

**COUDERSPORT BOROUGH AUTHORITY  
REGULAR MONTHLY MEETING  
OCTOBER 21, 2019  
6:35 pm**

The Coudersport Borough Authority held its regular monthly meeting on Thursday, October 21, 2019 at 6:35 pm at the Coudersport Borough Maintenance Facility.

Chairman Marty Fry called the meeting to order at 6:35 pm and led all present in the Pledge of Allegiance.

**ROLL CALL**

Present were members Marty Fry, Bill Krog, 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 Mark Peet seconded by Bill Krog to approve the minutes of September 19, 2019 as presented. Motion unanimously carried.

**SOLICITOR'S REPORT**

Executive session called at 6:37pm

Solicitor Stenhach certified no decisions had been reached at 6:51pm

It was motioned by Bill Krog, seconded by Mark Peet to have Manager Morris Contact Solicitor Stehach on October 28, 2019 in the morning, to indicate if Mr. Majot at 20 Avenue B is in compliance with scheduling a review of our water system. If not the Solicitor is authorized to proceed in either Commonwealth Court or Magistrate Court accordingly. Once the inspection is held then the Water Operator will meet with the Solicitor and it will be at the Solicitors discretion to proceed legally or not depending on what the findings are. Roll call taken: Bill Krog Yes, Mark Peet Yes, and Marty Fry Yes. Motion carried.

**TREASURER'S REPORT**

It was motioned by Bill Krog, seconded by Mark Peet to approve the Treasurer's report as presented. Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Motion approved 3 Yes 0 No

**MANAGER REPORT**

Eurotherm was here a month ago to look at the Scada System and Gareth was not happy with the work so the check for payment was held. There were two gentlemen that came back and worked with Gareth. The work was completed and they were given the check for payment.

The meter for the fire hall has arrived and Gareth will be working it into his schedule.

There have been trees at the north tank that need to come down. Apache Tree took those trees down this week a total of 14 trees and cost of \$2400.

Manager Morris met with the County, Conservation District, Trout Unlimited, and Dirt and Gravel roads. They are working together to get into a program called Work Force Solutions which will allow us to hire interns for the summer for an 8 week program to do various things. Bev though this would be good for the Water and Sewer to get someone with some experience. This program would pay \$10.35 an hour. The board feels this would be a good thing and would like Manager Morris to look into it further and report back at next month's meeting

## **ENGINEER REPORT**

**I. Note – this is a rescheduled meeting originally scheduled for October 17, 2019**

**II. Requisition for Approval:**

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

<b>Requisition No. 10-19 Summary</b>					
<b>Item Number</b>	<b>Payee Name &amp; Address</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Purpose Obligation Incurred</b>	<b>Amount to be Paid</b>
1	Uni-Tec Consulting Engineers, Inc.	1000043782	10/11/2019	Authority Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000043783	10/11/2019	North Main Water Main Design	\$ 2,382.80
3	Uni-Tec Consulting Engineers, Inc.	1000043784	10/11/2019	North Main Water Main RPR	\$ 6,162.62
4	Uni-Tec Consulting Engineers, Inc.	1000043786	10/11/2019	Eulalia Twp Intermunicipal	\$ 450.00
<b>TOTAL AMOUNT TO BE REQUISITIONED:</b>					<b>\$ 9,170.42</b>
<b>Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding</b>					

It was motioned by Bill Krog, seconded by Mark Peet to approve Requisition 10-19 in the amount of \$9,170.42. Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Motion approved 3 Yes 0 No

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

Uni-Tec Project Number 0012-005-020

Gareth, Bev, and I met and decided on the following for a grant submission:

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

We are working on the application materials and will have documents for Board approval at the November Board meeting.

**IV. DEP CEP Asset Plan Review**

Uni-Tec Project Number 0012-005-020

No change since the September 2019 Meeting. We have not had our last 2 Monday morning discussions as I have not been available.

Bev, Gareth, and I are generally having a weekly Monday morning conference call discussion and setting milestones and objectives to address the various issues raised by the DEP assessment. The items we have made as our first set of priorities are the following:

- A. Determine who is receiving free water and evaluate the impact of the free water service on gallons used and on lost revenue. While not fully complete the initial draft of the spreadsheet is attached. Holly has been instrumental in helping on the spreadsheet.
- B. Begin a regular and routine leak detection program.
  - 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 (PA RURAL Water, DEP).
- C. Begin a program to repair found leaks in a timely manner.
  - 1. Have not yet made this plan.

**V. 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.

**VI. Hospital Metering**

Uni-Tec Project Number 0012-022-000

As reported at the last meeting my contact at UPMC is no longer there. I will be contacting Jamie Evens to ask about service to the hospital.

**VII. Cleaning North Well No. 1**

Uni-Tec Project No. 0012-070-000

Gareth will give an update on this work.

**VIII. North Main Street Water Main Relocation**

Uni-Tec Project No. 0012-111-000

Project Summary: The project is to replace approximately 1,450 LF of 6" water main along North Main Street with 8" PVC C-900 water main and a small section of 6" PVC C-900. The project will include installation of gate valves, fittings, service line extensions, fire hydrants, and restoration. The Project has been awarded to J.L. Watts Excavating, Inc. in the amount of \$198,036.71.

Project Update: The project is officially complete. The water main is in service, and all restoration has been completed. J.L. Watts Excavating, Inc. completed the job in a timely manner and did a very nice job throughout construction.

Change Order: J.L. Watts made a claim for a change order to account for extra labor and equipment time that was spent during Interconnection No. 4. The Contractor and CBA staff had a difficult time finding the existing water main. After measuring final quantities and reviewing the contractor's claim, Uni-Tec recommends approving Change Order No. 1-Final in the amount of a \$7,029.40 increase to the contract price. The contract price pending approval of Change Order No. 1-Final would be \$205,066.11.

Pay Application: The contractor has also applied for complete payment of the contract in Pay Application No. 1. With Approved Change Order No.1-Final, the contractor has applied for payment in the amount of \$205,066.11. According to CBA Staff, the punchlist items developed from our substantial completion meeting have been completed.

It was motioned by Mark Peet, seconded by Bill Krog to approve change order no. 1-Final in the amount of \$7,029.40 increase to the contract price. Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Motion approved 3 Yes 0 No

It was motioned by Bill Krog, seconded by Mark Peet to approve pay application No. 1-Fianl in the amount of \$205,066.11 Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Motion approved 3 Yes 0 No

It was motioned by Mark Peet, seconded by Bill Krog to execute the certificate of substantial competition and contract 19-01. Roll call vote taken: Mark Peet Yes, Bill Krog Yes, Marty Fry Yes, Motion approved 3 Yes 0 No

### **DEP Required Comprehensive Monitoring Plan**

Uni-Tec Project No. 0012-119-000

No change since the September 2019 meeting. We are waiting to hear back 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

No change since the August 2019 Meeting.

Uni-Tec has reviewed the new Sheetz site plan and water main service changes. Overall, the

plans are fine, with only a few items that need verified:

- The type of flexible water service line needs to be specified for the 1” and 2” water service lines.
- Curb Box model No. 5607 with stainless steel rod needs to be verified.

**X. Other Items of Interest**

Uni-Tec has prepared a draft intermunicipal agreement with Eulalia Twp. and has forwarded it to George for his review and modification. 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 Bill Krog, to pay the recording secretary \$85. Roll call vote taken - Mark Peet Yes, Bill Krog Yes, and Marty Fry Yes. Motion approved 3 Yes 0 No

**CORRESPONDENCE**

Bill Krog attended the region 5 dinner and the next meeting in April 2020 will be in Coudersport at the Laurelwood Inn.

**ADJOURNMENT**

As there was no further business to discuss the meeting adjourned at 7:24 pm.

Respectfully submitted,

Holly Hyde