

**COUDERSPORT BOROUGH AUTHORITY  
REGULAR MONTHLY MEETING  
DECEMBER 17, 2015  
6:30 PM**

The Coudersport Borough Authority held their regular monthly meeting on Thursday, December 17, 2015 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 Gary Walaski, Andy Dubots, Marty Fry, Mark Peet, and Bill Krog. Also present at the meeting were Pat Ward, Gareth Gockley, Beverly Morris, Holly Hyde and Harold Taylor.

**VISITORS PRESENT**

Mr. Taylor was present to see if the Authority had made a decision on the water adjustment at 375 Route Six West St water bill.

It was motioned by Bill Krog, seconded by Andy Dubots to give a 50 % adjustment to the current balance due in the amount of \$417.76 , removing all late fees and allowing him to make payments with no penalties. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, and Marty Fry Yes. 5 Yes and 0 No. Motion passed.

A letter was sent by Wally Cornish requesting an adjustment for his tenant at 405 East Oak St who had a toilet leaking be made. It was motioned by Mark Peet, seconded by Gary Walaski to do the same for this customer and provide an adjustment for 50% of current water bill in the amount of \$120.54. . Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, and Marty Fry Yes. 5 Yes and 0 No. Motion passed.

**1999 WATER TRAILER SEALED BIDS**

1<sup>st</sup> bid from Al Gardino in amount of \$207.00

2<sup>nd</sup> bid from George Long in the amount of \$565

3<sup>rd</sup> bid from Bob Reese in amount of \$351

4<sup>th</sup> bid from George Hults in amount of \$251

5<sup>th</sup> bid from Bob Reese in the amount of \$402

It was motioned by Andy Dubots, seconded by Mark Peet to accept recommended by the Solicitor to accept the bid from George Long in the amount of \$565. . Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, and Marty Fry Yes. 5 Yes and 0 No. Motion passed.

**APPROVAL OF MINUTES**

It was motioned by Bill Krog, seconded by Andy Dubots to approve the November 19, 2015 meeting minutes as corrected. Motion carried by voice vote

### **TREASURER'S REPORT**

We are 92% through the year and have used 85% of the budget.

It was motioned by Mark Peet, seconded by Andy Dubots to approve the Treasurer's Report as presented. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, Gary Walaski Yes, and Marty Fry Yes. 5 Yes and 0 No.

### **MANAGERS REPORT**

We had a water main break on Dwight Street in front of 606 Dwight Street on Friday November 11, 2015

The Census papers have been sent out and we are tallying all that have been returned.

Marty Fry has been reappointed to another five year term on the Coudersport Borough Authority board.

At the Council meeting last night it was brought up about last year's vacation time that was not used due to not having enough staffing. They have approved paying Gareth's unused vacation time up to 5 days. Council would also like the Authority to seriously consider hiring another certified water operator. There is a person that is licensed in water but would need a little more training.

### **SOLICITORS REPORT**

Filing of liens

Executive session was called at 7:19 about a legal dispute.

Executive session ended at 7:29 with no decisions reached.

It was motioned by Bill Krog, seconded by Andy Dubots to have the Solicitor review the lawyer's letter from Masters Excavating and report back at the next month's meeting. 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**

#### **SCADA SYSTEM**

It was motioned by Andy Dubots, seconded by Bill Krog to authorize the first payment in amount of \$7,233 to Invensys for the Scada System. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, and Marty Fry Yes. 5 Yes and 0 No. Motion passed

It was motioned by Mark Peet, seconded by Andy Dubots to pay the recording secretary \$85 (\$65 for the meeting and 2hrs prep time). Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, and Marty Fry Yes. 5 Yes and 0 No. Motion passed

It was motioned by Andy Dubots, seconded by Bill Krog to pay the 2016 Pennsylvania Municipal Authority Association Membership Dues in the amount of \$815.13. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, and Marty Fry Yes. 5 Yes and 0 No. Motion passed

It was motioned by Bill Krog, seconded by Andy Dubots to pay Uni-Tec \$1190 for November invoices and meeting attendance. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, and Marty Fry Yes. 5 Yes and 0 No. Motion passed

It was motioned by Mark Peet , seconded by Gary Walaski to make the First Quarter payment of \$90,875. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, and Marty Fry Yes. 5 Yes and 0 No. Motion passed

**ENGINEERS**

**I. Requisition No. 12-15:**

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

<b>Requisition Summary</b>					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000035898	12/9/2015	Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	10000358900	12/9/2015	Main Street SR0006 Relocation	\$ 1,015.00
3	Uni-Tec Consulting Engineers, Inc.				
<b>TOTAL AMOUNT TO BE REQUISITIONED:</b>					<b>\$ 1,190.00</b>

**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 on a County decision which may come later this year.

**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

I was contacted by the Contractor on Tuesday 12/15/15. I prepared a follow up letter based upon our conversation which is attached.

This was handed to the Solicitor to review the letter received by Masters lawyer.

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

Uni-Tec Project Number 0012-089-000

PENNDOT may have agreed to replace all the curbing on the street. Until recently PENNDOT had stated that they would only replace curb that was disturbed during the construction process. This action has little to no impact on the CBA but may save a small amount of money where the water work had to disturb curbing.

The water main portion of the project budget has gone through a number of revisions since the project began. As PENNDOT has evolved the project we have been required to revise our estimate of the project cost. Currently the project cost is estimated to be \$592,585.00. The 75/25 split will result in an estimated PENNDOT cost of \$444,439.00 and an estimated CBA cost of \$148,146.00. The PENNDOT formatted cost estimate is attached.

The project continues to be planned for a bid letting in February of 2016 and a construction start about April 2016. It is still hoped to have the work completed in one year but discussions continue about the possibility of a 2 year construction period.

**V. Acquisition of Charles Cole Memorial Hospital as a Customer**

Uni-Tec Project Number 0012-022-000

At the November Board meeting Bev was authorized to make contact with the hospital about the Hospital becoming a permanent customer of the Authority. Bev will report on progress in this area.

The Authority should be planning to install a meter on the service to the hospital. The installation should be in 2016.

It was motioned by Mark Peet, seconded by Andy Dubots to have Uni-Tec oversee the water meter instalment at the hospital up to \$1000. Roll call taken: Mark Peet Yes, Andy Dubots Yes, Gary Walaski Yes, Bill Krog Yes, and Marty Fry Yes. 5 Yes and 0 No

**VI. Water Sales to Gas Drillers**

Uni-Tec Project Number 0012-066-000

I contacted Michael Robinson of the Mifflintown Municipal Authority. Mike works with the DEP outreach program and he has agreed to spend several days in the spring and early summer of 2016 in assisting the Authority with leak detection at no charge to the Authority. Mike may be available as early as March or April of 2016. We will keep in touch with Mike and advise the Board of his spring schedule once it is firmed up.

**VII. Gas Driller JKLM Water Contamination**

Uni-Tec Project Number 0012-066-001

East Wells Nos. 1 & 2 are ready to be tested and returned to service. The DEP has stepped in and wants to control this process. I spoke to John Hamilton of the DEP and he has advised me that the JKLM contamination has made this a special circumstance and the DEP can assert itself in this manner. So we must follow the directives of the DEP. There is a letter from Hamilton of the DEP to CBA that outlines the DEP requirements.

**Staff will work with the DEP to bring the wells back on line.**

**VIII. SCADA System Maintenance**

Uni-Tec Project Number 0012-084-000

Schneider Electric has sent a letter dated 12/15/15 acknowledging the CBA purchase order. The acknowledgement did not specify a start date for the upgrade.

**IX. Leak Detection Program**

Uni-Tec Project Number 0012-103-000

See item VI.

**RECOMMENDED BOARD ACTION: Refer to Report item VI.**

**X. Timbering**

Update on timbering will be provided by Manager Morris if there is any new information.

**XI. Uni-Tec Billing Process**

The Board has asked that I provide detail as to how Uni-Tec bills for services. I will outline the procedure below. Please ask any follow up questions as I want the CBA Board to be satisfied with Uni-Tec, our work, and our billing process. Please also note that we often customize our invoices and billing methods to match the wishes of the Board.

We bill in several ways.

1. We should not do any work that is not authorized. At times it is best to obtain authorization from the Board. This is particularly true if a large project is involved. At times however it is best for the Board to give the Manager discretion as to directing the engineer to do certain work. Some Boards give their Managers broad discretion and some do things like put certain cost limits on the Manager's ability to authorize engineering and to allow the Manager to bring the engineer in on emergency situations.
2. Board meeting attendance – we charge a flat fee of \$175 per meeting attended.
3. General work – General work can cover a lot of different items. General work is work that is difficult to scope out to something specific. For example:
  - a. Working with the hospital to see if we can get them to agree to come on to the CBA system is an example of general work.
  - b. Responding to the JKLM contamination issue is in this category as well.
  - c. Responding to the ongoing changes PENNDOT is requesting relative to the Route 6 project is unpredictable and is general work.
  - d. So for this type of work we bill by the hour for time and expenses. Even though

we bill hourly I try to give estimates of time required or in the case of the hospital I asked for authorization to do work up to a certain amount of cost and getting further authorization before moving further into the work. This is not always possible however. Our schedule of rates and charges is attached. We have not increased our rates since 2011 and we will not be increasing our rates in 2016.

4. Defined Projects and Defined Project Components – At times enough is known about a planned project undertaking so that a firm fee can be given to do the work. This more often happens with larger projects that involve design work. These larger projects can also involve a special contract just for that work. A large project of this nature has not occurred for CBA in the last few years. Fees for these types of project can be a lump sum or a not to exceed estimate. This is often at the pleasure of the Board.
5. In all cases the Board, Manager, and engineer should have a good understanding what the general expectations of costs and fees will be.
6. Who does the work? You have seen from our rate schedule and from our invoices that there are different levels of workers with different billing rates. It is my job as the CBA Uni-Tec contact to manage my staff to be sure we are applying the right skill level of staff to each task being undertaken. While it might appear that proper staff allocation can be done rather black and white, it is truly a challenging task. So as my staff does work for CBA and all my clients I am always being mindful of costs and proper application of skill levels.

Generally the lower the hourly rate the younger and less experience the staff or they may be less skilled as well. In theory a more experienced staff person can effectively complete work more quickly and with less support from others.

**UNI-TEC SCHEDULE OF RATES AND CHARGES FOR 2016**

<b>BILLING CATEGORIES</b>			<b>HOURLY RATE</b>
<b>Engineer</b>	<b>Technician</b>	<b>Administrative</b>	
	Tech I	Admin I	\$45.00 per hour
	Tech II	Admin II	\$50.00 per hour
	Tech III	Admin III	\$55.00 per hour
	Tech IV	Admin IV	\$60.00 per hour
Engineer I	Tech V	Admin V	\$70.00 per hour
Engineer II	Tech VI	Admin VI	\$80.00 per hour
Engineer IIIA	Tech VII		\$85.00 per hour
Engineer IIIB	Tech VIII		\$90.00 per hour
Engineer IVA	Tech IX		\$100.00 per hour
Engineer IVB	Tech X		\$110.00 per hour
Engineer VA	Tech XI		\$115.00 per hour
Engineer VB	Tech XII		\$125.00 per hour
Engineer VI			\$135.00 per hour
Principal			\$135.00 per hour
<b>EXPENSE CATEGORIES</b>			<b>Charge</b>
Reimbursables			
Subconsultants			Cost + 15%
Transportation			Cost + 15%
			IRS mileage rate

## **NEW BUSSINESS**

It was motioned by Bill Krog, seconded by Andy Dubots to publish January 21, 2016 reorganizational meeting at the scheduled meeting time and place. Roll call taken Bill Krog Yes, Andy Dubots Yes, Mark Peet Yes, Gary Walaski Yes, and Marty Fry Yes. 5 Yes and 0 No.

Discuss at next month's meeting about putting the two Authorities together. Please bring questions that you have so they can be discussed.

## **OLD BUSSINESS**

Signature card on Insurance

2016 Municipal Conference PMAA

The PMAA are looking to see if anyone is interested in doing a presentation or submitting any topics, if so please submit them by January 2, 2016.

Marty Fry would like to thank everyone for their participation and have a Merry Christmas.

Adjournment at 8:30 PM

Respectfully submitted by

Holly Hyde

Recording Secretary