

**COUDERSPORT BOROUGH AUTHORITY
REGULAR MONTHLY MEETING
DECEMBER 19, 2019
6:30 pm**

The Coudersport Borough Authority held its regular monthly meeting on Thursday, December 19, 2019 at 6:30 pm at the Coudersport Borough Maintenance Facility.

Chairman Marty Fry called the meeting to order at 6:30 pm and led all present in the Pledge of Allegiance.

ROLL CALL

Present were members Marty Fry, Bill Krog, Chris Ianson, Wayne Wentzel, and Mark Peet. Also present were Uni-Tec Eng. Pat Ward, Manger Beverly Morris, Chief Operator Gareth Gockley, and Holly Hyde.

APPROVAL OF MINUTES

It was motioned by Bill Krog seconded by Wayne Wentzel to approve the minutes of November 21, 2019 as amended. Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Wayne Wentzel Yes, Chris Ianson Yes. Motion approved 5 Yes 0 No.

SOLICITOR REPORT

Solicitor Stenhach discussed the change in Tax sales with liens. He stated Manager Morris will need to update the Tax office on the updated amount of the liens to any property that will be going up for tax sale.

TREASURERS REPORT

We are 92 % through the year and have used 96% of the budget

MANAGER REPORT

There was a water line break at the Golden Acers trailer park. This was within the Majot private connection to the trailer park. This leak was large and Majot's needed assistance in locating and fixing the leak. The crew worked diligently for three days and Majot had to get a large excavator to reach the leak it was 18 ' deep . The trailer park was on a boil restriction for a week and all water tests were cleared through DEP and the restriction was lifted. Majot will be reimbursing the Borough for the use of the equipment and time from the crew. The Majot's were grateful for our help and worked well with the crew to get water back to the residence.

ENGINEER REPORT

I. Requisition for Approval:

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

Requisition No. 12-19 Summary					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000044164	12/5/2019	Authority Meeting Attendance	\$ 175.00
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 175.00
Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding					

It was motioned by Mark Peet, seconded by Bill Krog to approve Requisition No. 12-19 in the amount of \$175.00. Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Wayne Wentzel Yes, Chris Ianson Yes. Motion approved 5 Yes 0 No

DCED CFA Grant Application – Chemical Feeders and Media Replacement

Uni-Tec Project Number 0012-005-020

The CFA Grant Application has been submitted. The scope of work includes:

1. Replace the dry chemical feeders at the North Plant.
2. Replace the filter media in the two filters at the East Plant.

II. DEP CEP Asset Plan Review

Uni-Tec Project Number 0012-005-020

By mutual agreement Bev, Gareth, and I have decided to hold on further work on this item until sometime after the new year. This work is an ongoing effort to generally make changes to improve efficiency and accuracy of operations.

III. Water Sales to Gas Drillers – Leak Detection

Uni-Tec Project Number 0012-066-000

The Board authorized Uni-Tec to contact the DEP and to begin the discussion about the steps CBA must take to be allowed to sell more water to the gas industry. The DEP engineer Chad Miller has been off for three weeks. I have calls in to him but will likely not get to speak to him until after January 1. I will give an update report at the January Board meeting.

IV. Hospital Metering

Uni-Tec Project Number 0012-022-000

The Board has authorized Gareth and Uni-Tec to develop a design and cost of placing a meter

and meter pit at the hospital connection point for a not to exceed cost of \$600. We will be working on this in January.

V. Cleaning North Well No. 1

Uni-Tec Project No. 0012-070-000

Gareth will give an update on this work.

VI. DEP Required Comprehensive Monitoring Plan

Uni-Tec Project No. 0012-119-000

No change since the September 2019 meeting. The plan was prepared and submitted to the DEP. We are waiting to receive comments from the DEP.

Background: CBA is required by DEP regulations to submit a newly developed Comprehensive Monitoring Plan. The plan is to be submitted to the DEP by August 19, 2019 Uni-Tec is in progress preparing the new comprehensive plan per the regulations presented in the May 2019 meeting.

VII. Service to the New Sheetz 2019

Uni-Tec Project No. 0012-120-000

Gareth will advise me if any assistance on this project is needed.

VIII. Wells Level Transducers Replacement

Uni-Tec Project No. 0012-116-000

I helped CBA Staff locate and order the proper pressure transducer to replace the existing well transducers that have reached the end of their useful life. Gareth can confirm if the transducer has been received and installed.

IX. Other Items of Interest

Intermunicipal agreement with Eulalia Township - Update will be from the Solicitor

Please call me at the office 814-238-8223, ext 323 or at my cell number of 814-571-2867 if you have questions about this report.

The Authority would like to thanks Uni-Tec for their donation to meals on wheels in the Potter County Area.

BILLS

There is a change from last month's meeting that was approved for up to \$2500 for the dry feeder. Uni-Tec received a Quote from Heritage Environmental for \$2875 for the install of a Bronco Seco Controller to existing control panel. It was motioned by Wayne Wentzel, seconded by Chris Ianson to approve the quote to Heritage Environmental in the amount of \$2875 for the dry feeder. Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Wayne Wentzel Yes, Chris Ianson Yes. Motion approved 5 Yes 0 No.

It was motioned by Chris Ianson, seconded Bill Krog, to pay the recording secretary \$85. Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Wayne Wentzel Yes, Chris Ianson Yes. Motion approved 5 Yes 0 No

NEW BUSINESS

It was motioned by Bill Krog, seconded by Chris Ianson to have the recording Secretary publish the reorganizational meeting as January 16, 2020 to be held at 6:30 at the Coudersport Borough Maintenance building on Damascus St. Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Wayne Wentzel Yes, and Chris Ianson Yes. Motion approved 5 Yes 0 No.

It was motioned by Bill Krog, seconded by Mark Peet to raise the authorities members pay from \$75 to \$100 per meeting starting February 2020.

Manager Morris has received two letters of interest from Jack Keifer and Adam Clinger. Both are qualified and would do well on the board. It was recommended to have Adam Clinger to fulfill Marty Fry position on the board. Mark Peet term is up and he would like to stay for another term. It was motioned by Bill Krog, seconded by Chris Ianson to have the Borough Manager complete a letter to Council recommending them to approve Mark Peet for another term and to accept Adam Clinger to fill Marty Fry position. Roll call vote taken: Mark Peet Abstained, Bill Krog Yes, Marty Fry Yes, Wayne Wentzel Yes, Chris Ianson Yes. Motion approved 4 Yes 1 Abstained.

ADJOURNMENT

Adjournment at 7:03 PM

Respectfully Submitted by,

Holly Hyde