute some funds to this work.

If the Board decides to replace this section of main it would cost (assuming CBA pays the full amount) about another \$80,000 to \$90,000. This would make the total cost to CBA about $\$88,000 + \$90,000 = \$178,000$.

Manager Morris and I have discussed CBA beginning the process of seeking bank funding for this work acquiring a bank loan for about \$200,000. Of course we advise continuing to seek grant funding for this work and we are working with Joe Pagano and others to see what may be available although prospects are not good.

I have seen recently bank loans to municipal authorities in the range of 3% to 3.5% for a 10 year term. If this interest rate and term were achieved and \$200,000 was borrowed the monthly repayment by CBA for this amount would be about \$2,000/month. The impact on the average customer would be about \$2.00/month.

4. As part of considering the extra main replacement work it needs to be noted that PENNDOT continues to be on an aggressive time schedule to get the Route 6 project under way. The PENNDOT schedule as presented at the Executive Committee meeting is as shown on the next page:

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Uni-Tec Consulting Engineers, Inc. February 20, 2014

Report for Coudersport Borough Authority File No. 0012-001-000

PENNDOT Schedule per 2/11/14 Executive Committee Meeting

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

Given the above schedule, assuming the Board may want to replace the old water main, and following through on obtaining project financing I believe it is time to

move forward on acquiring financing in the amount of \$200,000. It may also be prudent to get the additional 450 feet of main designed and ready for bidding and construction in advance of the PENNDOT project.

RECOMMENDED BOARD ACTION: 1. Direct the Manager, Solicitor, and Engineer, to obtain bank proposals for funding in the amount of \$200,000.

2. Decide whether or not to pursue the replacement of the additional main.

V. DEP Notice of Violation – Failure to Report on Time

Uni-Tec Project Number 0012-097-000

A. CBA received a Notice of Violation (NOV) from the DEP for failure to timely submit some required reports associated with your Water Allocation Permit. The notice was in the form of a certified letter dated January 14, 2014 (copy attached). The notice gave CBA 30 days to correct the violation. The 30 day period has passed. On February 18, 2014 at the direction of Manager Morris I conferred with Gareth on this issue as well as with Karen Unruh of the DEP. Gareth had advised me that he had spoken to Karen Unruh as well.

Fortunately Karen Unruh was very kind about the matter as at least verbally told me that the tone of the letter was more serious than how she felt about the situation. She understood that Gareth has a lot on his plate and she is being more patient than the letter implies. Nonetheless what someone says over the phone carries much less weight than a NOV letter.

Gareth and I spoke about the matter and as we have known for quite some time the CBA system runs very lean with staffing. Gareth has been consumed by facility maintenance matters and it may prove to be a reality that he just does not have the time to complete this report work with any regularity.

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Uni-Tec Consulting Engineers, Inc. February 20, 2014

Report for Coudersport Borough Authority File No. 0012-001-000

Manager Morris and I have spoken about this situation and we are getting together with Gareth to see what can be done in the future to prevent this kind of event. We are meeting in the afternoon before the Board meeting and will have a more detailed report at the meeting.

RECOMMENDED BOARD ACTION: No Action Required (may change at the Board meeting).

VI. Update on Items of Interest to the Authority

A. PMAA Online Training Academy.

PMAA has developed a number of online educational courses for Boards, staff, and consultants.

I recommend visiting the PMAA website to see what they are offering.

Please feel free to call me at 888-238-8223, ext 323 or at my cell number of 814-571-2867 if you have questions about this report.

END OF REPORT

Submitted by:

Patrick J. Ward, P.E.

Distribution: CBA Board

George Stenhach, Esq, CBA Solicitor

Beverly Morris, Coudersport Borough Manager

Louis Karija, Director of Public Works

Gareth Gockley, Chief Water System Operator

John L. Bender, Uni-Tec

CORRESPONDENCE

Chairman Krog has a USDA survey and is handing it off to the Engineer Uni-Tech to take a look at and fill out.

There are bills for the PMAA in the amount of \$733.95 and also for the Recording Secretary in the amount of \$45. Motion by Andy Dubots seconded by Marty Fry to approve the bills as presented. Roll call taken: Bill Krog Yes, Phil Hershey Yes, Andy Dubots Yes, and Marty Fry Yes. Motion carried 4 Yes and 0 No

OLD BUSINESS

Discussion on Gary Gunzburger and waiver for him missing meetings. CBA would like to have him finish his term.

NEW BUSINESS

Authority is in favor of getting started with the GIS.

Gareth looking into requesting a good metal detector.

8:40 pm meeting Adjourned

Respectfully submitted,

Holly Hyde