

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

February 21, 2024

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, February 21, 2024 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Chad Rupar, Vice-Chairman
Kevin Green, Assistant Secretary-Treasurer
Gerald Farrer, Secretary

Christopher McGann, Borough Manager
Casandra Cowles, Administrative Assistant/Secretary-Treasurer
Terra Koernig, Solicitor
Riley Kleinfelter, MU Intern

Absent: Vaughn Hoyt, Chairman
Barbara Carleton, Treasurer

Visitors: There were no visitors.

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

The minutes of the regular meeting held on January 17, 2024, treasurer's report, bills paid report, and administrative report were reviewed. Green made a motion to approve the minutes, treasurer's report, bills paid report and administrative report. Farrer seconded the motion, and the reports were approved.

Administrative Report:

Month End:

Month end statements and reports were completed for January.

Monthly Reports:

I completed and submitted the monthly DEP Water Reports for January

The meter readers were loaded on February 12th, for the guys to start reading on February 13th.

The billing was completed and the bills were mailed on January 29th.

Misc.:

There were sixty-four termination notices mailed.

The annual EDU evaluation was completed. We ended up increasing the EDU's by eighteen.

The Authority Audit is scheduled for February 20, 2024

I am currently working on the annual consumption report.

Borough Managers Report:

Action Items

Water treatment plant roof – The Authority Board has earmarked funds to fix/replace the failing roof at the plant. In an effort to ensure a complete and acceptable job, I suggest that the Authority retain Hunt Engineering to evaluate the roof and prepare a specification sheet that would be used to bid the project out. My reasons for suggesting this course of action are as follows:

1. A professional evaluation would identify the specific needs and perhaps uncover unidentified structural problems.

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2. The resulting spec sheet would allow ease of bidding and allow for the apples-to-apples comparison of received bids.
3. This will allow for work to be done as expeditiously as possible.

Hunt's price is \$12,500 for the services.

St. James Street change order – In working through the logistics of this project, the engineer and contractor have identified some additional valves that will make the job run more smoothly. More specifically, the project could be completed without these valves, but it would require a service interruption, and subsequent boil water order for customers who are not even within the project area. As it stands, there will be three unavoidable boil orders that have to be issued, though each individual customer would be impacted once. Without these valves, there would be at least six orders, some of which would affect the business district. The cost of the change order is \$17,000.

CoStream proposal – CoStream is the company that provides SCADA services. They “spun off” from Martz Technologies effective the beginning of this year. One potential area of improvement from the recent boil water order is “cascading” alerts when the water treatment plant loses communication. A “cascading” alert means that the system will continue to call out until the alert is acknowledged. All of the other alerts are cascading, but the communication failure alert is a different part of the SCADA software. Per CoStream, the communication call out will be cascading upon upgrades toward the end of the year. Alternatively, CoStream will upgrade our system now for a cost of \$5,200.

Spare chlorine injection pumps – Steven has requested that we purchase two spare chlorine injection pumps. These would be held in reserve until needed. The cost of the two is \$4,280 plus shipping.

Leak detection and water line location – Steven has expressed a need for assistance to locate leaks (take note of the recent unaccounted-for water) and verify water line locations for the St. James Street project. The cost of these services is \$8,400 for a week.

Service Application: CCA – We have received the application for a new water service at the proposed Commonwealth Charter Academy. Please note that the SALDO review is not complete. The final council review is scheduled for Feb. 28.

Informational Items

New employee – The Borough Council voted to hire Amanda Adams to fill the water department vacancy. Amanda worked in water treatment in the military. She will start on Monday, March 4. I would invite Board members to stop in and meet/welcome her.

Fluoridation – I received specific guidance from DEP regarding the process and timeline for ending fluoridation. On Wednesday afternoon, Feb. 21, I will be meeting with the engineer to set the timeline for public notices and the major permit amendment.

Climate change grant opportunity – I received a follow up to this grant opportunity indicating that the project I originally envisioned would not be funded. That said, I am still working with a vendor to develop a price for remote meter reads in anticipation of a future grant application.

Old Business: There was no old business.

New Business:

- A. The board tabled the action on retaining Hunt Engineering for a cost of \$12,500 plus \$1,000 in reimbursable expenses to evaluate the water treatment plant roof and to prepare a specification sheet that would be used to bid the project out.
- B. McGann presented a possible St. James Street change order in the amount of \$17,000 that is for some additional valves. Without the valves the project would require a service interruption and subsequent boil water order for customers that are not even within the project area. As it stands, there will be three unavoidable boil orders that have to be