

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

August 21, 2024

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

Chad Rugar, Vice-Chairman
Barbara Carleton, Treasurer
Gerald Farrer, Secretary

Casandra Cowles, Administrative Assistant/Secretary-Treasurer
Christopher McGann, Borough Manager
Amanda Adams, Operator

Absent: Vaughn Hoyt, Chairman
Kevin Green, Assistant Secretary-Treasurer
Terra Koernig, Solicitor
Steven Sargent, Lead Operator

Visitors: Richard Correll

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

The minutes of the regular meeting held on July 17, 2024 were reviewed. Farrer made a motion to approve the minutes. Carleton seconded the motion and the minutes were approved. Carleton made a motion to approve the 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 July.

Monthly Reports:

I completed and submitted the monthly DEP Water Reports for July

The meter readers were loaded on August 12th, for the operators to start reading on August 15th.

The billing was completed and the bills were mailed on July 31st.

SRBC quarterly reports were submitted.

Misc.:

There were 48 termination notices mailed.

Borough Managers Report:

Unfinished: South Main Street retainer agreement – There has been no movement on this project that I am aware of.

St. James pay application #6 and #7 + Hunt invoice – The sixth pay application for the St. James Street project amounts to \$17,005 and the seventh (what was received on Monday) amounts to \$49,749.93. Additionally, there is a bill of \$690.26 due to Hunt Engineering.

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Informational Items

Lead and Copper Inventory – I am still plugging away at this during free time periods. The initial focus is to put all of our service addresses (more than 1,000) into the spreadsheet that DEP/EPA wants us to use. I am about 80 percent of the way through that. The next step would be to fill in known data such as the date the building was constructed and the date of the last service line replacement. There will be a healthy number of unknowns, but projects like the St. James and South Main/East Main replacement are starting points.

St. James project update – The water piece of this project has been proceeding reasonably well. The final service lines are being installed now. This project has uncovered at least five (5) instances of compromised service lines on the customer side. In every instance, the service lines were older styles of metal material that had been slowly leaking and the work exposed the issues.

Main Street/Route 6 project – This project has not gone as smoothly as the St. James project. This has been largely night work, requiring significant overtime for our operators. The authority did get some new valves installed that were absolutely necessary. Additionally, in spite of the saved water from St. James Street, we are still producing more water than usual. Back in February, the MMA board authorized some leak detection services and the company still owed the Authority some work, so he checked the area out on Monday, Aug. 19. He found two potential leaks at locations that were previously compromised and repaired. The contractor plans to address those spots on Aug. 20.

Hydrant replacement – Amanda and I will discuss this in more detail at the meeting. The first new hydrant was installed at the shop.

District metering project – This project is on a bit of a hold until we can wrap up some other items.

Co-Stream follow-up – Steven, Amanda and I have been meeting regularly with the Co-Stream team. The support has been phenomenal when one of the operators asks for guidance or tweaks in the system. Since most of the systems in the plant are monitored and logged by the SCADA, it is simple enough to pull the necessary data. We have been working with Co-Stream to produce a monthly spreadsheet with all of the necessary data for reporting purposes. Some examples of the benefits are:

1. Operators can run some processes (like a backwash) remotely as needed.
2. One piece of data that must be logged daily is the lowest reading for giardia. Co-Stream is able to provide that number to the operators.
3. There are a number of readings that are not able to be monitored by the SCADA such as stream/creek levels. Co-Stream has built a process where the operators can log that data on the website and then produce the necessary spreadsheet.

Processes like these save time and effort. They also reduce the possibility of reporting errors. The MMA board is scheduled to revisit the cost later this year. CoStream has offered to attend the October meeting to discuss in detail and field any questions.

MU water plant – This item is with the university at this time. The Engineer and I submitted a list of initial questions to the university, but none of the responses truly answered the two key questions, namely:

1. How much water would the university system produce?
2. What kind of cost are we looking at?

Beyond that, I would recommend discussing further in executive session for real estate transfers.

Worm gear drive – This is the necessary component to get one of the filters up and running. The only supplier I have found is Westech out of Utah. I placed an inquiry with the company in late April. At that time, I was advised that Westech was temporarily not fulfilling orders until May 1. I

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followed up with them two weeks later and finally got a salesman assigned. I spent several weeks in June verifying the correct part. I have now been sending weekly emails inquiring about the status of this thing.

FirstNet – This project is moving now. Co-Stream did an initial site visit and coordinated with FirstNet. The operators will need to install some antennas at the plant to make this work. That installation is scheduled for next week.

Fluoride removal – The Engineer reached out to DEP regarding this matter. The permit may be issued this week yet. Additionally, I have been working with Jimmie Joe on pricing to remove the old chemicals including fluoride and some old delpac.

2025 Budget – Cassie and I will start on the budget shortly. With this being a negotiation year, and with salaries/benefits being such a significant part of the budget, it will be difficult to pull something meaningful together until the negotiations are done.

Operator hire – I received two applications and passed them along to the Personnel Committee.

Old Business:

- A. Carleton motioned to table setting the meeting date and time until January; and to keep the rest of this year's meetings as is. Farrer seconded the motion and it was approved.
- B. There has been no movement on the South Main Street retainer agreement. Carleton motioned to table this item. Farrer seconded the motion and it was tabled.

New Business:

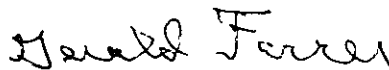
- A. Carleton motioned to approve pay application #6 in the amount of \$17,500 and #7 in the amount of \$49,749.93 for the St. James Street. In addition, also paying Hunt Engineering \$690.26 Farrer seconded the motion and it was approved.

Correspondence: Letters sent to tenants regarding past due balance.

Rupar called the meeting into executive session at 10:31 am to discuss legal matters.
The regular meeting resumed at 10:38 am.

Farrer motioned to adjourn the meeting at 10:38 AM.

Respectfully Submitted,



Gerald Farrer, Secretary