

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

March 20, 2024

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, March 20, 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
Kevin Green, Assistant Secretary-Treasurer – Via Phone
Gerald Farrer, Secretary

Casandra Cowles, Administrative Assistant/Secretary-Treasurer
Terra Koernig, Solicitor – Via Phone

Absent: Christopher McGann, Borough Manager

Visitors: Jeffrey Watts, J L Watts, Inc.
Darin Rathbun, Hunt Engineers

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

Hoyt called for recognition of visitors:

Jeffrey Watts, J L Watts, Inc. spoke regarding the valves that could be installed to limit the amount of boil orders during the St. James Street project.

Darin Rathbun, Hunt Engineers also spoke regarding the valves and the change order process for the St. James Street project.

The minutes of the regular meeting held on February 21, 2024, 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 February.

Monthly Reports:

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

The meter readers were loaded on March 12th, for the meter reading to on March 13th.

The billing was completed and the bills were mailed on February 26th.

Misc.:

There were 49 termination notices mailed.

I will be finishing the annual consumption report in the next day or so. This report is needed to complete the Chapter 110 report. The auditors will also need this report.

The annual DEP Chapter 110 report should be complete and submitted before the end of this week.

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Borough Managers Report:

Action Items

Hunt Engineering: Revisit St. James Street CO for valves – As a follow up to the discussion last month, I have asked Hunt Engineering to attend the meeting to discuss the proposed valves for the St. James Street project, which would reduce the necessary boil water advisories. As outlined in the attached files, there is a possibility of wide-spread boil orders if we do not go this direction.

St. James Street change orders process/oversight – Additionally, I would request a discussion with Hunt Engineering regarding the project oversight and the potential for decisions on change orders on the spot. Hunt has been retained to provide project oversight. As part of this process, there will likely be times when it is necessary to approve additional expenditures on site with input from the contractor and review by Hunt. I have already had this discussion on the borough side and the Finance Committee of the Borough Council has directed that the Manager advise the committee of change orders that are requested by the contractor and reviewed by the project overseer.

South Main Street retainer agreement – As previously discussed, PennDOT will be embarking on a resurfacing/widening project on South Main Street in Richmond Township in the near future. Like the current Main Street/Route 6 project in the borough, there will be some necessary water line relocations. Larson Design Group is currently assisting on the project in the borough, which will kick off this spring/summer and they are very familiar with the process at this point. For that reason, I would request the board approve a retainer with LDG at a cost of \$16,900 to assist with the technical details. This cost is 75 percent reimbursable from PennDOT.

CoStream proposal – Currently, we pay CoStream \$2,400 per year for basic support on the SCADA system. CoStream has provided a proposal to upgrade our support services at an annual cost of \$12,000. I am not expecting approval at this time. Rather, I would ask the Board to consider the cost for a month and hear from CoStream at the April meeting.

Executive Session (personnel) – I would request an executive session to review some recent issues, including the January boil order and the fluoridation issue.

Informational Items

New employee – Amanda has started and she is doing well. Unfortunately, she will not be available to attend the March meeting as she will be at the PA Rural Water Association Conference. Amanda is scheduled to take the water certification test in April.

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 made arrangements with PA Rural Water to get started. Based upon some recent and planned main line work, state/federal regulations concerning service line materials, and documented service line work, I will be able to get started in house. That said, I did reach out to LDG to discuss professional assistance and I have included that proposal for your information at this point.

HB 1903 Committee vote today – The PA House Local Government Committee will be voting Wednesday morning on HB 1903, which I have been tracking. If adopted, this bill would allow municipalities to take maintenance responsibility for water/sewer laterals if they so choose.

Water treatment plant roof – With everything else going on, I have not had the time to focus on this. My goal is to have some proposals for the April meeting.

Hoyt called the Authority Board into executive session at 10:37 AM to discuss personnel issues. Regular session of the meeting reconvened at 11:41 AM.

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Old Business: There was no old business.

New Business:

- A. After hearing from Jeffrey Watts and Darin Rathbun, Farrer made a motion to approve the installation of the proposed valves at the estimated cost of \$24,500 for the St. James Street project. Carleton seconded the motion. The motion passed with Rugar opposing.
- B. After Darin Rathbun explained the typical process for change orders, Rugar made the motion that any change order exceeding \$2,000 would need approval from the Chairman via telephone, if the Chairman is unavailable, then the decision would be up to the Vice-Chairman. Farrer seconded the motion and it was approved.
- C. The South Main Street retainer agreement with Larson Design Group was tabled for more information.
- D. The CoStream proposal was tabled for more information.

Correspondence: There was no correspondence.

Farrer motioned to adjourn the meeting at 11:51 am.

Respectfully Submitted,



Gerald Farrer, Secretary