

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
JULY 17, 2014
6:30PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday July 17, 2014 at the Maintenance Facility on Damascus Street.

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

Present were members Bill Krog, Gary Gunzburger, Andy Dubots, and Marty Fry. Also present were Solicitor George Stenhach, John S., Bev Morris, Holly Hyde, Gareth Gockley, Lou Karija, and Mark Meholick.

Visitors present Mr. and Mrs. Mayer, Dale Anderson, Mr. and Mrs. Hershey.

Mr. and Mrs. Hershey had asked to remove a meter to their apartments, due to only having 1 apt and removing all fixtures out of the second apt to be used as a shop. They have come tonight to ask if they can use just one meter with both apartments. Board has decided it has to be equipped with two meter due to the way the policy is written. No action was taken.

Mark Meholick has brought the Annual Audit Report from 2013 to hand out and answer any question on it. Motion made by G. Gunzburger, seconded by A. Dubots to approve the Annual Audit Report 2013 with the exception to the finding of CPA. Roll call taken Bill Krog Yes, Andy Dubots Yes, Gary Gunzburger Yes, and Marty Fry Abstained. 3 Yes and 1 Abstained.

Motion made by A. Dubots, seconded by G. Gunzburger to authorize publication of the Audit and to have the appropriate officers signing the required document for Penn Vest and DCED. Roll call taken Bill Krog Yes, Andy Dubots Yes, Gary Gunzburger Yes, and Marty Fry Abstained. 3 Yes and 1 Abstained.

Dale Anderson here to ask why his new tenant cannot have their name on the water/sewer bill. The prior tenant that has left a past due bill.

Kevin and Annie Mayer are here to ask for the removal of the lien that was placed on their property. There pervious tenant has not paid and there is still an overdue bill on the account.

APPROVAL OF MINUTES

Added May 13, 2014 and under the Recording Secretary's pay is \$65 for the meeting and \$10 per hour for prep time. Motion made by A. Dubots seconded by G. Gunzburger to accept as amend. Roll call taken Bill Krog Yes, Andy Dubots Yes, Gary Gunzburger Yes, and Marty Fry Yes. 4 Yes and 0 No.

SOLICITOR REPORT

Solicitor Stenhach would like to read over the resolutions hoping this will help the visitors present. He read over paragraphs of the resolution concerning landlord and tenant policies.

In Paragraph Section 4 F. Resolution be complied with and all accounts as stated in Resolution to be placed in the landlords name or Property owner. Comply with the Resolution by certain date to have all home owners receive the bills.

Motion made by G. Gunzburger, seconded by M. Fry to change the accounts into property owners name as of January 1st 2015. Also to publish a letter to the landowner and tenants. Roll call taken Bill Krog Yes, Andy Dubots Yes, Gary Gunzburger Yes, and Marty Fry Yes. 4 Yes and 0 No.

TREASURER'S REPORT

Approve as presented by A. Dubots, seconded by G. Gunzburger. Roll call taken Bill Krog Yes, Andy Dubots Yes, Gary Gunzburger Yes, and Marty Fry Yes. 4 Yes and 0 No.

Motion made by A. Dubots, seconded by G. Gunzburger to pay the recording secretary \$85. This is for the meeting \$65 and 2hrs prep time for June 19, 2014 meeting minutes.

MANAGERS REPORT

Correction for the recording secretary pay of \$65 per meeting and \$10 an hour for preparation time in January minutes. Motion made by A. Dubots, seconded by G. Gunzburger. Roll call taken Bill Krog Yes, Andy Dubots Yes, Gary Gunzburger Yes, and Marty Fry Yes. 4 Yes and 0 No.

First Citizens National Bank is requesting an adjustment on their water bill of \$5533.82 due to a leak within the building at 125 North Main Street. After finding the leak water service has been shut off at the curb. Motion made by M. Fry, seconded by A. Dubots to adjust First Citizens National Banks water bill to \$4500. Roll call taken Bill Krog Yes, Andy Dubots Yes, Gary Gunzburger No, and Marty Fry Yes. 3 Yes and 1 No.

John Dunn and Rocky Bretz have agreed to have water connected to their property. There is a gas line in the way so will need to bore under road. Waiting for a quote from Hershberger to see what the cost will be.

ENGINEERS REPORT

I. Requisition No. 07-14:

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.	1000032970	6/26/2014	Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000032971	6/26/2014	Main Street SR0006	\$ 1,431.60
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 1,606.60
Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding					

Motion made by A. Dubots, seconded by M. Fry to approve Requisition 07-14 in the amount of \$1606.60. Roll call taken Bill Krog Yes, Andy Dubots Yes, Gary Gunzburger Yes, and Marty Fry Yes. 4 Yes and 0 No.

North Tank Leak Emergency Response

The North Tank is in the process of being filled.

I. PENNDOT Main Street SR0006 Relocation Project

Uni-Tec Project Number 0012-089-000

- A. CFA Grant – the Commonwealth Financing Authority was to meet on July 8th to announce grant awards. They cancelled their meeting and will now not meet until September 9th. So we will need to wait until then on that funding program until they meet.
- B. PENNDOT Funding – Solicitor Stenhach has confirmed that CBA will receive its 75% reimbursement from PENNDOT even if the project is cancelled. So on that basis and based on the Board motion at the June meeting Uni-Tec is commencing the design of the water main.
- C. PENNDOT is still considering including the additional water main in the reimbursement package but has not made a final decision yet.

The milestones to be met in order to receive the 75% reimbursement are the following:

- Provide justification for utility impacts by 9/1/14
- Final plans/specifications/cost estimates and agreement package by 11/1/14
- Executed agreement with PENNDOT by 12/31/14.

Set a date with Pat Ward in Sept. for a workshop.

OLD BUSINESS

Two new houses in the borough that are being built.

NEW BUSINESS

The Manager Beverly will be going to the PMAA Conference at the end of August.

Meeting Adjourned at 9:25pm

Respectfully submitted,

Holly Hyde