

**Coudersport Borough Authority
Regular Monthly Meeting
Thursday, February 21, 2019
6:30 pm**

The Coudersport Borough Authority held its regular monthly meeting on Thursday, February 21, 2019 at 6:30 pm at the Coudersport Borough Maintenance Facility.

ROLL CALL

Present were members Marty Fry, Bill Krog, Wayne Wentzel, Chris Ianson and Mark Peet. Also present were Manager Bev Morris, Uni-Tec Eng. Pat Ward, Chief Operator Gareth Gockley, Brenda Whitman, Bruce Trowbridge and wife, Val Mosch, Laurie Barr and Dale Anderson.

VISITORS REQUESTS AND COMMENTS

Brenda Whitman was present to ask about the rate schedule. She has been told for many years that the more water you use the cheaper it gets when in fact that is not true. She would like the same rates that everyone else pays. She may have to shut the doors to her laundry business if something is not done. Chairman Fry stated CBA has been working on a revision to the rate structure and that will be discussed later in the meeting.

Bruce Trowbridge was present with a high water usage from October 2018 and cannot figure out where that much water went as he has pictures of a small amount of water on the floor of his business. He stated that he only has a toilet in his showroom and he also has an apartment on the premises. He stated that he had a water line break on October 26, 2018 and is being charged for 99,000 gallons of water at a cost of \$1,851.03.

It was motioned by Bill Krog, seconded by Mark Peet to follow procedure and credit him half of the amount less a normal water amount. The total to be credited is \$855.51. Roll call vote taken Wayne Wentzel Yes, Mark Peet Yes, Chris Ianson Yes, Bill Krog Yes and Marty Fry Yes. Motion unanimously carried.

It was suggested to Mr. Trowbridge that he remove his showroom restroom and only have his apartment. That way he would not be charged with two sewers.

Dale Anderson was present with a leak he had in one of his apartments. Manager Morris stated that she had already adjusted the usage as it was within her limits.

Mr. Anderson also stated that he wants apartments in single family apartments billed fairly as he has built his properties the right way and has to pay even when his are empty.

APPROVAL OF MINUTES

It was motioned by Mark Peet, seconded by Chris Ianson to approve the minutes of January 17, 2019 organizational meeting and regular meeting as presented. Motion unanimously carried.

SOLICITOR'S REPORT

None

MANAGER'S REPORT

Manager Morris is asking permission to destroy water receipts from 2001-2011. It was motioned by Chris Ianson, seconded by Mark Peet to approve the destroying of these records. Motion unanimously carried.

Manager Morris reported on a water leak at 411 Ross Street. The property owner is living in Sweden Valley Manor with no clear guardian being able to be reached. Asking permission to pull the direct payment and have a chance to talk to the owner. The water has been shut off. She is currently signed up for direct pay and does not have that amount of money in her account. CBA authorized putting the account on hold.

Interviews were held for the water operator position and the qualified applicant has decided not to accept the position. Borough Council advised continuing to advertise. CBA members feel one of the applicants should be hired.

CROSS CONNECTION

It was found that there is a cross connection issue with a well at 109 Hill Street within CBA’s service area that was at some time disconnected from system and has been using a well. CBA authorized a letter be sent to the property owner advising them that this must be corrected and inspected by water personnel to verify that the well use has been terminated.

TREASURER’S REPORT

It was noted that \$30,000 was transferred into CBA’s revenue account from the operating account for expenses not incurred during 2018.

It was motioned by Bill Krog, seconded by Mark Peet to approve the Treasurer’s report as presented. Motion unanimously carried.

ENGINEER’S REPORT

I.Requisition for Approval:

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

Requisition No. 02-19 Summary					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000042331	2/6/2019	Authority Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000042333	2/6/2019	North Main Street Water Main	\$ 547.50
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 722.50

It was motioned by Bill Krog, seconded by Mark Peet to approve requisition 02-19 in the amount of \$722.50. Roll call vote taken - Wayne Wentzel Yes, Mark Peet Yes, Chris Ianson Yes, Bill Krog Yes and Marty Fry Yes. Motion approved 5 Yes 0 No.

Water Rates Changes Evaluation

Uni-Tec Project No. 0012-017-008

Uni-Tec has prepared two scenarios which reflect two different user rate schemes. The scenarios have been attached to the Engineer's Report for review.

Scenario1

1. Set the rate for the 26,000 to 100,000 gallons range to \$9.68/1000 gallons. 2. Keep the over 100,000 gallons rate at \$3.88/1000 gallons. 3. See the impact on CBA revenues and bills to the 6 largest users. 4. Determine the adjustment needed to the over 100,000 gallons rate to bring the CBA revenue for these 6 customers to break even with the existing rates. 5. Although not asked to do so I evaluated each of the 6 largest users on a low usage two-month bill and a high usage two-month bill. 6. Conclusions:

a. Low usage bill combining 1 & 2 above – Lose \$5,728.71 in a two-month period. b. High usage bill combining 1 & 2 above – Lose \$6,169.38 in a two-month period. c. Low usage two-month period requires the number 2 rate above to be increased from \$3.88/1000 gallons to \$5.64/1000 gallons to break even. I did not evaluate the high usage period for this test.

Scenario2

1. Set the rate for the 26,000 to 100,000 gallons range to \$6.78/1000 gallons. 2. Keep the over 100,000 gallons rate at \$3.88/1000 gallons. 3. See the impact on CBA revenues and bills to the 6 largest users. 4. Determine the adjustment needed to the over 100,000 gallons rate to bring the CBA revenue for these 6 customers to break even with the existing rates. 5. Although not asked to do so I evaluated each of the 6 largest users on a low usage two-month bill and a high usage two-month bill. 6. Conclusions:

a. Low usage bill combining 1 & 2 above – Lose \$7,123.61 in a two-month period. b. High usage bill combining 1 & 2 above – Lose \$7,671.58 in a two-month period. c. Low usage two-month period requires the number 2 rate above to be increased from \$3.88/1000 gallons to \$7.01/1000 gallons to break even. I did not evaluate the high usage period for this test.

The Board discussed these scenarios and another scenario that gave a break to level 5 (\$21.59 to \$9.68) and then increasing level 6 (\$3.88 to \$4.96).

Bill Krog made a statement that this is an issue that needs to be corrected and he would like to keep the rates simple.

Bill Krog made a motion to adjust the rate of level 5 from \$21.59 per 1000 gallons to \$6.78 per 1000 gallons. This motion died for lack of a second.

After discussion, it was motioned by Wayne Wentzel, seconded by Mark Peet to adjust the rate to \$9.68 for usage from 26,000 to 100,000 gallons per billing period and keep the rate over 100,000 at \$3.88 per 1000 gallons. Roll call vote taken - Wayne Wentzel Yes, Mark Peet Yes, Chris Ianson Yes, Bill Krog No and Marty Fry Yes. Motion approved 4 Yes 1 No.

It was then motioned by Bill Krog, seconded by Chris Ianson to make this effective January 1, 2019. Roll call vote taken - Wayne Wentzel Yes, Mark Peet Yes, Chris Ianson Yes, Bill Krog Yes and Marty Fry Yes. Motion approved 5 Yes 0 No.

III. Water Sales to Gas Drillers – Leak Detection

Uni-Tec Project Number 0012-066-000

No change since the December 2018 Board meeting.

The work plan for conducting leak detection on the mains and service laterals throughout the distribution system, approved by the PA DEP PES Program, has begun. At the conclusion of the study, Uni-Tec will prepare a final report detailing the leak detection and any additional system recommendations.

RECOMMENDED BOARD ACTION: NONE REQUIRED

IV. Hospital Metering

Uni-Tec Project Number 0012-022-000

No change since the December 2018 Board meeting.

May hear from UPMC in about March of 2019.

BO BOARD ACTION: NONE REQUIRED.

V. Cleaning North Well No. 1

Uni-Tec Project No. 0012-070-000

Gareth will give an update on this work.

BO BOARD ACTION: NONE REQUIRED.

VI. Rick Angood Water Main Extension

Uni-Tec Project No. TBD

Mr. Rick Angood approached the Board regarding a water main extension on Route 6 past the intersection that leads to the Wastewater Treatment Plant. Per the Board request at the January meeting Mr. Angood was forwarded the CBA water main material specifications. Gareth was copied on this to check and confirm all materials were correctly identified.

Eulalia Supervisor Dale Anderson asked about the Borough selling water to Pure Carbon. Bill Krog explained that CBA does not sell water to Pure Carbon. CBA sells water to Sweden Valley Manor and SVM sells water to Pure Carbon.

CBA has not received the minutes from Eulalia Township authorizing CBA to run water lines into Eulalia Township.

Laurie Barr questioned how SVM could sell water to Pure Carbon.

BO North Main Street Water Main Relocation

Uni-Tec Project No. 0012-111-000

The board is considering moving forward with the project, or a portion thereof, utilizing CBA funds.

Uni-Tec has prepared a cost estimate of two alternatives for the North Main Street Water Main Relocation Project:

Alternative 1: Total Project Cost = \$87,000.00

Description – Install 480 LF of 6” PVC Pipe from the fire hydrant on N. Main St. to a proposed interconnect with the main waterline at North Street.

Alternative 2: Total Project Cost = \$123,000.00

Description – Install 675 LF of 6” PVC Pipe from the Fire hydrant on N. Main St. to a proposed interconnect at Davidge Street.

Note both alternative project costs include trenching, service lateral installation, surface restoration, and abandoning the existing waterline.

A detailed cost estimate was distributed at the January 2019 meeting.

The board discussed including the water leak on North Main Street into the North Main Street Water Main Relocation project. CBA asked engineering to prepare for the next meeting a bid package for the entire project (alternative 2 plus the water leak repair).

BOARD ACTION: Make a motion to initiate design of either alternative.

VIII. Other Items of Interest

Solicitor Stenhach and I are working on an intermunicipal agreement to be signed with Eulalia Township to memorialize the Township's approval for CBA to serve water in the Township.

BILLS

It was motioned by Mark Peet, seconded by Chris Ianson to approve payment for secretarial services to Holly Hyde in the amount of \$85.00 for the January 2019 meeting. Roll call vote taken - Wayne Wentzel Yes, Mark Peet Yes, Chris Ianson Yes, Bill Krog Yes and Marty Fry Yes. Motion approved 5 Yes 0 No.

DEP FEE

It was motioned by Bill Krog, seconded by Chris Ianson to approve payment to DEP for the mandated fee for 2019 in the amount of \$6,500. Roll call vote taken - Wayne Wentzel Yes, Mark Peet Yes, Chris Ianson Yes, Bill Krog Yes and Marty Fry Yes. Motion approved 5 Yes 0 No.

ADJOURNMENT

As there was no further business to discuss the meeting adjourned at 8:11 pm.

Respectfully submitted,

Beverly Morris