

## **MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD**

July 20, 2022

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, July 20, 2022 in the Council Room of the Municipal Building, Mansfield, Pennsylvania with the following people present:

Vaughn Hoyt, Chairman  
Chad Rupar, Vice-Chairman  
Barbara Carleton, Treasurer  
Debra Colegrove, Secretary  
Kevin Green, Assistant Secretary-Treasurer

Cassandra Cowles, Administrative Assistant/Secretary-Treasurer  
Christopher McGann, Borough Manager  
Jeffrey Loomis, Solicitor

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

**Visitors Comments:** There were no visitor comments.

The minutes of the regular meeting held on May 18, 2022, treasurer's report, bills paid report, and Administrative report were reviewed. Rupar made a motion to approve the minutes, treasurer's report, bills paid report and administrative report. Colegrove seconded the motion, and the reports were approved.

### **Administrative Report:**

#### Month End:

Month end statements and reports were completed for June.

#### Monthly Reports:

I completed and submitted the monthly DEP Water Reports for June.

The meter readers were loaded on July 12th, for the guys to start reading on June 14th.

The billing was completed and the bills were mailed on June 24th.

#### Misc.:

There were 58 termination notices mailed.

I mailed 41 Lead and Copper survey's out. We have received 15 back so far. We need these to determine which locations we will be taking our lead & copper samples from.

The Consumer Confidence Report (CCR) was completed and posted on the website and in the PennySaver in June.

The quarterly SRBC report was submitted.

### **Borough Managers Report:**

#### **Action Items**

Townview booster station generator – DEP would like us to have a generator installed at the station to provide for uninterrupted service. I had some discussions with a local electrician and hope to have a price quote for the board's consideration.

Automatic shut down change orders – This project is moving ahead (in spite of delays with the DEP permit as detailed below). In working through this project, some change orders are in order and I would ask for the Board's consideration.

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Upgrade VZRscada hardware for full control capabilities: \$3,785

Install hardware and coordinate with ISP to modernize tank level monitoring: \$7,500

Install VZRscada at old filter plant for tank level monitoring controls: \$21,357

Item one will allow for greater digital controls of the plant and give us the opportunity to eventually remotely control many of the plant's systems. This would allow for rapid response in the event of a critical incident. There would still be a physical response by staff, but depending on the situation, remote controls would allow for an immediate adjustment before staff even arrive. Once completed, this will come with an annual connectivity and monitoring fee of \$984.

Items 2 and 3 relate to a communication system between the Fourth Street tank and the old plant. This is a critical piece of infrastructure that controls the flow of water to town. Currently, the communication system is a dedicated phone line and the technology is becoming obsolete. The last time that we experienced issues, it took more than a week to get a response from the phone company. (I understand that Frontier had some difficulty finding a technician who even knew about this line.) Employees had to monitor the tank levels multiple times per day until that line got fixed.

The existing Frontier service costs \$45 per month. That will go away, but the trade-off is that we will take on two internet bills from Blue Ridge (one for the tank and one for the old plant). The silver lining here is that Blue Ridge will run the cables at no cost and a business outage like this will receive a high priority.

This project was originally quoted at \$201,332.44 and the Board allowed a 10 percent contingency. These three change orders exceed that contingency. Item one is an important function that could prevent a catastrophic event. The biggest potential crisis that comes to mind would be a flooded basement. When this happens, the plant needs to fully shut down ASAP. The remote control would allow that to happen in seconds rather than after an employee physically responds.

Items 2 and 3 have weighed on my mind for some time now and the potential solution evolved while discussing the project with the contractors. The side benefit is that the project would also provide internet service to the old plant, allowing us to install a telephone there, which would be valuable when trying to solve water flow issues.

Executive Session – I would request an executive session for a legal matter concerning some natural gas leases.

### **Informational Items**

Fluoridation of public water – Since approval, I have not had the time to tend to this item.

Water leaks – Our crew investigated a leak on West Elmira Street at an unoccupied house. The initial report from the property owner was that water in the yard has been there “for a while now.” After considerable effort, the curb stop was located, closed and repaired. A conservative estimate is that this repair saved 30,000 gallons/day. As of today, we are also looking into two presumably minor service line leaks on St. James Street.

Filter media replacement – This project is finally completed.

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Water plant updates – As discussed under “action items,” the originally approved work on this project has started. LRM and Martz Technologies are the contractors on the project. LRM handles much the mechanical work while Martz does the digital controls. Here are the highlights thus far:

LRM replaced the existing valves and controls, which is allowable under the current permitting. The updated permit was delivered to DEP. DEP then advised of the \$750 fee, which we remitted. Then we received a notice that the document needs to be submitted electronically, which was also done.

The bulk of the work is on hold until DEP approves the permit application. I recently received an email indicating that the permit may not be approved until the middle of September due to staffing limitations and 14 other permit applications ahead of ours. At this point, it's worth noting that DEP is mandating this work.

Once DEP approves the permit application, LRM and Martz Technology will be working in tandem to install the automated shutdown systems. In layman's terms, this means that the system will automatically shut down if certain water quality standards such as chlorination or turbidity. This work will also include significant upgrades to our existing SCADA system. The updated system will provide important reports for our operators and administrators. Additionally, one of the changes orders would allow for remote operation of many of the plant's systems. Two other change orders would modernize tank level monitoring.

Once all of these projects are completed, I am planning a tour of the spring house and treatment plant for members of the Authority Board and Council. Unfortunately, if DEP doesn't expedite the permit, this may be a cold weather tour.

The intention is for our crew to use this as a learning experience and later determine if this could be done in-house in future years.

## **Old Business: There was no old business.**

Hoyt called the meeting into executive session at 10:01 am due to legal matters.

The regular meeting reconvened at 10:23 am.

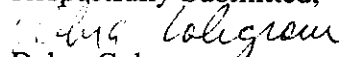
## **New Business:**

- A. The purchase of a generator for the booster pump station was tabled waiting for a quote.
- B. Colegrove motioned to approve the change orders for the automatic shut down at the plant at the cost of \$32,642.00 to be paid out of the Equipment Fund. Green seconded the motion and it was approved.

**Correspondence:** There were no correspondences.

Colegrove motioned to adjourn the meeting at 10:33 am.

Respectfully Submitted,

  
Debra Colegrove

Secretary