

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

The Coudersport Borough Authority held its regular monthly meeting on Thursday, September 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, and Mark Peet. Also present were Uni-Tec Eng. Pat Ward, Manger Beverly Morris, Chief Operator Gareth Gockley, and Mark Meholick (Calliar & Meholick).

2018 ANNUAL AUDIT

Mark Meholick was present to cover the Annual Audit for 2018

It was motioned by Bill Krog seconded by Chris Ianson to approve the Annual 2018 Audit. Roll call taken: Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes and Marty Fry Yes. Motion carried

It was motioned by Bill Krog seconded by Mark Peet to authorize the publishing of the 2018 Audit. Roll call taken: Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes and Marty Fry Yes. Motion carried.

APPROVAL OF MINUTES

It was motioned by Bill Krog, seconded by Mark Peet to approve the minutes of August 15, 2019 as amended. Motion unanimously carried.

SOLICITOR'S REPORT

A letter has been prepared for Mr. Majot about the water meter needing fixed and that they are in violation. Mr. Majot has been given them 15 days to contact the Borough Office to set up an appointment for Gareth to go to the home and have the meter checked. If Mr. Majot does not comply this will be filed with the District Magistrate.

The charges for the letter to Mr. Bill Majot are \$50. It was motioned by Mark Peet, seconded by Bill Krog to pay the Stenhach & Stenhach \$50 for the preparation for the letter to Mr. Bill Majot. Roll call taken: Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes and Marty Fry Yes. Motion carried.

MANAGER REPORT

The proposed operating budget and board budget are available to review.

TREASURER’S REPORT

It was motioned by Bill Krog, seconded by Chris Ianson to approve the Treasurer’s report as presented. Roll call vote taken: Mark Peet Yes, Chris Ianson Yes, Bill Krog Yes, Marty Fry Yes, Motion approved 4 Yes 0 No

ENGINEER REPORT

I. Requisition for Approval:

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

Requisition No. 09-19 Summary					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000043585	9/4/2019	Authority Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000043586	9/4/2019	North Main Water Main Design	\$ 2,260.90
3	Uni-Tec Consulting Engineers, Inc.	1000043587	9/4/2019	North Main Water Main RPR	\$ 2,302.14
4	Uni-Tec Consulting Engineers, Inc.	1000043588	9/4/2019	Comprehensive Monitoring Plan	\$ 660.00
TOTAL AMOUNT TO BE REQUISITIONED:					\$ 5,398.04
Note: The purpose of these requisitions is for record-keeping only – no loans are outstanding					

It was motioned by Mark Peet, seconded by Chris Ianson to approve Requisition 09-19 in the amount of \$ 5398.04. Roll call vote taken: Mark Peet Yes, Chris Ianson Yes, Bill Krog Yes, Marty Fry Yes, Motion approved 4 Yes 0 No

II. DEP CEP Asset Plan Review

Uni-Tec Project Number 0012-005-020

Bev, Gareth, and I are 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.

III. Water Sales to Gas Drillers – Leak Detection

Uni-Tec Project Number 0012-066-000

We may need to revisit this issue. The hoped for leak detection work by the DEP PES program is likely not going to happen. CBA leak detection efforts may be increased per item no. II of this report.

The goal is to sell more water and increase revenue with increased sales coming from the gas industry. To get permission to do this CBA would need to prepare and submit to the DEP a corrective action plan show how lost water will be reduced as well as CBA committing to a time frame to reduce the lost water.

Is it time to consider approaching the DEP about getting the authorization to increase bulk water sales?

RECOMMENDED BOARD ACTION: CONSIDER ASKING DEP FOR AN INCREASE IN SALES.

IV. Hospital Metering

Uni-Tec Project Number 0012-022-000

No change since the March 2019 Meeting. I have repeatedly tried to get in touch with Mr. Reichmann and I only get voice mail and no returned calls.

Dieter Reichmann of UPMC said they are sincerely interested in speaking with CBA about water service. Was able to reach Melvin Blake at the hospital.

V. Cleaning North Well No. 1

Uni-Tec Project No. 0012-070-000

Gareth will give an update on this work.

VI. 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 leak that initiated the project was found and will be abandoned once the interconnect is made. The 8” PVC main has been installed up to the interconnect, and bacterial tests have been completed. At the time of this writing, the contractor plans to begin installing the service connections Monday, September 16th. After the service connections are installed, the interconnect will be made, and the existing main line can be abandoned.

VII. DEP Required Comprehensive Monitoring Plan

Uni-Tec Project No. 0012-119-000

The comprehensive monitoring plan was developed and delivered to the DEP on August 16, 2019. There may be review comments from the DEP but it will likely be some time before we hear anything.

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.

VIII. 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.

IX. A CDC Small Water Grant

This grant is a 15% contribution project and would need submitted by December 13, 2019.

It was motioned by Bill Krog, seconded by Mark Peet to authorize Gareth, Pat, and Bev to choose a project and present at the next month meeting.

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, Chris Ianson Yes, and Marty Fry Yes. Motion approved 4 Yes 0 No

The remaining balance for the PMAA Conference was paid for on Check # 609

CORRESPONDENCE

The region 5 dinner will be held on October 17, 2019 at 6pm in Williamsport, PA

ADJOURNMENT

As there was no further business to discuss the meeting adjourned at 7:37 pm.

Respectfully submitted,

Holly Hyde