

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

June 19, 2024

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, June 19, 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
Gerald Farrer, Secretary – arrived at 10:10 am
Kevin Green, Assistant Secretary-Treasurer

Christopher McGann, Borough Manager
Terra Koernig, Solicitor
Steven Sargent, Lead Operator
Amanda Adams, Operator

Absent: Casandra Cowles. Administrative Assistant/Secretary-Treasurer

Visitors: None

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

The minutes of the special meeting on May 13, 2024 and the regular meeting held on May 15, 2024 were reviewed. Rugar made a motion to approve the minutes. Green seconded the motion and the minutes were approved. Rugar made a motion to approve the treasurer's report, bills paid report, and administrative report. Green seconded the motion, and the reports were approved.

Administrative Report:

Month End:

Month end statements and reports were completed for May.

Monthly Reports:

I completed and submitted the monthly DEP Water Reports for May

The meter readers were loaded on June 14th, for the operators to start reading on June 17th.

The billing was completed and the bills were mailed on May 28th.

Misc.:

There were 36 termination notices mailed.

The 2023 CCR report has been approved by DEP. It will be in next week's Pennysaver and is also available to view on the website and in the office.

Borough Managers Report:

Unfinished: South Main Street retainer agreement – Please table pending more information. We have not yet received plans or a scope of work for the South Main Street project. This is expected sometime in June.

St. James pay application #4 – The fourth pay application for the St. James Street project amounts to \$167,923.84.

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St. James Street change orders – There are two necessary change orders for the St. James Street project. They are:

1. 14 Additional corp stops: \$5,950
2. Relocation of the water line near Third Street due to inaccurate mapping: \$4,842.80

The second item has been reviewed by the Engineer and recommended for approval. The first item is still under review by the engineer, so it may be prudent to approve that CO contingent upon Hunt's review and favorable recommendation.

Water treatment plant roof – I reached out to a number of roofing contractors to get pricing on new shingles for the roof. Please be aware that there may be some additional costs if the contractor discovers any damaged rafters. The quotes prices are:

Nickerson Construction: \$21,250

Chilson Brothers LLC: \$22,500

Snowburg's Contracting: \$40,230

Hydrant replacement cost – The 2024 budget includes funds to replace five fire hydrants. The material cost is \$21,038 from LB Water for five hydrants plus parts. After discussion with the lead operator, Steven and I recommend replacing the hydrants at the following locations:

1. 67 Prospect Street
2. MU baseball field at Clinton Street
3. Extension and East Elmira
4. Borough shop
5. 35 North Main Street

Hydrant Buddy purchase – The Borough Council's Public Safety Committee briefly reviewed the adequacy of the fire hydrants. One idea that came up is this "hydrant buddy" system that makes it much easier to open hydrants than the manual method. A brief search shows that one option from Pollard Water costs \$5,945 (including an adjustable gate key). Another model from US Saws is listed at \$5,382. I would ask the board to approve an expenditure up to \$6,000 that will suit our operators.

Informational Items:

Lead and Copper Inventory – We have a hard deadline of October, 2024 to produce an inventory, even if some of the lines are listed as "unknown." At this point, I have met with PA Rural Water for help with the spreadsheet. Cassie has offered to help with inputting the service addresses and Amanda has volunteered to help with the actual inventory. During my time at the PSAB Conference, this topic emerged as a serious concern among borough officials as an unfunded mandate.

St. James project update – This project is progressing reasonably well, considering the scope of the work. The new water line has been installed and is awaiting service line connections for activation. We were fortunate that two planned boil orders were not needed.

Main Street/Route 6 project – This project, on the other hand, could be going better. This project is the necessary water/sewer relocations to accommodate new stormwater facilities. The night work necessitated having our operators on site overnight and forced an unavoidable boil order. There was also a leak on the main on the night of June 9, which resulted in lost water.

Co-Stream follow-up – Since the MMA Board approved the enhanced services arrangement, the operators and I have been meeting regularly with Co-Stream. I am happy to report that many lingering issues with call-outs have been resolved. Additionally, the wells and springs are now integrated into the SCADA system. In the near future, the SCADA system will be able to

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produce a spreadsheet with all of the normal data that is currently gathered by hand and input into a spreadsheet.

MU water plant – In consultation with the Borough/Authority engineer, I submitted a list of questions to Commonwealth University – Mansfield concerning the recent discussion regarding their water treatment plant. At this time, I am still awaiting responses. This list of questions is designed to provide information regarding the capacity and operating status of the plant as well as relevant financial details.

Old Business:

- A. Rugar motioned to table the South Main Street retainer agreement with Larson Design Group until more information is obtained from PennDOT. Green seconded the motion and it was tabled.

New Business:

- A. Green motioned to approve pay application #4 for the St. James Street project in the amount of \$167,923.84. Carleton seconded the motion and it was approved.
- B. Carleton motioned to approve the first change order for the St. James Street project: 14 additional corp stops in the amount of \$5,950, contingent upon Hunt's review and recommendation. for the St. James Street project. Also, to approve the second change order: relocation of the water line near Third Street due to inaccurate mapping, in the amount of \$4,842.80. Green seconded the motion and it was approved, with Rugar opposing. Steven discussed one boil order.
- C. Rugar motioned to approve Nickerson Constructions roofing quote in the amount of \$21,250. There could be additional costs if the contractor discovers damaged rafters. The other quotes received were:
 - Chilson Brothers LLC: \$22,500
 - Snowburg's Contractions: \$40,230Green seconded the motion and it passed.
- D. Rugar motioned to approve replacing five fire hydrants. This was included in the 2024 budget. The material cost from LB Water is \$21,038. Steven discussed in detail the status of all the hydrants. The recommended hydrants to be replaced are as follows:
 - 67 Prospect Street
 - MU baseball field at Clinton Street
 - Extension and Elmira Street
 - Borough shop
 - 35 North Main StreetGreen seconded the motion and it was approved. The board directed Manager McGann to develop a comprehensive replacement plan.
- E. Hoyt motioned to table the purchase of a "hydrant buddy" which would make opening hydrants much easier than the manual method. Green seconded the motion and it was tabled.
- F. Green motioned to approve the audit representation letter. Hoyt seconded the motion and it was approved.
- G. Rugar motioned to add the purchase of a gear box/worm drive to the agenda. Green seconded the motion and it was added to the agenda.

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H. Green motioned to approve the purchase of a gear box/worm drive for the filter at the water plant. The price must not exceed \$4,312.63. Carleton seconded the motion and it was approved.

Hoyt called the meeting into executive session at 11:00 am to discuss personnel issues. Steven and Amanda were excused. Manager McGann was excused from executive session at 11:23 am. Regular session reconvened at 12:00 PM.

I. Rugar made a motion to add an item to the agenda, requesting an additional water employee. Green seconded the motion and it was added to the agenda.

J. Hoyt made a motion for Manager McGann to submit a request to Council to consider hiring an additional water operator at the next Council meeting. Green seconded the motion and it was approved.

Correspondence: None

Green motioned to adjourn the meeting at 12:06 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Gerald Farrer".

Gerald Farrer, Secretary