

MUNICIPAL AUTHORITY OF THE BOROUGH OF MANSFIELD

April 19, 2023

The monthly meeting of the Municipal Authority of the Borough of Mansfield was held on Wednesday, April 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
Terra Koernig, Solicitor

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

Visitors Comments: There were no visitor comments.

Rupar made a motion to keep the Authority Officer's the same, Green seconded the motion, and it was approved.

Colegrove motioned to keep the depository, meeting day and time and solicitor the same and to approve the Solicitor engagement letter. (First Citizens Community Bank as the primary depository and Northwest Savings Bank as secondary, the meeting day and time third Wednesday of the month at 10:00 am, and the Solicitor as Loomis/Koernig). Green seconded the motion and it passed.

The minutes of the regular meeting held on February 15, 2023, 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. Green seconded the motion, and the reports were approved.

Administrative Report:

Month End:

Month end statements and reports were completed for March.

Monthly Reports:

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

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

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

Misc.:

There were 29 termination notices mailed.

The Authority audit was done on February 24th

Chapter 110 Report was completed and submitted to DEP.

The SRBC 1st quarter reports were submitted.

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Borough Managers Report:

Action Items

Reorganization – Per the rules and regulations of the Authority, the reorganization of the board happens at the April meeting. This would entail appointing the board chair, vice chair, treasurer, secretary, and assistant secretary-treasurer.

Asset management review and water audit – A DEP representative has been in contact with our operators regarding asset management review training and a water use audit. The result of this process will be an inventory/database/dashboard that will help us get a good handle on the MMA's various assets and establish a long-term maintenance plan. It will also help us get a handle on our unaccounted for water. There is no cost to the Authority, beyond staff time. I would just ask the Board's approval to move forward.

Informational Items

Water leaks – We are showing a spike in unaccounted for water, but nothing that has shown up as an obvious leak. Also, the flows from the plant have not been consistently high. Our operators will continue to investigate.

Water plant updates – The construction certification report was submitted to DEP on April 12, 2023. This represents the last of the paperwork that DEP needs to close out the previous consent order. There is one outstanding item to tie up. All of the new valves are required to be NSF certified. It was discovered that one set of valves did not have this certification. LRM ordered new valves, which have been delivered. LRM sent an email indicating that the valves will be installed next week. In general, the upgrades have worked well, but some minor bugs are still to be worked out. This is generally the set points for alarms.

St. James Street project progress – This project is proceeding. The loan settlement is scheduled for August 10 with work starting shortly thereafter. Our engineer and I met with UGI to coordinate any natural gas line replacements and they would like to replace most of their lines in the project area. UGI's internal calendar is such that they cannot start major projects until Oct. 1 of each year. Based on that information, it is likely that the actual work will commence in October. When assembling the 2024 budget, I will include the loan repayments.

PennDOT project cost projections – The PennDOT project is on track to begin in 2024. Our engineers have projected the cost of necessary water line relocations to be \$136,500, but with the cost share, the projected total price to the authority will be \$34,125. This cost will be figured into the 2024 and beyond budgets.

Re-permitting well 1 – GeoServices has started the work on the re-docketing process.

Mansfield University interconnect(s) – This issue has cropped up for me in various conversations lately. Here is what I have learned.

1. There are actually two interconnects with the MU water system. One interconnect can feed water from the MMA system to campus (excepting the daycare facility which is on MMA water) and another that potentially could feed water from campus to the MMA system.
2. The system that feeds to campus is fully permitted and will be due for re-docketing with SRBC in 2028. One item that seems to have fallen by the wayside is a regular communication to MU outlining the maximum amount of water that MMA would provide to campus in an emergency situation and the associated costs. Past practice seems to have been that MMA would provide up to 50,000 gallons per day and the most recent cost was \$6

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per thousand gallons. I still have an open question regarding how that would be metered. I hope to have a formal proposal for the MMA Board in the coming months.

3. The system to feed from campus to town is still conceptual, though it seems that there is likely a closed valve that connects the two systems somewhere in the vicinity of Academy Street. The problem with feeding from campus to town is that the campus elevation is so high, meaning the water pressure coming off the hill could damage MMA pipes. Some years back, the borough engineer did a concept plan to make this work, but the price is in the hundreds of thousands of dollars. Again, this would only be for emergencies. Further, an initiative like this would presumably require SRBC and DEP permitting.


Old Business: There was no old business.

New Business:

- A. Carleton motioned to move forward with the asset management review and water audit at no cost to the Authority. Colegrove seconded the motion and it passed.

Correspondence: There were no correspondences.

Colegrove motioned to adjourn the meeting at 10:07 am.

Respectfully Submitted,

Debra Colegrove
Secretary