

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

January 17, 2024

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, January 17, 2024 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Vaughn Hoyt, Chairman
Chad Rugar, Vice-Chairman
Barbara Carleton, Treasurer

Christopher McGann, Borough Manager
Casandra Cowles, Administrative Assistant/Secretary-Treasurer
Terra Koernig, Solicitor – Via Phone

Absent: Debra Colegrove, Secretary
Kevin Green, Assistant Secretary-Treasurer

Visitors: There were no visitors.

Hoyt called the meeting to order at 10:00 a.m.

The minutes of the regular meeting held on November 15, 2023, treasurer's report, bills paid report, and administrative report were reviewed. Rugar made a motion to approve the minutes, treasurer's report, bills paid report and administrative report. Carleton seconded the motion, and the reports were approved.

Administrative Report:

Month End:

Month end statements and reports were completed for December.

Monthly Reports:

I completed and submitted the monthly DEP Water Reports for December

The meter readers were loaded on January 15th, for the guys to start reading on January 16th.

The billing was completed and the bills were mailed on December 27th.

Misc.:

There were 51 termination notices mailed.

SRBC 4th Quarter Reporting was completed.

Rate increases have been set up in the billing system.

Borough Managers Report:

Action Items

LDG proposal (South Main Street) – PennDOT is embarking on a project to widen South Main Street from Walmart to the interchange. It seems that this project will impact some water services. Larson Design Group is the consultant on the water service relocations for the Borough portion, so it would make sense to retain LDG for this project as well since they are already involved in the work. The cost is \$16,900 and there is an opportunity to recoup some of those costs, but I don't have those details right handy. I would ask the Authority Board to approve this contract.

Project oversight St. James Street project – After multiple discussions, the Borough Council has concluded that it would be in the best interests of all parties involved to authorize Hunt Engineering to provide project oversight on the St. James Street project. The current approval from Council is

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Hunt's rate of \$90/hour not to exceed \$70,000 total. If the cost would exceed that price, additional approvals from Council and the Authority would be needed. I would ask the Authority board to concur with this action of Council.

Additional bank signer – After discussing with Cassie, we feel that it would be useful to add the Borough Manager as an additional signer on checks and bank accounts. This would be particularly useful in those cases where a signature is needed quickly and the board chair is not available.

Resolution 2024-1: Transfer of vehicle – One of our employees has been requesting a van or some other type of enclosed vehicle that can be used for transporting sensitive equipment. It so happens that the borough has a spare police car that can be repurposed for such a use. The Borough Council has already agreed to swap the police car to the Authority in exchange for a 2016 F-250. If the Authority Board approves this resolution, the two entities could trade the vehicles to the benefit of both.

Executive Session – I would request an executive session to discuss some issues related to the collective bargaining agreement and the composition of the current workforce.

Informational Items

Fluoridation – I have spoken with our engineer and the intent is to move forward with this project this winter yet.

Re-permitting well 1 – The application was submitted on time. The turn-around from SRBC is about six months.

Climate change grant opportunity – We may have an opportunity to apply for some grant funding through the federal climate change appropriations. Specifically, I am looking at a project to shift to fully remote meter reads, I will be working on a proposal in the coming weeks.

New water service: Costy's Energy – Our engineer has assured me that he will have details worked out in time for the meeting.

MOU: Taco Bell development – After some considerable back-and-forth, the owner has signed off on the MOU that was approved in November.

Old Business:

- A. Rugar motioned to approve the new water service request from Costy's Energy contingent upon the engineer's approval and proof of having easements in place. Carleton seconded the motion and it was approved.

New Business:

- A. The LDG proposal for the South Main Street project was tabled for further information.
- B. Rugar motioned to approve the St. James Street project oversight with Hunt Engineers at a rate of \$90/hour, not to exceed \$70,000. Carleton seconded the motion and it was approved.
- C. Carleton motioned to approve adding the Borough Manager as a bank signer for the Authority's accounts. Rugar seconded the motion and it was approved.
- D. Carleton motioned to approve Resolution 2024-1, Transfer of Vehicle. This would allow the Borough to swap the old police explorer for the Authority's 2016 F-250. Rugar seconded the motion and it was approved.
- E. The new water service application for Blaise Alexander Chrysler, Dodge, Jeep was tabled until further information is provided to the Authority engineer.

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Hoyt called the Authority Board into executive session at 10:27 AM to discuss personnel issues. Regular session of the meeting reconvened at 11:10 AM.

Correspondence: There was no correspondence.

Rupar motioned to adjourn the meeting at 11:11 am.

Respectfully Submitted,

Barbara Carleton, Treasurer