

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

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

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

ROLL CALL

Present at the meeting were members Marty Fry, Andy Dubots, Gary Walaski, Bill Krog, and Mark Peet. Also present at the meeting were Solicitor George Stenhach, Pat Ward, Beverly Morris, Gareth Gockley, and Holly Hyde.

APPROVAL OF MINUTES

It was motioned by Mark Peet, seconded by Andy Dubots to approve the January 21, 2016 meeting minutes with the correction of Vice Chairman to Chairman and to roll call votes. Motion carried by voice vote.

TREASURERS REPORT

It was motioned by Andy Dubots, seconded by Mark Peet to approve the Treasurers Report subject to review by Beverly. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No.

MANAGERS REPORT

Calliari & Maholick & Company completed an audit for The Coudersport Borough Authority grant. The audit charge was \$500.

It was motioned by Bill Krog, seconded by Andy Dubots to ratify the audit being performed for the submission of the Grant and Audit in the amount of \$500. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, and Marty Fry Yes. 4 Yes and 0 No.

There was \$35,000 transferred back to the Coudersport Borough Authority revenue account for 2015.

Mark Ray from John P. Place has emailed instructions for Gareth on what we will need to do to download the information to be transferred to Invensys. If we need any help they will be available to assist. They want to back up of certain units so they can enter into the new units.

JKLM

Manager Morris has been waiting for final results from JKLM and DEP. Once we have them then we will be working on getting the East well back online. Manager Morris would like to complete a news release for all residents.

JKLM will be drilling 2 new wells and they are calling them the Reese Hollow wells. One of the wells is in the recharge area of the north plant. Pat Ward will contact Scott to get more information on the location and how far they are from the North well.

It was motioned by Andy Dubots, seconded by Bill Krog to approve Uni-Tec Engineering to inspect the safety at the 2 new wells that JKLM will be drilling. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, Gary Walaski Yes, and Marty Fry Yes. 5 Yes and 0 No.

At the January 2016 meeting it was reported that the USGS was interested in monitoring the water system. Mark Stevens was at the Triple divide water shed meeting and then met with Manager Morris at the office and explained that we would be charged \$9000 per year and per water supply.

SOLICITORS REPORT

There have been two liens filed upon the Raymond Morales property at 101 South Main St, and Dan and Scott Majot at 36 Upper Lane.

We have received the Penn Dot contract for the Route Six Main St Project for the 75%- 25% split. The estimated cost for the project is \$ 521,957.00 of which CBA's portion would be \$ 130,489.25. CBA is also eligible to be reimbursed by Penn Dot 75% of engineering's cost on the job which is estimated to be \$80,000. CBA would be reimbursed \$60,000. The contract is due on or before February 29, 2016

It was motioned by Bill Krog, seconded by Andy Dubots to approve the contract agreement O2U185 subject to the Solicitor approval and authorizing signing. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, Gary Walaski Yes, and Marty Fry Yes. 5 Yes and 0 No.

BILLS

Recording Secretary for January 2016 meeting \$65 and \$20 for prep time totaling \$85

There is a bill from Stenhach and Stenhach for preparation and filing of the lien for Raymond Morales in amount of \$98.28.

Uni- Tec Consulting Engineer Inc. has a bill for meeting attendance and for JKLM Contamination Response in the amount of \$ 237.50

It was motioned by Andy Dubots, seconded by Mark Peet to pay said bills. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, Gary Walaski Yes, and Marty Fry Yes. 5 Yes and 0 No.

One of the Stenhach and Stenhach bills was overlooked. There is a bill for the preparation and filing of a lien for Dan and Scott Majot in the amount of \$98.28.

It was motioned by Mark Peet, seconded by Andy Dubots to pay Stenhach and Stenhach for lien fees. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, Gary Walaski Yes, and Marty Fry Yes. 5 Yes and 0 No.

ENGINEERS REPORT

I. Requisition For Approval:

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

Requisition No. 02-16 Summary					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000036245	2/12/2016	Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000036246	2/12/2016	JKLM Contamination Response	\$ 62.50
3	Uni-Tec Consulting Engineers, Inc.				
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 237.50

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

Uni-Tec Project Number 0012-104-000

No change since the July 2015 Board meeting. We are now waiting a County decision which may come sometime in 2016.

RECOMMENDED BOARD ACTION: No action recommended at this time.

III. 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

The day of the December 2015 Board meeting I received a letter from the Contractor's attorney raising various issues. The letter was shared at the Board meeting. As directed by the Board I have provided Mr. Stenhach with copies of pertinent documents related to the issues raised. I am deferring to Mr. Stenhach for a follow up report on the matter.

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

Uni-Tec Project Number 0012-089-000

PENNDOT cancelled the January scheduled meeting. The PENNDOT project manager Christie Lannen has asked us to revise drawings related to the water main passing through the new bridge abutment to accommodate recent changes made to the bridge design by PENNDOT. So we will be making that change in the next week.

PENNDOT should soon be in position to allow CBA to ask for 75% reimbursement of costs incurred to date.

The project is now planned for a bid letting in June of 2016 and a construction start about August 2016 with a project completion in 2017.

V. Acquisition of Charles Cole Memorial Hospital as a Customer

Uni-Tec Project Number 0012-022-000

Gareth and I have looked at two metering schemes. In addition to the hospital Gareth is considering metering the Coudersport Volunteer Fire Company on Route 6.

The first metering scheme involved “insertion meters” which have an easier installation process but they are very expensive meters. They would cost in the neighborhood of \$9,000 to \$10,000 each. The meters are computerized and would need special care and operation.

The second metering scheme involves “turbo meters” which are a common, simple to manage, and robust meter. The turbo meters are much less costly – about \$2,000 to \$4,000 each depending upon the size chosen. They do require more ancillary equipment to be installed like isolation valves and vaults. Gareth is in the process of pricing the materials needed to install this type of meter.

We should be able to zero in on a meter answer by the March 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 in April of 2016 to complete some leak detection work for the Authority.

VII. Gas Driller JKLM Water Contamination

Uni-Tec Project Number 0012-066-001

The test results are in and are good. Gareth will report on plans to bring the east wells back on line.

VIII. SCADA System Maintenance

Uni-Tec Project Number 0012-084-000

CBA is waiting for Schneider Electric to schedule the site visit and equipment upgrade.

It was motioned by Bill Krog, seconded by Andy Dubots to allow Uni-Tec (Pat Ward) to assist Gareth in water operation’s reporting but not exceed \$400. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, Gary Walaski Yes, and Marty Fry Yes. 5 Yes and 0 No.

Gareth Reports that DEP has changed us from a small water system to a medium water system. This means Gareth will need to complete 24 hour monitoring, collect more samples, and reports.

OLD BUSINESS

It has been advertised for a licensed water operator and will be advertised till March 11, 2016.

Billing System

Beverly and Holly really like the looks of CUSI for the billing system. It is very similar to Muni-Link the only difference is Muni-Link is cloud based and CUSI is not at this time. There is also a price difference. CUSI would be \$9,100 for the program set up and \$1100 a year. This will be brought up at the Coudersport Municipal Authority Meeting next week and discuss the options of a 50-50 split or having the Municipal Authority pay 60% due to having more Sewer customers.

There was discussion on the delinquent lien list. Manager Morris and Holly will be sending letters to all on this list to come into office and set up an agreement for payment. If the agreement is not carried through then there water will be shut off.

NEW BUSINESS

The water truck is ten years old and starting to have some issues. Manager Morris has been collecting some quotes on the cost of a new truck.

Information received about the PennDot Rapid Bridge Replacement Project. The bridge will be near Kightlinger Motors. This will also be happening during June and July 2017 at same time of the Main Street Project.

CORRESPONDENCE

PA Rural Water is seeking nominations for the Board of Directors.

ADJOURNMENT at 8:20 pm

Respectfully submitted by

Holly Hyde

Recording Secretary