

**COUDERSPORT BOROUGH AUTHORITY  
REGULAR MONTHLY MEETING  
NOVEMBER 21, 2019  
6:30 pm**

The Coudersport Borough Authority held its regular monthly meeting on Thursday, November 21, 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, Adam Clinger, and Holly Hyde.

**APPROVAL OF MINUTES**

It was motioned by Mark Peet seconded by Wayne Wentzel to approve the minutes of October 21, 2019 as presented. Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Wayne Wentzel abstained, Chris Ianson abstained. Motion approved 3 Yes 2 Abstentions.

**TREASURERS REPORT**

We are 85 % through the year and have used 83% of the budget

It was motioned by Bill Krog, seconded by Chris Ianson to approve the 2020 Operating Budget. 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

**MANAGER REPORT**

The appointment with Bill Majot residents at 20 Avenue B was inspected and the water service and found that the meter had been by passed. The meter had been frozen and the bottom had huge crack in it. Robbie replaced meter and everything was connected back up the way it should be. We will see when the meters are read if there is any water usage.

The Conservation District is drawing up plans for the Work Force Solutions jobs for the summer internship if everything goes well with the program.

**ENGINEER REPORT**

**I. Requisition for Approval:**

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

<b>Requisition No. 11-19 Summary</b>					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000043909	11/13/2019	Authority Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000043910	11/13/2019	North Main Water Main Design	\$ 322.00
3	Uni-Tec Consulting Engineers, Inc.	1000043911	11/13/2019	North Main Water Main RPR	\$ 760.00
4	Uni-Tec Consulting Engineers, Inc.	1000043912	11/13/2019	Wells Level Transducers	\$ 168.77
<b>TOTAL AMOUNT TO BE REQUISITIONED:</b>					<b>\$ 1,425.77</b>

It was motioned by Wayne Wentzel, seconded by Bill Krog to approve Requisition 11-19 in the amount of \$ 1425.77. 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

**II. DCED CFA Grant Application – Chemical Feeders and Media Replacement**

Uni-Tec Project Number 0012-005-020

The Grant application scope of work will include:

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

The grant requires the board’s action on the following items:

1. Resolution for the application
2. Matching Funds Commitment Letter
3. Letter of ownership and maintenance
4. Letter allowing UTCE to submit on Authority’s behalf

The application will be submitted by December 13, 2019. The grant requires a non-refundable \$100 application fee before submission.

**RESOLUTION 11-19 CFA Grant Application and Chemical Feeders and Media Replacement**

It was motioned by Mark Peet, seconded by Wayne Wentzel to approve Requisition 11-19 and the appropriate signatures. 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 Bill Krog, seconded by Chris Ianson to authorize the funding commitment letter to DCED for the Chemical Feeder and dry feeder project. 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 Mark Peet, seconded by Wayne Wentzel that we will own and operate the facility once the construction is finished. 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 Wayne Wentzel, seconded by Chris Ianson to approve Uni-Tec to submit the application in the amount of \$100. 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 Bill Krog, seconded by Mark Peet to approve a new dry feeder control panel up to \$2500. 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

**III. DEP CEP Asset Plan Review**

Uni-Tec Project Number 0012-005-020

- A. The free water evaluation spreadsheet is complete and all free water accounts are now being monitored and meters read. A report will be given to the Board quarterly. The next report will be at the January 2020 Board meeting
- B. CBA wants to begin a regular and routine leak detection program. Due to other work demands on staff the organizing of this effort will be postponed until the spring of 2020. The program will involve
  - 1. Obtain proper leak detection equipment (completed)
  - 2. Identify two people to be trained to do leak detection (considering Eric Monroe, Robbie, and Heath).
  - 3. Prepare a map segmenting the CBA system into logical areas to be regularly swept for leaks. (in preparation by Uni-Tec)
  - 4. Develop a record keeping system to track leak detection activity.
  - 5. Schedule free leak detection services as available. (PA RURAL Water, DEP).
- C. Meter replacement program. We are developing a data tracking list to catalog the status of all meters. The list will make it easier to identify and timely replace old or malfunctioning meters. Holly has completed most of this work and we should have a working document in January.

**IV. Water Sales to Gas Drillers – Leak Detection**

Uni-Tec Project Number 0012-066-000

At the September 2019 meeting 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. I have not yet started this process but will do so in the next 2 weeks.

**V. Hospital Metering**

Uni-Tec Project Number 0012-022-000

I spoke with Jamie Evens who is now in charge of the hospital at least as it relates to its water system. Jamie is not interested in discussions with CBA and stated that the hospital will continue with its current water system.

IT WAS MOTIONED BY BILL KROG, SECONDED BY CHRIS IASON TO AUTHORIZE UNI-TEC TO DESIGN AND INFORMATION GATHERING FOR A PIT TO BE PLACED AT THE HOSPITAL NOT TO EXCEED \$600. 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

**VI. Cleaning North Well No. 1**  
Uni-Tec Project No. 0012-070-000

Gareth will give an update on this work.

**VII. North Main Street Water Main Relocation**  
Uni-Tec Project No. 0012-111-000

Project Update: The project was a success. Final Payment has been issued with all final adjusting change orders approved. The Project will be removed from the report for the December Meeting.

**VIII. 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.

**IX. Service to the New Sheetz 2019**  
Uni-Tec Project No. 0012-120-000

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

**X. 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.

**XI. 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.

## **BILLS**

It was motioned by Mark Peet, seconded Chris Ianson, 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

## **OLD BUSINESS**

There was discussion on hiring an additional person for water.

The Coudersport Borough Authority would like to create a Personnel Committee to meet with Council about the hiring of a water employee.

It was motioned by Chris Ianson, seconded by Bill Krog to appoint members to the CBA Personnel Committee. 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 MARK PEET AND CHRIS IANSON TO APPOINT BILL KROG AND WAYNE WENTZEL TO THE PERSONELL COMMITTEE. Roll call vote taken: Mark Peet Yes, Bill Krog abstain, Marty Fry Yes, Wayne Wentzel abstain, Chris Ianson Yes. Motion approved 3 Yes 2 Abstained.

IT WAS MOTIONED BY BILL KROG AND WAYNE WENTZEL TO APPROVE CHRIS IANSON AND MARK PEET AS AN ALTERNATES FOR THE PERSONELL COMMITTEE. Roll call vote taken: Mark Peet Abstain, Bill Krog Yes, Marty Fry Yes, Wayne Wentzel Yes, Chris Ianson Abstain. Motion approved 3 Yes 2 Abstained.

## **NEW BUSINESS**

DISCUSSION ON CBA & CAMA COMBINING

## **ADJOURNMENT**

Adjournment at 8:04 PM

Respectfully Submitted by,

Holly Hyde



