

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
&
REORGANIZATIONAL MEETING
JANUARY 18, 2018
6:30 PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday, January 18, 2018 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, Bill Krog, Wayne Wentzel, Chris Ianson, and Mark Peet. Also present at the meeting were Solicitor George Stenhach, Pat Ward, Gareth Gockley, and Holly Hyde.

REORGINIZATION

Retain the same slate of officers

It was motioned by Bill Krog, seconded by Mark Peet to retain the same slate of officers as Marty Fry Chairman and Bill Krog Vice Chairman. Roll call vote taken: Marty Fry abstained, Bill Krog abstained, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 3 Yes and 2 Abstained.

It was motioned by Bill Krog, seconded by Mark Peet to have Chris Ianson as the Secretary Treasurer. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Abstained, Wayne Wentzel Yes, 4 Yes and 1 Abstained

It was motioned by Bill Krog, seconded by Mark Peet to retain Uni-Tec for the Engineer. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

It was motioned by Mark Peet, seconded by Wayne Wentzel to retain Stenhach & Stenhach (George Stenhach) for solicitor. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

It was motioned by Bill Krog, seconded by Mark Peet to keep Calliari & Meholick & Company for auditor and to send them a reminder to send the audit up prior to them coming to the meeting. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

It was motioned by Mark Peet, seconded by Wayne Wentzel to retain the recording secretary for 2018. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

It was motioned by Bill Krog, seconded by Chris Ianson to have the meetings on the 3rd Thursday of the month in 2018, and to have the recording secretary publish the meeting dates and times. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

At the start of the regular meeting Solicitor Stenhach states he has had the flu and would like to ask if there is anything to discuss so he may be excused.

We have received a letter from Dale Anderson on his property at 15 West Spruce St stating that the residence has been vacant for several months and he has been paying the minimum for water and once he received his last bill for November and December the bill was elevated due to malfunction. He is requesting an adjustment on the bill. It was motioned by Wayne Wentzel , seconded by Mark Peet to get a current reading and to adjust the bill by 50%. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No.

It was motioned by Marty Fry, seconded by Chris Ianson that no penalties will be apply and he has until February 1, 2018 to set up an arrangement with Manager Morris, if the payment arrangement are not made within 30 days of the date set all penalties will be applied. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No

APPROVAL OF MINUTES

It was motioned by Bill Krog, seconded by Mark Peet to approve the December 21, 2017 meeting minutes as amended. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No.

MANAGER REPORT

West End Grill has asked about connecting to Borough water. They have been told to go to Eulalia Township and express their interest. Eulalia will need to come to the Authority meeting so we have their permission to grant them the connection to Borough water. Pat Ward stated they would need to pay for a main line extension to go a tenth of a mile to their address and then give it back to the Borough to maintain.

TREASURERS REPORT

At end of 2017 used 88% of the budget

ENGINEER REPORT

I. Reappointment of Uni-Tec as Authority Engineer

I am requesting that Uni-Tec be reappointed as the Authority engineer for 2018. Uni-Tec will not have a rate increase this year, marking our 7th consecutive year without a rate increase. Uni-Tec has been the Authority engineer since 1989 and we look forward to continuing in that role.

Thank you for your business. I look forward to working with you in 2018.

II. Requisition for Approval:

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

Requisition No. 01-18 Summary					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000040039	1/11/2018	Authority Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000040040	1/11/2018	Bulk Loading DEP Permit App	\$ 72.28
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 247.28
Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding					

IT WAS MOTIONED BY BILL KROG, SECONDED BY MARK PEET TO APPROVE REQUISITION NO. 01-18 IN THE AMOUNT OF \$247.28. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

III. JKLM North Well Area Fracking

Uni-Tec Project Number 0012-066-002

There has not been any new activity related to the fracking project as it affects CBA since the December 2016 Board meeting. JKLM continues to hold regular stakeholder meetings that are attended by CBA staff.

RECOMMENDED BOARD ACTION: Continue to monitor JKLM progress and planned activity.

IV. JKLM North Well Area Future Fracking

Uni-Tec Project Number 0012-110-000

At the December 2017 Board meeting Uni-Tec was authorized to proceed with the new source development feasibility study. We will begin work on this as scheduled in mid-February of 2018.

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

Uni-Tec Project Number 0012-089-000

No change since the December 2017 Board meeting. I do not have anything to report on the project. Gareth and Bev can report on the status and on any financial billings from PENNDOT. We have one final requisition to submit once we are done incurring costs.

VI. PENNDOT Route 6 Dingman Run Bridge Utility Relocation

Uni-Tec Project Number 0012-108-000

No change since the December 2017 Board meeting. Gareth has assessed the changed requirements and sees it as a small undertaking – moving about 60 feet of main. Gareth will do this work in the spring/summer of 2018.

PENNDOT has been advised of this decision by CBA.

VII. Water Sales to Gas Drillers – Leak Detection

Uni-Tec Project Number 0012-066-000

At the December 2017 Uni-Tec was authorized to continue to work with Gareth to establish new levels of water loss based on the major leak repairs. I had reported that Gareth and I would report at the January 2018 meeting. I should have indicated that to be the February 2018 meeting in order to acquire a sufficient amount of data.

VIII. Hospital Metering

Uni-Tec Project Number 0012-022-000

Manage Morris may have update information concerning CBA regulations and the sale of the hospital to UPMC

IX. PADEP Bulk Water Loading Permit.

Uni-Tec Project No. 0012-083-002

No change since the December 2017 Board meeting. The permit application for the bulk water loading station has been submitted to the DEP. The DEP has issued an “Administratively Complete” letter which gets us through the first part of the process. Now we are waiting for additional DEP comments.

X. Cleaning North Well No. 1

Uni-Tec Project No. 0012-

No change since the December 2017 Board meeting. At the November Board meeting Gareth and Uni-Tec were authorized to proceed on the North Well No. 1 cleaning. We are planning on using a different process (less expensive and more effective) than we have used in the past. To date we have not done work on this. Gareth and I need to establish a schedule for doing this work. It may be in the spring of 2018.

RESOLUTION 2018-1 DCED GRANT APPLICATION

This DCED grant would allow us to do water line relocation for the water line that is on North Main St and runs through Marlin Moore’s basement.

It was motioned by Bill Krog, seconded by Wayne Wentzel to approve Resolution 2018-1. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No.

It was motioned by Bill Krog, seconded by Wayne Wentzel to approve Manager Morris to sign the letter for a 15% match for the DCED Grant. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No.

BILLS

Secretarial bill for \$85

It was motioned by Bill Krog, seconded by Mark Peet to pay said bills. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No.

It was motioned by Wayne Wentzel seconded by Chris Ianson to pay Stenhach & Stenhach \$2500 for the retainer fee. Roll call vote taken: Marty Fry Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No.

CORRESPONDENCE

The PMAA will be holding training camp if any members of the board are interested.

Adjournment at 8:01 PM

Respectfully Submitted by,

Holly Hyde