

**COUDERSPORT BOROUGH AUTHORITY  
REGULAR MONTHLY MEETING  
&  
REORGANIZATIONAL MEETING  
JANUARY 16, 2020  
6:30 PM**

The Coudersport Borough Authority held its regular monthly meeting and reorganizational meeting on Thursday, January 16, 2020 at the Coudersport Borough Maintenance Facility on Damascus Street.

Vice Chairman Bill Krog called the meeting to order at 6:30 pm.

**ROLL CALL**

Present were members Mark Peet, Chris Ianson, Wayne Wentzel, and Bill Krog. Also present were Manager Bev Morris, Solicitor Stenhach, Gareth Gockley, Pat Ward, Marty Fry, Adam Clinger, and Holly Hyde.

Welcome Adam Clinger to the board.

**REORGINIZATION**

It was motioned by Wayne Wentzel, seconded by Chris Ianson to nominate Bill Krog as Chairman. Roll call vote taken: Bill Krog Abstained, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, Adam Clinger Yes. 4 Yes and 1 Abstained

It was motioned by Bill Krog, seconded by Mark Peet to have Chris Ianson as the Secretary Treasurer. Roll call vote taken: Adam Clinger Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Abstained, Wayne Wentzel Yes, 4 Yes and 1 Abstained

It was motioned by Mark Peet, seconded by Wayne Wentzel to nominate Adam Clinger as Vice Chairman. Roll call vote taken: Adam Clinger Abstained, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 4 Yes and 1 Abstained

It was motioned by Mark Peet, seconded by Chris Ianson to retain Stenhach & Stenhach (George Stenhach) for solicitor. Roll call vote taken: Adam Clinger Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

It was motioned by Wayne Wentzel, seconded by Chris Ianson to retain Uni-Tec for the Engineer. Roll call vote taken: Adam Clinger Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

It was motioned by Mark Peet, seconded by Chris Ianson to keep Calliari & Meholick & Company for auditor. Roll call vote taken: Adam Clinger Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

It was motioned by Mark Peet, seconded by Chris Ianson to retain the recording secretary Holly Hyde for 2020 and to increase her pay to \$80 for the meeting and \$10 per hour of prep time. Roll call vote taken: Adam Clinger Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

It was motioned by Mark Peet, seconded by Chris Ianson to have the meetings on the 3<sup>rd</sup> Thursday of the month in 2020, and to have the recording secretary publish the meeting dates and times. Roll call vote taken: Adam Clinger Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No. Motion carried

It was motioned by Chris Ianson, seconded by Mark Peet to have Adam Clinger be added as an authorized signer on the Coudersport Borough Authority accounts, one at Citizens and Northern and the other at Northwest Savings Bank (2266032776). Roll call vote taken: Adam Clinger Abstained, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 4 Yes and 1 Abstained

## **REGULAR MONTHLY MEETING**

### **APPROVAL OF MINUTES**

It was motioned by Mark Peet, seconded by Chris Ianson to approve the December 19, 2019 minutes as amended. Roll call vote taken: Adam Clinger Abstained, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 4 Yes and 1 Abstained.

### **MANAGER REPORT**

2020 Fee schedule for water

It was motioned by Chris Ianson, seconded by Mark Peet to approve the 2020 water fee schedule. Roll call vote taken: Adam Clinger Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No.

Gareth has been having problems with the Scada system and has a quote from Schneider Electric in the amount of \$4500 for travel and diagnosis.

Stacey Snyder has applied for the water operator's job. He has a water license and works in Jay Township. The Authority members Wayne and Bill would like to meet with him on January 24, 2020 at 1 pm. Manager Morris will call and set this up. Solicitor Stenhach would like to have a description of the job emailed to him.

### **SOLICITOR REPORT**

Solicitor Stenhach has met with Karen Cahilly the Solicitor for Eulalia Township to cover some problem areas with water. Manager Morris has met with the Eulalia Township Supervisors as well and needing to work out a solution. Plans are to meet again at their meeting on February 4, 2020.

### **ENGINEERS REPORT**

#### **I. Requisition for Approval:**

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

<b>Requisition No. 01-20 Summary</b>					
Item Number	Payee Name & Address	Invoice Number	Invoice Date	Purpose Obligation Incurred	Amount to be Paid
1	Uni-Tec Consulting Engineers, Inc.	1000044290	1/10/2020	Authority Meeting Attendance	\$ 175.00
2	Uni-Tec Consulting Engineers, Inc.	1000044291	1/10/2020	CFA Grant Fee Reimbursement	\$ 100.00

It was motioned by Mark Peet, seconded by Chris Ianson to approve requisition No. 01-20 in the amount of \$275.00. Roll call vote taken: Adam Clinger Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No.

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

Uni-Tec Project Number 0012-005-020

No change since the December 2019 Meeting. The grant determinations are expected to be announced July of 2020.

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.

**III. 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.

Bev, Gareth, and I will be discussing when and how we may want to continue with this activity.

**IV. 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. I am waiting for a response from the DEP.

**V. 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.

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

Gareth will give an update on this work.

**VII. 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.

**VIII. Annual Water Allocation Compliance Report and Annual Chapter 110 Facility Report**

I have been assisting Gareth annually on the completion of these reports. They are due in March of 2020. To assist with this work would be a cost of \$500 for each report for a total of \$1000. This work would be done by the hour to the maximum of \$500 for each report.

It was motioned by Adam Clinger, seconded by Chris Ianson to have Uni-Tec assist Gareth with the preparation of 2 reports not to exceed \$1000. Roll call vote taken: Adam Clinger Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No.

## **BILLS**

There is a bill for the Recording Secretary in the amount of \$85, \$65 for December 19, 2019 meeting and 2 hour of prep time and a bill for the 2020 retainer fee for Stenhach and Stenhach in the amount of \$2500. It was motioned by Mark Peet, seconded by Chris Ianson to pay the bills and presented. Roll call vote taken: Adam Clinger Yes, Bill Krog Yes, Mark Peet Yes, Chris Ianson Yes, Wayne Wentzel Yes, 5 Yes and 0 No.

## **NEW BUSINESS**

Chris Ianson was approached by Bryan Phelps about a water hydrant on Crandall Street Ext. There was discussion on this topic.

Bill Krog attended the Council Meeting and will be meeting with the Personnel Committee from CAMA, CBA, and Council.

## **ADJOURNMENT**

Adjournment at 7:54 PM

Respectfully Submitted by,

Holly Hyde

